

U.S. Department of Labor  
New York District Office

Office of Labor-Management Standards  
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November 30, 2005

Ms. Deborah Taylor-Moore  
Treasurer  
Treasury Employees, Chapter 252  
50 Clinton Street - 3<sup>rd</sup> Floor  
Hempstead, NY 11550

Dear Ms. Taylor-Moore:

This Office has recently completed an audit of Treasury Employees, Chapter 252 under the Compliance Audit Program (CAP) to determine compliance with provisions of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA). As discussed during the exit interview with you and President Mutz on November 29, 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 Chapter 252 has failed to maintain adequate records to verify, explain, and clarify, or to use in checking the accuracy or completeness of reports required to be filed with the Secretary of Labor, in violation of Title II, Section 206 of the LMRDA.

Union officers 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. In particular, the beginning and ending locations, and the distance traveled where mileage expenses were incurred must also be recorded.

As you were advised, a CAP case is considered by this office to be a confidential proceeding in which records and documents provided are handled in a strictly confidential manner to the extent permitted by law. In conducting our review of your organization, we recognize the sensitive nature of all materials and records compiled during the audit, as well as related discussions with union officials. Accordingly, unless otherwise mandated by law, all findings and results of the CAP are conveyed only to the proper officials of your organization, to appropriate individuals within this Department, and, if necessary, to other law enforcement agencies.

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, —

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Investigator