



January 15, 2021

Mr. George West, President
CWA Local 6508
2723 Foxcroft Rd. Ste.201
Little Rock, AR 72227

Case Number: 420-6020177
LM Number: 009386

Dear Mr. West:

This office has recently completed an audit of CWA Local 6508 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 and Treasurer Steve Clark on January 15, 2021, 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 Violation

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 6508's 2019 records revealed the following recordkeeping violation:

Lack of Authorization for Travel Expenses

During the audit, Local 6508 President George West advised OLMS that the membership authorized the hotel expense of \$131.35 to attend a funeral for CWA Local 6012 President Chad Barnhill's father. However, the membership meeting minutes for 2018-2019 do not contain any reference to the authorization. In June 2019, Local 6508

Officers attended a CWA Convention in Las Vegas, NV. A review of the purchase receipts from the hotel showed a charge for concierge services totaling \$180 or \$90 per officer. There is no mention of approval for concierge expenses in the membership meeting minutes.

The union must keep a record that shows union disbursements were authorized by the membership or executive board in accordance with Local 6508's Business Practices Amended January 15, 2019. Membership and executive board meeting minutes must report any disbursement authorizations made at those meetings.

Based on your assurance that Local 6508 will retain adequate documentation in the future, OLMS will take no further enforcement action at this time regarding the above violations.

I want to extend my personal appreciation to CWA Local 6508 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: Mr. Steve Clark, Treasurer