

U.S. Department of Labor

Employment Standards Administration
Office of Labor-Management Standards
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August 22, 2008

Mr. Ray Egelhoff, Financial Secretary/Business Manager
Electrical Workers IBEW AFL-CIO
Local 89
4423 South Third Avenue
Everett, Washington 98203

Re: Case Number: [REDACTED]

Dear Mr. Egelhoff:

This office has recently completed an audit of Electrical Workers Local 89 under the Compliance Audit Program (CAP) to determine your organization's compliance with the provisions of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). As discussed during the exit interview with you on August 8, 2008, the following problems were disclosed during the CAP. The matters listed below are not an exhaustive list of all possible problem areas since the audit conducted was limited in scope.

Recordkeeping Violations

Title II of the LMRDA establishes certain reporting and recordkeeping requirements. Section 206 requires, among other things, that labor organizations maintain adequate records for at least five years by which each receipt and disbursement of funds, as well as all account balances, can be verified, explained, and clarified. As a general rule, labor organizations must maintain all records used or received in the course of union business.

For disbursements, this includes not only original bills, invoices, receipts, vouchers, and applicable resolutions, but also documentation showing the nature of the union business requiring the disbursement, the goods or services received, and the identity of the recipient(s) of the goods or services. In most instances, this documentation requirement can be satisfied with a sufficiently descriptive expense receipt or invoice. If an expense

receipt is not sufficiently descriptive, a union officer or employee should write a note on it providing the additional information. For money it receives, the labor organization must keep at least one record showing the date, amount, purpose, and source of that money. The labor organization must also retain bank records for all accounts. The audit of Local 89's 2008 records revealed the following recordkeeping violation:

Credit Card Expenses

Local 89 did not retain adequate documentation for credit card expenses incurred by union officers and employees. For example, Local 89 did not retain at least 30 receipts totaling at least \$6,350.08 during the 3 months examined.

As previously noted above, labor organizations must retain original receipts, bills, and vouchers for all disbursements. The president and treasurer (or corresponding principal officers) of your union, who are required to sign your union's LM report, are responsible for properly maintaining union records.

Based on your assurance that Local 89 will retain adequate documentation in the future, OLMS will take no further enforcement action at this time regarding the above violation.

Reporting Violation

Failure to File Bylaws

The audit disclosed a violation of LMRDA Section 201(a), which requires that a union submit a copy of its revised constitution and bylaws with its LM report when it makes changes to its constitution or bylaws. Local 89 amended its constitution and bylaws in 2006, but did not file a copy with its LM report for that year.

Local 89 has now filed a copy of its constitution and bylaws.

I want to extend my personal appreciation to Electrical Workers Local 89 for the cooperation and courtesy extended during this compliance audit. I strongly recommend that you make sure this letter and the compliance assistance materials provided to you are passed on to future officers. If we can provide any additional assistance, please do not hesitate to call.

Sincerely,



Mr. Ray Egelhoff
August 22, 2008
Page 3 of 3

Investigator

cc: Matthew Carroll, Local 89 President