



April 16, 2012

Mr. Steve Lamaster, Secretary-Treasurer
Teamsters Local Union 955
4501 Emanuel Cleaver Blvd, Suite 955
Kansas City, MO 64130

Case Number: [REDACTED]
LM Number: 015380

Dear Mr. Lamaster:

This office has recently completed an audit of Teamsters Local 955 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, President Cairo Potts and Office Secretary Linda Guinn on March 2, 2012, 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.

Recordkeeping Violation

Title II of the LMRDA establishes certain reporting and recordkeeping requirements. Section 206 requires, among other things, that labor organizations maintain adequate records 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, labor organizations must maintain all records used or received in the course of union business.

For disbursements, this includes not only original bills, invoices, receipts, vouchers, and applicable resolutions, but also documentation showing the nature of the union business requiring the disbursement, the goods or services received, and the identity of the recipient(s) of the goods or services. In most instances, this documentation requirement can be satisfied with a sufficiently descriptive expense receipt or invoice. If an expense receipt is not sufficiently descriptive, a union officer or employee should write a note on it providing the additional information. For money it receives, the labor organization must keep at least one record showing the date, amount, purpose, and source of that money. The labor organization must also retain bank records for all accounts.

The audit of Local 955's 2010 records revealed the following recordkeeping violation:

Meal Expenses

Local 955 did not require officers and employees to submit itemized receipts for meal expenses totaling at least \$1032.14. The union must maintain itemized receipts provided by restaurants to officers and employees. These itemized receipts are necessary to determine if such

disbursements are for union business purposes and to sufficiently fulfill the recordkeeping requirement of LMRDA Section 206.

Based on your assurance that Local 955 will retain adequate documentation in the future, OLMS will take no further enforcement action at this time regarding the above violation.

Reporting Violation

The audit disclosed a violation of LMRDA Section 201(a), which requires that a union submit a copy of its revised constitution and bylaws with its LM report when it makes changes to its constitution or bylaws. Local 955 amended its constitution and bylaws in December 9, 2008, but did not file a copy with its LM report for that year.

Local 955 has now filed a copy of its constitution and bylaws.

I want to extend my personal appreciation to Teamsters Local 955 for the cooperation and courtesy extended during this compliance audit. I strongly recommend that you make sure this letter and the compliance assistance materials provided to you are passed on to future officers. If we can provide any additional assistance, please do not hesitate to call.

Sincerely,

A solid black rectangular box used to redact the signature of the investigator.

Investigator