



April 26, 2011

Deborah Williams, Financial Secretary  
Steelworkers Local 1915  
3440 CO RD175  
Clyde, OH 43410

Case Number: [REDACTED]  
LM Number: 028926

Dear Deborah Williams:

This office has recently completed an audit of Steelworkers Local 1915 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 13, 2011, 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.

#### Reporting Violations

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 its constitution or bylaws. Local 1915 amended its constitution and bylaws in 2000 but did not file a copy with its LM report for that year.

Local 1915 has now filed a copy of its constitution and bylaws.

#### Other Issues

The union's policy is that no lost time is paid unless wages are lost. Recordkeeping requirements must support this policy to ensure that union funds are not erroneously expended. For example, members could attach their time card information to lost time vouchers to ensure that the dates for which lost time is paid corresponds with the dates taken off from work.

A fixed asset inventory should be taken and maintained to accurately account for the union's assets. This is particularly crucial for the safeguarding of high value items such as computers and other items purchased with union funds, such as Labor Day T-shirts.

Deborah Williams

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I want to extend my personal appreciation to Steelworkers Local 1915 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: Eric Creamer, President