Public reporting burden for this collection of information is estimated to average 1 hour 50 minutes per response, including the time for review instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. Reporting of this information is mandatory and is required by the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), for the purpose of public disclosure. As this is public information, there are no assurances of confidentiality. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Office of Labor-Management Standards, Division of Interpretations and Standards, Room N-5609, 200 Constitution Avenue, NW, Washington, DC 20210.

DO NOT SEND YOUR COMPLETED FORM LM-15 TO THE ABOVE ADDRESS.

INSTRUCTIONS FOR FORM LM-15
TRUSTEESHIP REPORT

GENERAL INSTRUCTIONS

I. WHY FILE

The Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), the Civil Service Reform Act (CSRA), and the Foreign Service Act (FSA) require public disclosure of certain matters pertaining to a trusteeship which a labor organization imposes on a subordinate body. The Secretary, under the authority of the LMRDA, the CSRA, and the FSA has prescribed the filing of the Trusteeship Report, Form LM-15, to satisfy the requirement to disclose information on the imposition of a trusteeship and to semiannually disclose the status of the trusteeship.

II WHO MUST FILE

Every labor organization subject to the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), the Civil Service Reform Act (CSRA), or the Foreign Service Act (FSA) which has established a receivership, trusteeship, or other method of supervision or control, suspending the autonomy otherwise available to a subordinate labor organization under its constitution or bylaws, must file trusteeship reports with the Office of Labor-Management Standards (OLMS) of the U.S. Department of Labor.

A Trusteeship Report, Form LM-15, is required whenever supervision or control has been employed which has the effect of suspending any right which a subordinate labor organization otherwise has to carry on its own affairs. Suspension of autonomy will ordinarily include any method of supervision or control which (1) interferes with or restricts the functions of the officers of the subordinate labor organization; (2) prevents the members of the subordinate labor organization or, in the case of an intermediate body, their elected delegates from electing officers; (3) prevents the members or delegates of the subordinate labor organization from participating in the business of the organization which may be transacted at regular or special meetings; or (4) otherwise interferes with the autonomy of the subordinate labor organization; all as provided in the constitution and bylaws or other pertinent documents, and the practices and procedures developed thereunder, of both the organization which has established the trusteeship and the subordinate labor organization.

III. WHAT FORMS TO FILE

An initial Form LM-15 must be filed when a parent body imposes a trusteeship on a subordinate body. Form LM-15 reports must also be filed semiannually for the duration of the trusteeship.

Other Required Reports

Report on Selection of Delegates and Officers - A Report on Selection of Delegates and Officers, Form LM-15A, must be filed with an initial, semiannual, or terminal trusteeship report if, during the period covered by the report, (1) any convention or other policy-determining body met to which the trusteed labor organization sent delegates or would have sent delegates if not in trusteeship; or (2) the labor organization which imposed the trusteeship over the subordinate organization held an election of officers.

Terminal Trusteeship Report - A Terminal Trusteeship Report, Form LM-16, must be filed (along with a Labor Organization Annual Report, Form LM-2) within 90 days after the date that the trusteeship is terminated. The terminal trusteeship report must be filed whether the trusteeship is terminated because the subordinate labor organization is restored to the autonomy otherwise available to it under its constitution and bylaws and the constitution and bylaws of the labor organization which

has imposed the trusteeship or because the subordinate labor organization loses its reporting identity through dissolution, merger, consolidation, or otherwise.

Labor Organization Annual Report - In addition to initial and semiannual trusteeship reports, the organization imposing the trusteeship is required to file an annual financial report on Form LM-2 on behalf of the trusteed organization. The Form LM-2 is due within 90 days after the end of the trusteed organization's fiscal year and must report the financial activities of the entire fiscal year. If the trusteeship was imposed during the subordinate labor organization's fiscal year, the first report must cover the period prior to the imposition of the trusteeship as well as the financial transactions occurring during the trusteeship. A terminal trusteeship financial report on Form LM-2 is also required within 90 days after the date that the trusteeship is terminated.

Any Form LM–2 filed on behalf of a trusteed organization must include the signatures of the trustees in addition to the signatures of the president and treasurer or corresponding principal officers of the organization which established the trusteeship. To add signature blocks to the Form LM–2 in the electronic filing system, click on the "Add Signature Block" button on the bottom of page 1. If paper filing is permitted, trustees should sign and date the Form LM–2 in the space below the officers' signatures in Items 70 and 71.

Labor Organization Information Report - The organization imposing the trusteeship is also responsible for filing an initial or amended Labor Organization Information Report, Form LM-1, if necessary. The initial Form LM-1, which reports certain information concerning the structure, practices, and procedures of the labor organization, and two copies of the labor organization's constitution and bylaws must be filed within 90 days after the date on which the labor organization becomes subject to the LMRDA, CSRA, or FSA.

An amended Form LM-1 must be filed to update the information on file with OLMS if there have been any changes in the practices and procedures listed in Item 18 of the latest Form LM-1. An amended Form LM-1, if necessary, must be filed with the trusteed labor organization's annual financial report, Form LM-2. (Federal employee labor organizations subject solely to the CSRA or FSA are not required to submit an amended Form LM-l to describe changes in their practices and procedures.)

IV. WHO MUST SIGN THE REPORT

Form LM-15 must be signed by the president and treasurer or corresponding principal officers of the parent labor organization imposing the trusteeship **and** the trustees of the subordinate labor organization.

V. WHEN TO FILE

Initial Form LM-5

A labor organization which has imposed a trusteeship over a subordinate labor organization must file an initial trusteeship report on Form LM-15, including the Statement of Assets and Liabilities on page 2 of the form, within 30 days after the date of the imposition of the trusteeship.

Semiannual Form LM-15

Semiannual trusteeship reports covering each succeeding 6-month period of the trusteeship must be filed within 30 days after the end of each 6-month period on Form LM-15. The Statement of Assets and Liabilities on page 2 of the form should not be completed when filing a semiannual trusteeship report.

VI. WHERE TO FILE

The completed Form LM-15 and any required attachments and additional pages must be mailed to the following address:

U.S. Department of Labor
Office of Labor-Management Standards
200 Constitution Avenue, NW, Room N-5603
Washington, DC 20210

VII. PUBLIC DISCLOSURE

Pursuant to the LMRDA, the U.S. Department of Labor is required to make all submitted reports available for public inspection. You may examine the Form LM-15 reports at, and purchase copies from, the OLMS Public Disclosure Room at the address listed in Section VI, or at the OLMS field office in whose jurisdiction the trusteed labor organization is located. At the end of these instructions is a list of OLMS field offices.

VIII. OFFICER RESPONSIBILITIES AND PENALTIES

Each individual required to sign Form LM-15 is personally responsible for its filing and accuracy. The LMRDA provides criminal penalties for willful failure to file a required report and for false reporting. False reporting includes making any false statement or misrepresentation of a material fact while knowing it to be false, or for knowingly failing to disclose a material fact in a required report or in the information required to be contained in it or in any information required to be submitted with it.

The reporting labor organization and the officers and trustees required to sign Form LM-15 are also subject to civil prosecution for violations of the filing requirements. According to Section 210 of the LMRDA, "whenever it shall appear that any person has violated or is about to violate any of the provisions of this title, the Secretary may bring a civil action for such relief (including

injunctions) as may be appropriate."

Under the CSRA and FSA and implementing regulations, false reporting and failure to report may result in administrative enforcement action and litigation. Individuals responsible for signing Form LM-15 are also subject to criminal penalties for false reporting under section 1001 of Title 18 of the United States Code.

IX. RECORDKEEPING

The individuals required to file Form LM-15 are responsible for maintaining records which must provide in sufficient detail the information and data necessary to verify the accuracy and completeness of the report. You must retain the records for at least 5 years after the date the report is filed. You must retain any record necessary to verify, explain, or clarify the report including, but not limited to, vouchers, worksheets, receipts, and applicable resolutions.

Individuals are subject to penalties for willfully making any false entry in or concealing, withholding, or destroying any books, records, or statements required to be kept.

X. COMPLETING FORM LM-15

Read these instructions carefully before completing Form LM-15.

Information Entry. Entries on the report should be typed or clearly printed in black ink. Do not use a pencil or any other color ink.

Entering Dollars. In all Items dealing with monetary values, report amounts in dollars only; do not enter cents. Round cents to the nearest dollar. Enter a single "0" in the boxes for reporting dollars if the surety company has nothing to report.

Entering Dollars:

$1,573,844 — do not enter cents

Entering Zero:

$_,_ _ _, _ _ 0

Additional Pages. If you need additional space to complete an item, enter the additional information on a separate letter-size (8.5 x 11) page(s), indicating the number of the item to which the information applies. Print clearly at the top of each attached page the following information: (1) full name of the trusteed organization, (2) its 6-digit file number as reported in Item 3 of Form LM-15, and (3) the date reported in Item 1 for a semiannual report and Item 2 for an initial report. All attachments must be labeled sequentially 1 of_, 2 of_, etc.

INFORMATION ITEMS 1 - 9

1. FILE NUMBER—Enter the 6-digit file number assigned by OLMS to the labor organization held in trusteeship. If you do not know the organization's file number and cannot obtain it from prior reports filed by the organization held in trusteeship, contact the nearest OLMS field office listed at the end of these instructions for information on the 6-digit file number.

2. TYPE OF REPORT—If this is an initial trusteeship report, select **Initial** and complete pages 1 through 4 of Form LM-15. If it is a subsequent semiannual trusteeship report, select **Semiannual**, enter the date the 6-month period covered by the report ended, and complete only pages 1 and 2 of the Form LM-15.

3. DATE TRUSTEESHIP ESTABLISHED—Enter the date (month, day, year) the suspension of the autonomy of the subordinate labor organization became effective.

4. NAME AND MAILING ADDRESS OF LABOR ORGANIZATION HELD IN TRUSTEESHIP — Enter the full name and the complete mailing address of the labor organization held in trusteeship, including any building and room number. Include the affiliation or organization name (for example, International Association of Factory Workers); any designation which specifically identifies the trusteed organization (for example, Local, Lodge, Branch, Joint Council, District Council, etc.); and any designation number or other identifier by which the trusteed organization is known (for example, Local 123 or Southeast Joint Council).

5. NAME AND MAILING ADDRESS OF LABOR ORGANIZATION IMPOSING THE TRUSTEESHIP— Enter the full name, the complete mailing address and the OLMS file number of the labor organization imposing the trusteeship.

6. CONSTITUTIONAL AUTHORIZATION—Enter the article(s) and section(s) of the constitution which specifically authorize the imposition of the trusteeship.

7. REASONS FOR IMPOSITION OR CONTINUATION OF THE TRUSTEESHIP—Select the reason(s) for imposing or continuing the trusteeship.

8. DETAILED EXPLANATION—Provide a detailed statement explaining each reason selected in Item 7. The initial report must explain the reasons for the establishment of the trusteeship. The semiannual report must specifically explain why the trusteeship was continued during the preceding six (6) months.

The detailed statement must contain all of the facts necessary to clearly explain the situation or events which caused the establishment of the trusteeship or which caused the continuation of the trusteeship. The following statements are examples of inadequate explanations: "in the best interests of the local," "to restore good order," "suspected move to disaffiliate," or "involved in litigation

with the parent body". The detailed statement must specifically include dates, places, events, and any other information relevant to the decision to impose or continue the trusteeship.

Similarly, the statement "financial malpractices" must be supported by detailed information such as the following: a description of the malpractices; when and where the malpractices occurred; the amount of money or other assets involved; and how the establishment or continuation of the trusteeship is related to the correction of these financial malpractices.

A general statement that the trusteed organization "failed to carry out its responsibilities under a bargaining agreement" is also inadequate. A detailed statement must set forth, among other information, the following: when and in what particular respect the agreement was not followed; what segment of the membership was involved; and how the imposition of the trusteeship is related to assuring performance of the bargaining agreement.

9. CONVENTIONS AND ELECTIONS—Select **YES** in Item 9(a) if any convention or other policy- determining body met during the period covered by this report to which the trusteed organization sent delegates or would have sent delegates if not in trusteeship. Select **YES** in Item 9(b) if the labor organization imposing the trusteeship held an election of officers during the period covered by this report. If you select **YES** on either Item 9(a) or 9(b), you must file a Form LM-15A, Report on Selection of Delegates and Officers.

A policy-determining body is defined as any body which is convened by the parent labor organization or a labor organization which is composed of delegates from labor organizations. This body formulates policy on matters such as wages, hours, or other conditions of employment, or recommends or takes any action in the name of the participating labor organization. Such a body includes, for example, a district council, area conference, or joint board.

STATEMENT OF ASSETS AND LIABILITIES

If this is an initial trusteeship report, complete the Statement of Assets and Liabilities (pages 3 - 4) **only** as of the date the trusteeship was imposed. If this is a semiannual trusteeship report, do not complete the Statement of Assets and Liabilities.

Funds to Be Reported

Account for all assets and liabilities of the trusteed organization, including any special purpose funds or accounts. Examples of such assets and liabilities include strike funds, vacation funds, and scholarship funds, or any subsidiary organization(s).

All labor organization political action committee (PAC) funds are considered labor organization funds. However, to avoid duplicate reporting, PAC funds, which are kept separate from the trusteed organization's treasury, are not required to be included in the Form LM-15 if publicly available reports on the PAC funds are filed with a Federal or state agency.

Report Dollar Amounts Only

Report all amounts in dollars only; round cents to the nearest dollar.

Reporting Classifications

Complete all items and lines on the form as given. Do not use different accounting classifications or change the wording of any item or line.

Subsidiary Organizations

A subsidiary organization, for purposes of these instructions, is a separate organization where the ownership is wholly vested in the trusteed organization, its officers, or its membership; which is governed or controlled by the officers, employees, or members of the trusteed organization; and which is wholly financed by the trusteed organization. A subsidiary organization is considered "wholly financed" if the trusteed organization provided the initial financing, even if the subsidiary organization is currently wholly or partially self-sustaining. An example of a subsidiary organization is a building corporation which holds title to a building; the trusteed organization owns the building corporation, selects the officers, and finances the operation of the building corporation.

You must report the assets and liabilities for each subsidiary organization of the trusteed organization on the initial trusteeship report using one of the following methods:

Method (1) - Consolidate the financial information for the subsidiary organization(s) and the trusteed organization on a single Form LM-15.

Method (2) - Complete a separate Form LM-15 for the subsidiary organization and file it with the trusteed organization's Form LM-15. The LM-15 report for the subsidiary organization must be clearly marked "SUBSIDIARY REPORT" at the top of the first page.

Method (3) – Attach to the trusteed organization's Form LM-15 report a separate statement of assets and liabilities of the subsidiary organization as of the date the trusteeship was imposed. This statement must be accompanied by a statement signed by an independent public accountant certifying that the statement of assets and liabilities presents fairly the financial condition of the subsidiary organization in

accordance with generally accepted accounting principles.

Financial information reported separately for subsidiary organizations, as required under methods (2) and (3) above, must include the name of the subsidiary organization and the name and file number of the trusteed organization as shown on its Form LM-15.

When method (2) or (3) is used, and the subsidiary organization is an investment, you must report in Item 14 (Investments) and in Schedule 2 (Investments) the financial interest of the trusteed organization in the subsidiary organization. When method (2) or (3) is used, and the subsidiary organization is in the nature of a non-investment, you must report in Item 16 (Other Assets) and in Schedule 3 (Other Assets) the financial interest of the trusteed organization in the subsidiary organization.

With respect to the subsidiary organization, you must report the same type of information required on Form LM-15 regarding the trusteed organization's loans receivable. In method (1), you must combine the subsidiary organization information with the trusteed organization information and report on the trusteed organization's Form LM-15 in Schedule 1. In method (2), you must include this information in Schedule 1 of the separate Form LM-15 used for reporting the financial condition of the subsidiary organization. In method (3), you must submit an attachment containing the information required by the instructions for Schedule 1.

The information regarding loans made by the subsidiary organization must include a listing of the names of each officer, employee, or member of the trusteed organization and each officer or employee of the subsidiary organization whose total loan indebtedness to the subsidiary organization, the trusteed organization, or both, exceeded $250. However, if method (2) or (3) is used, the amount reported by the subsidiary organization should only be the amount owed to the subsidiary organization.

ITEMS 10 - 23 AND SCHEDULES 1 - 6

NOTE: *If there is not enough space to report all the required information in any of Schedules 1 through 6, see Section IX.*

ASSETS

10. CASH—Enter the total of all the trusteed organization's cash on hand and on deposit. Include the following: all cash on hand, such as cash, checks, and money orders which have not been deposited; petty cash; and cash in safe deposit boxes. Cash on deposit includes funds in banks, credit unions, and other financial institutions, such as checking accounts, savings accounts, certificates of deposit, and money market accounts.

11. ACCOUNTS RECEIVABLE—Enter the total of all accounts receivable owed the trusteed organization.

12. LOANS RECEIVABLE—Enter the total of all direct and indirect loans (whether or not evidenced by promissory notes or secured by mortgages) owed to the trusteed organization by individuals, business enterprises, benefit plans, and other entities including labor organizations as reported in Schedule 1, Line 6. An example of an indirect loan is a disbursement by the trusteed organization to an educational institution for the tuition expense of an officer, employee, or member which must be repaid to the trusteed organization by that individual. Do not include investments in corporate bonds or mortgages purchased on a block basis through a bank or similar financial institution which must be reported in Item 14 (Investments) and Schedule 2.

NOTE: *Advances, including salary advances, are considered loans and must be reported in Schedule 1. However, advances to officers and employees of the trusteed organization for travel expenses necessary for conducting official business are not considered loans if the following conditions are met:*

- *the amount of an advance for a specific trip does not exceed the amount of expenses reasonably expected to be incurred for official travel in the near future, and the amount of the advance is fully repaid or fully accounted for by vouchers or paid receipts within 30 days after the completion or cancellation of the travel.*
- *the amount of a standing advance to an officer or employee who must frequently travel on official business does not unreasonably exceed the average monthly travel expenses for which the individual is separately reimbursed after submission of vouchers or paid receipts and the individual does not exceed 60 days without engaging in official travel.*

See the instructions for Item 16 for reporting travel advances which meet these criteria.

Schedule 1 - Enter in Column (A) of Schedule 1 on Lines 1 through 3 (and on additional pages if necessary) the name of each officer, employee, or member whose total loan indebtedness to the trusteed organization (including any subsidiary organization) exceeded $250. Provide the name of each business enterprise which had any loan indebtedness, regardless of amount. For each officer or employee listed, indicate after each name either "0" (officer) or "E" (employee).

Enter in Column (B) the purpose of the loan, security given (if any), and the terms for repayment of each loan required to be listed in Column (A) and on additional pages.

Enter in Column (C) on Lines 1 through 3 the amount owed to the trusteed organization by each individual or business enterprise listed in Column (A). Enter on Line 4 the total from any additional pages. Enter on Line 5 the total of loans owed to the trusteed organization by officers, employees, or members whose total individual loan indebtedness did not exceed $250; and the total of all loans, regardless of amount, owed to the trusteed organization by other individuals and entities. Add Lines 1 through 5 and enter the total on Line 6 and in Item 12.

NOTE: *Section 503(a) of the LMRDA prohibits labor organizations from making direct or indirect loans to any officer or employee of the labor organization which results in a total indebtedness on the part of such officer or employee to the labor organization in excess of $2,000.*

13. U.S. TREASURY SECURITIES—Enter the total value of all U.S. Treasury securities as shown on the trusteed organization's books. Other U.S. Government obligations, state and municipal bonds, and foreign government securities must be reported in Schedule 2 under "Marketable Securities" and in Item 14 (Investments).

14. INVESTMENTS—Enter the total book value of all investments (other than U.S. Treasury securities) as reported in Schedule 2, Line 7.

Schedule 2 - Report in Schedule 2 details of all investments of the trusteed organization, other than U.S. Treasury securities, including mortgages purchased on a block basis and investments in any subsidiary organization not reported on a consolidated basis.

Enter in Column (B) of Schedule 2, Line 1, the total cost of all the trusteed organization's marketable securities including transaction costs (for example, brokerage commissions). Marketable securities are securities with current market values that can be obtained from published reports of transactions in listed securities or in securities traded "over the counter". Examples of marketable securities include corporate stocks and bonds, stock and bond mutual funds, and foreign government securities.

Enter in Column (B), Line 2, the total book value of all the trusteed organization's marketable securities. Book value is the lower of cost or market value.

List in Column (A), Line 3 (and on additional pages if necessary), each marketable security which has a book value over $1,000 and which exceeds 20% of the total book value entered on Line 2. Enter its book value in Column (B).

Enter in Column (B), Line 4, the total cost, including transaction costs, of all the trusteed organization's other investments (that is, those investments which are not U.S. Treasury securities or marketable securities). Include mortgages purchased on a block basis.

Enter in Column (B), Line 5, book value of such other investments. Book value is the lower of cost or market value.

List in Column (A), Line 6 (and on additional pages if necessary), each other investment which has a book value over $1,000 and exceeds 20% of the total book value entered on Line 5 and enter its book value in Column (B).

NOTE: *If the trusteed organization has a subsidiary organization for which a separate report is being submitted, you must report the subsidiary organization in Schedule 2, if it is an investment. List on Line 6 (and on additional pages if necessary) the name of each subsidiary organization in Column (A) and its book value in Column (B).*

Add Lines 2 and 5 and enter the total on Line 7 and in Item 14.

15. FIXED ASSETS—Enter the total value as shown on the trusteed organization's books of all fixed assets as reported in Schedule 5, Line 6, Column (D). Examples of fixed assets include: land, buildings, automobiles, and office furniture and equipment.

Schedule 5 - Report in Schedule 5 details of all fixed assets, including fixed assets that were expensed (that is, the cost of the asset was charged to current expenses, rather than entered on the books and periodically depreciated), fully depreciated, or carried on the trusteed organization's books at scrap or other nominal value.

Enter in Column (A) of Schedule 5, Line 1, the location of any land and on Line 3, the location of any buildings owned by the trusteed organization. Use additional pages if necessary.

Enter in Column (B) the cost or other basis of the fixed assets listed in Column (A), including totals from any additional pages.

Enter in Column (C) the accumulated depreciation, if any, of the fixed assets (except land) listed in Column (A) whose cost or other basis is included in Column (B) , including totals from any additional pages. If the trusteed organization "expenses" fixed assets, also include in Column (C) the amount that was charged to expenses when the assets were purchased.

Enter in Column (D) the amount at which the fixed assets listed in Column (A) are carried on the trusteed organization's books, including totals from any additional pages. Include the nominal amount, if any, at which fully depreciated assets are carried on the trusteed organization's books. The amount reported in Column

(D) should be the difference between Columns (B) and (C).

Enter in Column (E) the fair market value of land and of all assets listed in Column (A) that were expensed, fully depreciated, or depreciated to scrap or nominal value, including totals from any additional pages. It is not necessary to secure a formal appraisal of the assets; a good faith estimate is sufficient. The value used for insurance purposes or for tax appraisals, for example, will normally be acceptable as representing the fair market value.

Add Lines 1 through 7, Columns (B) through (E), and enter the totals on Line 8. Enter the total from Line 8, Column (D) in Item 15.

16. OTHER ASSETS—Enter the total value as shown on the trusteed organization's books of all other assets (those assets not reported in Items 10 through 15) as reported in Schedule 3, Line 8.

Schedule 3 – You must describe the trusteed organization's other assets in Column (A) of Schedule 3. You may classify these assets by general groupings or bookkeeping categories such as utility deposits, inventory of supplies for resale, or travel advances which are not required to be reported as loans in Schedule 1. However, the description must be sufficient to identify the type of assets. Enter in Column (B) the value as shown on the trusteed organization's books of each asset or group of assets described in Column (A).

NOTE: *If the trusteed organization has a subsidiary organization for which a separate report is being submitted, you must report the value of the subsidiary organization as shown on the trusteed organization's books in Schedule 3, if the nature of it is that of a non-investment. Enter in Column (A) the name of any such subsidiary organization. Enter in Column (B) the value as shown on the trusteed organization's books of the net assets of any such subsidiary organization.*

Enter on Line 7 the total from any additional pages. Add Lines 1 through 7 and enter the total on Line 8 and in Item 16.

17. TOTAL ASSETS—Add Items 10 through 16 and enter the total in Item 17.

LIABILITIES

18. ACCOUNTS PAYABLE—Enter the total amount of the trusteed organization's accounts payable. Ordinarily, accounts payable are those obligations incurred on an open account for goods and services rendered.

19. LOANS PAYABLE—Enter the total of all loans payable by the trusteed organization (except those secured by mortgages or similar liens on real property (land or buildings) which must be reported in Item 20 (Mortgages Payable)) as reported in Schedule 6, Line 6.

Schedule 6 - Enter in Column (A) of Schedule 6 on Lines 1 through 4 (and on additional pages, if necessary) the name of each business enterprise to which a loan was payable. Also, list the source of all other loans by general categories, such as banks, labor organizations, individuals, etc.

Enter in Column (B) the loan amount owed to each listed source of a loan. Enter on Line 5 the total from any additional pages. Add Lines 1 through 5 and enter the total on Line 6 and in Item 19.

20. MORTGAGES PAYABLE—Enter the total amount of the trusteed organization's obligations which were secured by mortgages or similar liens on real property (land or buildings).

21. OTHER LIABILITIES—Enter the total amount as shown on the trusteed organization's books of all other liabilities (those not reported in Items 18 through 20) as reported in Schedule 4, Line 8.

Schedule 4 - You must describe the trusteed organization's other liabilities in Column (A) of Schedule 4. You may classify these liabilities by general groupings or bookkeeping categories, if the description is sufficient to identify the type of liability. List separately any payroll taxes withheld, but not yet paid, other payroll taxes of the trusteed organization, such as FICA taxes, and any funds collected on behalf of affiliates or members and not disbursed as of the date the trusteeship was established. Do not include reserves for special purposes (for example, "Reserve for Building Fund") which are actually an allocation of assets for specific purposes rather than a liability.

Enter in Column (B) the amount of each liability described in Column (A). Enter on Line 7 the total from any additional pages. Add Lines 1 through 7 and enter the total on Line 8 and in Item 21.

22. TOTAL LIABILITIES—Add Items 18 through 21 and enter the total in Item 22.

23. NET ASSETS—Subtract Item 22 from Item 17 and enter the difference in Item 23.

SIGNATURES

24-27. SIGNATURES—The completed Form LM-15 which is filed with OLMS must be signed by the president and treasurer or corresponding principal officers of the organization which has imposed the trusteeship, **and** all the trustees designated to supervise the affairs of the organization held in trusteeship. If the report is signed by an officer other than the president and/or treasurer, so indicate in Items 24 and/or 25 by (1) crossing out the pre-printed officer title(s) and (2) inserting the appropriate officer title(s). If the trustees have a different title such as administrator, cross out the printed title and enter the correct title in Items 26 and 27.

If there are more than two trustees, the additional trustee(s) should sign and date the Form LM-15 in the space below the officers' and trustees' signatures in Items 24-27. You must have original signatures on the Form LM-15 filed with OLMS; stamped or mechanical signatures are unacceptable.

Enter the date the report was signed and the telephone number(s) used by the signatories to conduct official business. You do not have to report a private, unlisted telephone number.

Contact the nearest OLMS field office listed below if you have questions about filing a trusteeship report.

If You Need Assistance

The Office of Labor-Management Standards has field offices located in the following cities to assist you if you have any questions concerning LMRDA and CSRA reporting requirements.

Atlanta, GA
Birmingham, AL
Boston, MA
Buffalo, NY
Chicago, IL
Cincinnati, OH
Cleveland, OH
Dallas, TX
Denver, CO
Detroit, MI
Fort Lauderdale, FL
Honolulu, HI
Kansas City, MO
Los Angeles, CA
Milwaukee, WI
Minneapolis, MN
Nashville, TN
New Orleans, LA
New York, NY
Philadelphia, PA
Phoenix, AZ
Pittsburgh, PA
St. Louis, MO
San Francisco, CA
Seattle, WA
Tampa, FL
Washington, DC

Copies of labor organization annual financial reports, employer reports, and labor relations consultant reports filed for the year 2000 and after can be viewed and printed at www.unionreports.gov. Copies of reports for the year 1999 and earlier can be ordered through the website.

Information about OLMS, including key personnel and telephone numbers, compliance assistance materials, the text of the LMRDA, and related Federal Register and Code of Federal Regulations (CFR) documents, is also available on the Internet at: http://www.olms.dol.gov

Additionally, you can call the OLMS national office at (202) 693-0123 or email OLMS-Public@dol.gov.

(Technical Revisions 3/2015; 6/2016; 11/2016)