

Letter Requesting Access to Financial Records

January 10, 2018

Treasurer Richard Roe
SMART TD, Local 888
2210 Elm Street
West Falls, VA 21521

Dear Mr. Roe,

As you know, the Trustees plan to start our annual audit of Local 888's financial books and records on Saturday, January 20, 2018, at the union hall at 8 a.m. Please make available the signed 2016 Treasurer's Annual Report (TAR), LM annual financial report, the IRS 990 filing confirmation, and the following records for the period running Jan. 1, 2017 to Dec. 31, 2017:

1. Current TAR from year 2017 that you will sign;
2. Local bylaws and any minutes memorializing LCA salaries (if any);
3. Meeting minutes for the previous year;
4. All bank statements with all front and back check images dated Jan. 1- Dec. 31;
5. From WinStabs 2017, the ledger "All Items in the Checkbook";
6. From WinStabs 2017, printed copies of all LCA ledgers;
7. Checkbook with all check stubs (Jan. 1-Dec. 31, 2017);
8. All disbursement vouchers with all supporting documents, including original receipts;
9. From WinStabs 2017, the "Member due/refund" list;
10. From WinStabs 2017, the "Receipts Control Ledger" list;
11. An inventory listing of liquid and fixed assets.

(Add additional items as needed.)

If we need any additional records or information, we will let you know. Your cooperation is greatly appreciated.

Sincerely,

John Smith
Trustee

Cc: Local President Matt Jones
Local Trustee John Flores
Local Trustee Erick Johnson