

U.S. Department of Labor

Employment Standards Administration
Office of Labor-Management Standards
St. Louis District Office
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St. Louis, Missouri 63103
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June 17, 2005

Ms. Fran Riley, Secretary-Treasurer
CWA Local 6301

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Dear Ms. Riley:

This office has recently completed an audit of Communications Workers Local 6301 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 June 15, 2005, 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.

The CAP disclosed that your local maintains most of the receipts for union expenses. There were no receipts corresponding to the rent payments for the local's office in Springfield, Missouri. The building corporation confirmed that Local 6301 rents an office in their building and those receipts are not given unless requested by the renter.

All receipts corresponding to credit card payments were maintained; however, you were informed that each receipt needs to explain the reason for the purchases as well as all parties involved. Some of the receipts lacked the proper explanation for the purchase. Ms. Riley stated that they would explain each purchase in detail on future receipts.

Since the president is retired and you are a part time officer and both of you receive "compensatory time" from the local, it was suggested that the vouchers should include the exact hours worked each day. If compensatory time can be received for any time on union business, those hours should be noted. You agreed that future vouchers would list this information when compensatory time is involved.

As agreed, provided that Local 6301 maintain adequate documentation for its disbursements in the future, no additional enforcement action will be taken regarding the violation.

I want to extend my personal appreciation for the cooperation and courtesy extended by you and your entire staff during this compliance audit. If we can be of any assistance in the future, please do not hesitate to call.

Sincerely,

Dennis L. Eckert
District Director

By: 7(c)
Investigator

cc: Sandra Grogan, President

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