

U.S. Department of Labor

Employment Standards Administration
Office of Labor-Management Standards
Denver District Office
1999 Broadway Suite 2435
Denver, CO 80201-6550
(720) 264-3232 / FAX: (720) 264-3230



Thomas Brewer, Secretary Treasurer
Locomotive Engineers AFL-CIO
Division 103
5308 Constitution Dr
Cheyenne, WY 82009

09/09/05

Re:

2

Dear Mr. Brewer:

This office has recently completed an audit of Locomotive Engineers Division 103 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 Thomas Brewer on September 9, 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.

Adequate documentation was not retained for some purchases of office supplies and other miscellaneous expenses. For example, ~~7~~(C) requested and was given reimbursement for meals at division meetings, however there were not receipts provided for the following reimbursed meals:

- o January 15, 2004 in the amount of \$ 7.65
- o April 21, 2004 in the amount of \$ 7.56
- o May 19, 2004 in the amount of \$ 6.56
- o September 17, 2004 in the amount of \$ 4.65
- o October 15, 2004 in the amount of \$ 6.04
- o November 17, 2004 in the amount of \$ 7.08

In the future it is important to keep documentation on all disbursements from the large to even the smallest of disbursements. I will not require Division 103 to file an amended LM-3 report for the fiscal year ending December 31, 2004. As agreed, provided that Division 103 maintains adequate documentation for its disbursements in the future, no additional enforcement action will be taken regarding this violation.

The proper maintenance of union records is the personal responsibility of the individuals who are required to file Division 103's LM report. You should be aware that section 206 of the LMRDA provides that records be available for a period of not less than 5 years.

I strongly recommend that you make sure that this letter and the compliance assistance materials that were provided to you are passed on to your successors at whatever time you may leave office. I want to thank

you as well as Division 103 for their cooperation and courtesy during this compliance audit. If we can be of any assistance in the future, please do not hesitate to contact me or any other representative of our office.

Sincerely,

7(c)

Investigator