



August 25, 2023

Justin Gartrell, District Council Field Representative
Bricklayers, AFL-CIO, Local Union 6
618 High Avenue, NW
North Canton, OH 44703

Case Number: 350-6025717()
LM Number: 012104

Dear Justin Gartrell:

This office has recently completed an audit of Bricklayers, AFL-CIO, Local Union 6 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 on August 16, 2023, 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 Local 6's 2021 records revealed the following recordkeeping violations:

1. General Reimbursed and Credit Card Expenses

Local 6 did not retain adequate documentation for reimbursed expenses and credit card expenses incurred by District Council Field Representative Justin Gartrell totaling at least \$427.06. For example, Gartrell did not maintain credit card statements for the months of

February, March, May, June, July, August, November, and December 2021. There were no new transactions that occurred during these months and the union did pay off all balances in a timely manner. Credit card statements should be maintained by the union, regardless of how few transactions occurred.

As noted above, labor organizations must retain original receipts, bills, and vouchers for all disbursements. The president and treasurer (or corresponding principal officers) of your union, who are required to sign your union's LM report, are responsible for properly maintaining union records.

2. Lack of Salary Authorization

Local 6 did not maintain records to verify that the salaries reported in Item 24 (All Officer and Disbursements to Officers) of the LM-3 was the authorized amount and therefore were correctly reported. The union must keep a record, such as meeting minutes, to show the current salary authorized by the entity or individual in the union with the authority to establish salaries.

Based on your assurance that Local 6 will retain adequate documentation in the future, OLMS will take no further enforcement action at this time regarding the above violations.

Other Issues

Expense Policy

As I discussed during the exit interview with DC Field Representative Gartrell, the audit revealed that Local 6 does not have a clear policy regarding the types of expenses personnel may claim for reimbursement and the types of expenses that may be charged to union credit cards. OLMS recommends that unions adopt written guidelines concerning such matters.

I want to extend my personal appreciation to Bricklayers, AFL-CIO, Local Union 6 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

cc: Michael F. Fernandez, President
Joshua Moss, Financial Recording Secretary