



September 13, 2022

Brad Queen, General Chairman
Sheet Metal, Air, Rail, and Transportation Workers
General Committee of Adjustment 346
335 Aubrey Merrell Rd.
Mocksville, NC 27028

Case Number: 410-6020511()
LM Number: 540586

Dear Brad Queen:

This office has recently completed an audit of Sheet Metal, Air, Rail, and Transportation Workers General Committee of Adjustment 346 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 on August 29, 2022, 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 Violations

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 the General Committee of Adjustment 346's 2019 records revealed the following recordkeeping violation:

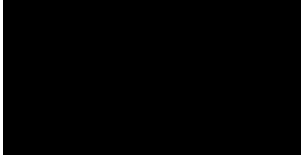
Information Not Recorded in Meeting Minutes

The audit revealed that the General Committee of Adjustment 346 did not record or maintain executive board meeting minutes or other correspondence to support the disbursement of union funds for the audit period. During the fiscal year ending December 31, 2019, the General Committee of Adjustment 346 failed to maintain records that would have recorded discussions of expenses, and authorization or approval for the disbursement of funds. Minutes of all membership or executive board meetings must report any disbursement authorizations made at those meetings.

Based on your assurance that the General Committee of Adjustment 346 will retain adequate documentation in the future, OLMS will take no further enforcement action at this time regarding the above violation.

I want to extend my personal appreciation to Sheet Metal, Air, Rail, and Transportation Workers General Committee of Adjustment 346 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,



Investigator