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U.S. Department of Labor

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January 30, 2014

Mrs. Wanda Adkisson, Treasurer
AFSCME Local 3464
1508 N. Great Oaks Rd
Peoria, IL 61604

Case Number: 310-6000020 [REDACTED]
LM Number: 542984

Dear Mrs. Adkisson:

This office has recently completed an audit of AFSCME Local 3464 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 14, 2014, 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(b), which requires labor organizations to file annual financial reports accurately disclosing their financial condition and operations. The Labor Organization Annual Report (Form LM-3) filed by Local 3464 for the fiscal year ended December 31, 2010 and December 31, 2012 were deficient in that:

Disbursements to Officers

Local 3464 did not include some reimbursements to officers totaling at least \$5,083.90 in the amounts reported Item 24 (All Officers and Disbursements to Officers) for fiscal years 2010 and 2012. It appears the union erroneously reported these payments in Item 48 (Office and Administrative Expenses).

The 2010 LM-3 Report Item 24 indicates four officers received a total of \$827.00; however, a review of the Local's 2010 records disclosed the officers received a total of \$2,729.47 during the fiscal year. The 2012 LM-3 Report Item 24 indicates the Local President was reimbursed \$2,354.43 for travel expenses and supplies; however, only \$212.00 was posted in Item 24 "Allowances and Other Disbursements".

The union must report most direct disbursements to Local 3464 officers and some indirect disbursements made on behalf of its officers in Item 24. A "direct disbursement" to an officer is a payment made to an officer in the form of cash, property, goods, services, or other things of value. See the instructions for Item 24 for a discussion of certain direct disbursements to officers that do not have to be reported in Item 24. An "indirect disbursement" to an officer is a payment to another party (including a credit card company)

for cash, property, goods, services, or other things of value received by or on behalf of an officer. However, indirect disbursements for temporary lodging (such as a union check issued to a hotel) or for transportation by a public carrier (such as an airline) for an officer traveling on union business should be reported in Item 48 (Office and Administrative Expense).

I am not requiring that Local 3464 file an amended LM reports for 2010 and 2012 to correct the deficient items, but Local 3464 has agreed to properly report the deficient items on all future reports it files with OLMS.

I want to extend my personal appreciation to AFSCME Local 3464 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

Mrs. Rachel Pollard, President