



November 1, 2018

Clayton Jeffries, President  
Teamsters Local Union 385  
126 North Kirkman Road  
Orlando, FL 32811-1404

Case Number: 410-6012093  
LM Number: 064705

Dear Clayton Jeffries:

This office has recently completed an audit of Teamsters Local Union 385 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 October 31, 2018, 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 385's 201 records revealed the following recordkeeping violations:

1) Meal Expenses

Local 385 did not require officers and employees to submit itemized receipts for meal expenses totaling at least \$200.00. For example, on April 25, 2017, President Clayton Jeffries turned in the restaurant signature receipt but the itemized receipt was not provided. On July 20, 2017, Secretary-Treasurer Romualdas J. Dulskis turned in the

restaurant signature receipt but the itemized receipt was not provided. The union must maintain itemized receipts provided by restaurants to officers and employees. These itemized receipts are necessary to determine if such disbursements are for union business purposes and to sufficiently fulfill the recordkeeping requirement of LMRDA Section 206.

Union records of meal expenses must include written explanations of the union business conducted and the full names and titles of all persons who incurred the restaurant charges. Also, the records retained must identify the names of the restaurants where the officers or employees incurred meal expenses.

I want to extend my personal appreciation to Teamsters Local Union 385 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

cc: Romualdas J. Dulskis, Secretary-Treasurer