



February 19, 2019

Mr. Leo Marsura, Business Manager  
Roofers Local 189  
1727 E Francis Street, Suite 4  
Spokane, WA 99208

Case Number: 530-6014452  
LM Number: 048819

Dear Mr. Marsura:

This office has recently completed an audit of Roofers Local 189 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 January 30, 2019, 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 189's 2017 records revealed the following recordkeeping violations:

#### 1. Credit Card Expenses

Local 189 did not retain adequate documentation for credit card expenses incurred by union officers and employees totaling at least \$5,402.62. For example, at least 15 receipts for credit card purchases totaling \$1,121,27 were not retained by Local 189. In addition, at least \$4,281.35 in credit card purchases did not contain documentation showing the nature of the union business requiring the disbursement.

As noted above, labor organizations must retain original receipts, bills, and vouchers for all disbursements as well as documentation showing the nature of the union business requiring the 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.

Based on your assurance that Local 189 will retain adequate documentation in the future, OLMS will take no further enforcement action at this time regarding the above violation.

2. Lack of Authorization for Salary and Allowance

Local 189 did not maintain records to verify that the salary and automobile allowance for the business manager reported in Schedule 11 (All Officers and Disbursements to Officers) of the LM-2 were the authorized amounts and, therefore, were correctly reported. The union must keep a record, such as meeting minutes, to show the current salary and allowance authorized by the entity or individual in the union with the authority to establish salaries. Local 189 has now documented authorization for the business manager's salary and automobile allowance.

I want to extend my personal appreciation to Roofers Local 189 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 large black rectangular redaction box covering the signature of the investigator.

Investigator