

**U.S. Department of Labor**

Employment Standards Administration  
Office of Labor-Management Standards  
Boston District Office  
Room E-365  
John F. Kennedy Federal Building  
Boston, MA 02203  
(617) 624-6690 / FAX: (617) 624-6606



May 11, 2005

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Marilyn Burns, Secretary/Treasurer  
SEIU Local 560  
31 Bullocks Crossing Road  
Grafton, NH 03240-3000

Re:

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Dear Mrs Burns:

This office has recently completed an audit of SEIU Local 560 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 Earl Sweet and yourself on May 10, 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.

Title II of the LMRDA establishes certain reporting and record keeping requirements. Section 206 requires, among other things, that adequate records be maintained 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, all records used or received in the course of union business must be retained. This includes, in the case of disbursements, not only the retention of original bills, invoices, receipts, and vouchers, but also adequate additional documentation, if necessary, showing the nature of the union business requiring the disbursement, the goods or services received, and the identity of the recipients of the goods or services.

The following record keeping violations were revealed during the audit of Local 560's 2003 records:

Local 301 failed to keep all documentation for all disbursements made during the year. It is necessary to keep all receipts, vouchers, and backup documentation for these charges in order to verify the purpose of the expense. We also strongly recommend that documentation be retained for all travel relating to convention or meeting calls. Maintaining these convention call notices will help to verify and backup any travel or expenses pertaining to these specific trips and disclose their purpose.

Local 560's bank accounts are currently reconciled by an outside accountant. I would recommend that Local 560 request and maintain a written report of these reconciliations for their own records.

As agreed, provided that Local 560 maintains adequate documentation for its disbursements in the future, no additional enforcement action will be taken regarding this violation.

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

Sincerely,

FCC

FCC

Investigator

cc:Earl Sweet-President