

U.S. Department of Labor

Employment Standards Administration
Office of Labor-Management Standards
Buffalo District Office
111 West Huron Street, Suite 1310
Buffalo, NY 14202
(716) 551-4976 / FAX: (716) 551-4978



September 19, 2005

Edward Fik, President
Machinists AFL-CIO, LG 330
3138 E. Lake Road
Dunkirk, NY 14048

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Dear Ed:

This office has recently completed an audit of Machinists AFL-CIO, Local 330 under the Compliance Audit Program (CAP) to determine compliance with provisions of the Labor-Management Reporting and Disclosure Act of 1959, (LMRDA). As discussed during the exit interview with you and Tom on September 16, 2005 the following matters were disclosed during the CAP. The matters listed below are minor in nature and not an exhaustive list of all possible problem areas since the audit conducted was limited in scope.

Overall, the financial operations were in order – we discussed some minor record keeping issues; specifically:

- Checks written in disbursements journal, then voided for various reasons but still added in the total disbursements for that particular month.
- Previous receipt books used had no sequential numbers. Currently the receipt book used by the union should be the type you continue to use.
- Figures recorded in recording secretary's book not in balance with secretary treasurer's figures.

Additionally we discussed the importance of an inventory list for the union's fixed assets. This list can be verified along with the semi-annual trustee audit. And finally, whenever there are changes to your local's constitution and bylaws, include that amended copy with your next LM filing. You provided me with a current copy during my visit, however on file with our office was a dated version (1995).

I want to extend my personal appreciation to you, all your officers, and Rose for your cooperation and courtesy. If I can be of any assistance in the future, please do not hesitate to call

Sincerely,

F(C)

Investigator

Cc: Thomas Mellerski, Treasurer
Anthony Scime, Recording Secretary