

U.S. Department of Labor

Employment Standards Administration
Office of Labor-Management Standards
Cincinnati District Office
36 East 7th Street
Cincinnati, OH 45202
(513) 684-6840 / FAX: (513) 684-6845



February 17, 2005

Mr. Doug Wilson
Financial Secretary
UAW Local 2308

6

Re: 2

Dear Mr. Wilson:

This office has recently completed an audit of UAW Local 2308 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 and President Vicki Smallwood on January 31, 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 violations of 29 U.S.C. 436. First, union officers and employees failed to retain adequate documentation for reimbursed expenses. The date, amount, and business purpose of every expense must be recorded on at least one union record. Second, some vouchers submitted by union personnel for lost wages do not identify the union business conducted that required lost wages be incurred. The lost wage claims must identify each date lost wages were incurred, the number of hours lost on each date, the applicable rate of pay, and a description of the union business conducted. Additionally, OLMS found discrepancies in the lost time claims, in that the number of hours for which some claimants were scheduled did not match the number of hours claimed and paid in lost time. As you agreed during the exit interview to keep proper documentation in the future, no further action is necessary at this time.

The CAP also disclosed a violation of 29 U.S.C. 431 in that the union filed a deficient LM-2 for the fiscal year ending 12/31/2003. Local 2308 amended its bylaws in 1997, but a copy of the bylaws was not filed with Local 2308's LM-2 report for that year. One copy of the bylaws has now been filed with OLMS. Additionally, you indicated that the bylaws are currently under revision. Please remember to file a copy of the finalized bylaws with the LM report for the year in which the bylaws are finalized.

In addition, Local 2308 failed to include some reimbursements to officers and employees in the amounts reported in Schedule 9 (All Officers and Disbursements to Officers). Direct disbursements to officers and employees for reimbursement of expenses incurred while conducting union business must be reported in Column F of Schedules 9 and 10 (Disbursements for Official Business). However, indirect disbursements for business expenses incurred for transportation by a public carrier (such as an airline) and for temporary lodging expenses incurred while traveling on union business must be reported in Schedule 13 (Office and

UAW Local 2308
January 31, 2005
Page 2 of 2

Administrative Expenses). Finally, the fixed asset inventory list and the fixed assets reported in the LM-2 report for 2003 are not consistent.

It will be necessary for Local 2308 to file amended LM-2 reports for 2003 to correct the deficient items discussed above. One copy of the amended report should be submitted to this office at the above address as soon as possible, but no later than March 14, 2005. Before mailing, review the report thoroughly to be sure it is complete, accurate, and signed properly with original signatures.

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

Sincerely,

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Investigator

cc: President Vicki Smallwood