



January 23, 2014

Mr. Deefondy Woods, President
Machinist Local Lodge 2317
[REDACTED]

Case Number: 420-4214165 [REDACTED]
LM Number: 518969

Dear Mr. Woods:

This office has recently completed an audit of Machinist Local Lodge 2317 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, Candice Meador, Annette Schleifer, Kelly Chism, and Cathey Fair on January 23, 2014, no violations of the LMRDA were disclosed in areas of financial activity included in the CAP. This does not exhaust all possible problem areas, however, since the audit conducted was limited in scope and did not include all areas of your union's operation.

Other Issues

The audit disclosed the following other issues:

1. Union Record

The audit of Machinist Local Lodge 2317's 2012 financial records disclosed that Local Lodge 2317 failed to maintain a separate union record, such as a general ledger, for any of its bank accounts.

During the CAP Exit Interview, Local Lodge 2317 reported that Local Lodge 2317 is currently maintaining a monthly computerized ledger for its bank accounts.

2. Meeting Minutes

The audit of Machinist Local Lodge 2317's financial records disclosed that Local Lodge 2317 conducted membership and/or executive board meetings for the months of February, June, October, November, and December 2012, in which it failed to maintain a record union of those meetings. Minutes were not maintained of those meetings; disbursements authorizations were not made at those meetings. OLMS recommends the union maintain a set of minutes of every membership and/or executive board meeting.

During the CAP Exit Interview, Local Lodge 2317 reported that Local Lodge 2317 is

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currently maintaining a computerized record of its membership and executive board meetings.

I want to extend my personal appreciation to Machinist Local Lodge 2317 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

cc: Ms. Candice Meador, Treasurer
Ms. Annette Schleifer, Vice President