

**U.S. Department of Labor**

Employment Standards Administration  
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April 14, 2008

Mr. James Bruwelheide, Treasurer  
Stage & Picture Operators, AFL-CIO  
Local Union 820  
2923 Greenfield Road  
Glenshaw, PA 15116

LM File Number 024-092  
Case Number: [REDACTED]

Dear Mr. Bruwelheide:

This office has recently completed an audit of Stage & Picture Operators Local Union 820 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 April 9, 2008, 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 Union 820's 2007 records revealed the following recordkeeping violation:

#### Meal Expenses

Local Union 820 records of meal expenses did not always include written explanations of union business conducted or the names and titles of the persons incurring the restaurant charges. For example, President Moore received \$162.12 for various meals but did not provide this information on his attached receipts. Union records of meal expenses must include written explanations of the union business conducted and the full names and titles of all persons who incurred the restaurant charge. Also, the records retained must identify the names of the restaurants where the officers or employees incurred meal expenses.

President Moore also attached copies of his receipts to the expense vouchers when requesting reimbursement. As previously noted, labor organizations must retain original receipts, bills, and vouchers for all disbursements. The president and treasurer (or corresponding principle officers) of your union, who are required to sign your union's LM report, are responsible for properly maintaining union records.

Based on your assurance that Local Union 820 will retain adequate documentation in the future, OLMS will take no further enforcement action at this time regarding the above violation.

#### Reporting Violation

Failure to File Bylaws

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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 the constitution and bylaws. Local Union 820 amended its constitution and bylaws in 2006, but did not file a copy with its LM report for that year.

Local Lodge 820 has now filed a copy of its constitution and bylaws.

I want to extend my personal appreciation to Stage & Picture Operators Local Union 820 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: William Moore, President