



October 29, 2019

Mr. Daniel Kani, Commissioner
Professional Association
2620 Francis Lewis Boulevard
Flushing, NY 11358

Case Number: 130-6015756
LM Number: 510059

Dear Mr. Kani:

This office has recently completed an audit of Professional Association 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 Commissioners Michael Donohue and Carrie Mulligan on October 22, 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 record keeping 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 good or services received, and the identity of the recipient(s) of the goods and 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 Professional Association records revealed the following recordkeeping violations.

1. Information not Recorded in Meeting Minutes

During the audit, OLMS was advised that Professional Association holds four general membership meetings per year but the officers did not provide or maintain any minutes for these meetings.

1. Did not maintain disbursement receipts

During the audit, OLMS was advised that Professional Association did not maintain adequate disbursements receipts. There were no receipts provided for the four expenditures made in FYE 12/31/2018. OLMS retrieved two receipts during the CAP third party verification step.

I want to extend my personal appreciation to Professional Association for your 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 solid black rectangular box used to redact the signature of the District Director.

District Director