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Department of Labor

Office of Labor-Management Standards

29 CFR Parts 403 and 408
Labor Organization Annual Financial Reports; Proposed Rule

DEPARTMENT OF LABOR

Office of Labor-Management Standards

29 CFR Parts 403 and 408

RIN 1215–AB34

Labor Organization Annual Financial Reports

AGENCY: Office of Labor-Management Standards, Employment Standards Administration, Department of Labor.

ACTION: Notice of proposed rulemaking; request for comments.

SUMMARY: The Department of Labor's Employment Standards Administration (ESA) is proposing to revise forms LM–2, LM–3, and LM–4, which are used by labor organizations to file the annual financial reports required under title II of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA or Act) with ESA's Office of Labor-Management Standards (OLMS). The purpose of this reform is to improve the transparency and accountability of labor organizations to their members, the public, and the government; to increase the information available to members of labor organizations; and to make the data disclosed in such reports more understandable and accessible. The Department invites comment on this proposed rule and the revised forms, as well as on the instructions for filling out the forms.

Some of the reforms proposed include requiring form LM–2 filers to file reports electronically (unless the labor organization claims a temporary hardship exemption or applies for and is granted a continuing hardship exemption), to identify ''major'' receipts and disbursements, and to allocate disbursements among several categories provided on the form. The proposal would also require all covered labor organizations to report the assets, liabilities, receipts, and disbursements of organizations with annual receipts of $200,000 or more that meet the statutory definition of a ''trust in which a labor organization is interested'' in order to ensure meaningful disclosure to union members and prevent the circumvention of the reporting requirements of title II. Finally, the proposal would make conforming changes, as described below, to the other labor organization annual financial reporting forms, form LM–3 and form LM–4, which are affected in limited ways. The Department invites comments with respect to the benefits of these changes, the ease or difficulty with which labor organizations will be able to comply, and whether the information that would be provided to union members, the public, and the government if these changes were implemented would be meaningful, useful, and in accordance with the purposes of the Act.

DATES: Comments must be received on or before February 25, 2003.

ADDRESSES: Comments should be sent to Victoria A. Lipnic, Assistant Secretary for Employment Standards, U.S. Department of Labor, 200 Constitution Avenue, NW., Room N–5605, Washington, DC 20210.

All commenters are advised that U.S. mail delivery in the Washington, DC area has been slow and erratic due to the ongoing concerns involving anthrax contamination. All commenters must take this into consideration when preparing to meet the deadline for submitting comments. As a convenience to commenters, comments may be transmitted by e-mail to *FormLM2-comments@dol-esa.gov* or by facsimile (FAX) machine to (202) 693–1340. To assure access to the FAX equipment, only comments of five or fewer pages will be accepted via FAX transmittal, unless arrangements are made prior to faxing, by calling the number below and scheduling a time for fax receipt by OLMS.

It is recommended that you confirm receipt of your comment by contacting (202) 693–0122 (this is not a toll-free number). Individuals with hearing impairments may call 1–800–877–8339 (TTY/TDD).

Comments will be available for public inspection during normal business hours at the above address.

FOR FURTHER INFORMATION CONTACT: Victoria A. Lipnic, Assistant Secretary for Employment Standards, U.S. Department of Labor, 200 Constitution Avenue, NW., Room S–2321, Washington, DC 20210, *olms-mail@dol-esa.gov,* (202) 693–0122 (this is not a toll-free number). Individuals with hearing impairments may call 1–800–877–8339 (TTY/TDD).

SUPPLEMENTARY INFORMATION:

I. Background

Over the course of the last century, there have been tremendous changes in the American workplace. Not only has the size of the American workforce increased dramatically—roughly six-fold—but the ''composition of the labor force shifted from industries dominated by primary production occupations, such as farmers and foresters, to those dominated by professional, technical, and service workers.'' Report on the American Workforce, U.S. Department of Labor, 2001, p. 3. The way in which American workers are compensated has also changed considerably. In 1966, over 80% of total compensation consisted of wages and salaries, with less than 20% representing benefits. By 2000, wages dropped to 73% of total compensation and benefits grew to 27% of the compensation package. *Id.* at p. 76, 87. Today's workforce—which is better educated, more empowered, and more familiar with financial data and transactions than ever before—expects relevant and useful information in order to make fundamental career decisions, evaluate options and exercise legally guaranteed rights. American workers rightly expect to receive such information not only from their government and their employers, but also from labor organizations that represent them or seek to represent them in the workplace.

Labor organizations also have changed tremendously since the enactment of the LMRDA in 1959. There are now far fewer small, independent unions and more large unions affiliated with a national or international body. In 2000, 5,426 unions, including 141 national and international unions, reported $200,000 or more in total annual receipts—the threshold at which a labor organization must use form LM–2 to file the annual financial report required by the LMRDA. In fact, many large unions today resemble modern corporations in their structure, scope and complexity. A large number of them manage full-featured benefit plans for their members, maintain close business relationships with financial service providers such as insurance companies and investment firms, offer multiple compensation opportunities to their senior executives and officials, operate revenue-producing subsidiaries, conduct extensive government lobbying, and participate in foundations and charitable activities.

As labor organizations have become more multifaceted and have created hybrid structures for their various activities, the form used to report financial information with respect to these activities, which has remained significantly unchanged, has become a barrier to the full and transparent reporting intended by the Act. Moreover, just as in the corporate sector, there have been a number of financial failures and irregularities involving pension funds and other member accounts maintained by labor organizations. These failures and irregularities result in direct financial harm to union members. If the members of labor organizations had more complete, understandable information about their unions' financial

transactions, investments and solvency, they would be in a much better position than they are today to protect their personal financial interests and exercise their democratic rights of self-governance.

In light of the changes in the American workplace, the availability of technical improvements, and the increasing complexity of many union financial activities reported under the LMRDA, the Department believes that reasonable changes must be made to the forms required under title II, and the means by which they are filed. First, the most efficient way to provide meaningful access to this information by interested members of the public is to require that the reports filed by the largest labor organizations be filed in electronic form. In response to requests from union members, the media, members of Congress, and other interested parties for Internet access to reports filed by unions under the LMRDA, OLMS has recently inaugurated a new website (*http://www.union-reports.dol.gov*) where individuals may now view union annual financial reports and conduct data searches, displaying the results in a number of preformatted listings, free of charge. In order to provide this access, however, OLMS currently must scan each report that is filed in paper format—a process that is expensive and time-consuming. Requiring form LM–2 reports to be filed electronically using software provided by OLMS, and making them available on the website, will decrease the number of requests for reports that must be handled manually, freeing OLMS staff for other compliance assistance and enforcement work. Finally, requiring electronic filing of form LM–2 reports will provide OLMS with data that can be used more effectively for enforcement and compliance assistance purposes.

In addition, the Department is proposing a number of changes in the form LM–2 itself, including a requirement that disbursements and receipts not otherwise identified be reported in specific categories that provide union members with more detailed information about the activities of their unions. The proposed revision of form LM–2 will provide union members and the public with information about the identity of individuals and entities who receive major disbursements of union funds and from whom unions receive major receipts not otherwise identified. This change is necessary to ensure that the information required is reported in such a way as to meet the objectives of the statute by providing union members with useful data that will enable them to be responsible and effective participants in the democratic governance of their unions. While it is recognized that changes in the form LM–2 may impose some burden on the largest unions, the burden of the proposed changes will dramatically diminish after the first year and the use of electronic filing proposed by this rulemaking will alleviate much of the burden on filers.

The Department considered raising the threshold at which unions are required to file form LM–2 as a way of limiting the burden of requiring electronic filing in greater detail. The threshold was raised to its current level of $200,000 in 1994. Adjusting for inflation, that amount would be approximately $245,000 today. Raising the threshold to $250,000 in annual receipts would relieve 654 unions, with combined receipts of approximately $150,000,000 per year, of the obligation to use the proposed form LM–2. Taking such action, however, would impact the amount of information available to more than 950,000 members. Since it is unclear whether such action would substantially affect the burden imposed without compromising the objective of increasing transparency, it was decided to specifically request comments on whether the current $200,000 threshold for form LM–2 filers should be raised to $250,000 or some other amount, or, instead, whether it should be left unchanged.

The LMRDA is effective only if union members and the government are given the information they need to determine how members' dues are being spent. As Representative Robert P. Griffin, a cosponsor of the bill, stated,

> * * * the effectiveness of the Act will surely depend upon the Secretary of Labor, who bears a great responsibility for its enforcement. However, in a larger sense, the effectiveness of the Act will depend also upon the rank-and-file union members themselves. For in the last analysis, it is they who must make the law meaningful by taking hold of the tools of democracy and using them to clean corruption out of their unions and to keep them clean.

Robert P. Griffin, Symposium on the Labor-Management Reporting and Disclosure Act of 1959, edited by Ralph Slovenko, Baton Rouge, Claitor's Bookstore Publishers, Tulane University School of Law, 1961, pp. 30–31. The LMRDA was passed with wide bipartisan support, and placed responsibility for enforcing its provisions jointly on the Department of Labor and rank-and-file union members. AFL–CIO President George Meany offered his support for the Act, stating ''if the powers conferred [in the LMRDA] are vigorously and properly used, the reporting requirements will make a major contribution towards the elimination of corruption and questionable practices.'' George Meany, Testimony before the House Labor Committee, June 1959. In light of the changes discussed above, the purposes of the Act could be better accomplished if the information that the statute requires labor organizations to report was provided in a more useful format and ''in such detail'' as necessary to provide union members with a more accurate picture of their union's ''financial condition and operations.'' 29 U.S.C. 431(b).

The Department developed reporting forms to complement its enforcement responsibilities shortly after the enactment of the LMRDA, but those forms have remained substantially unchanged for four decades, and simply have not kept pace with changes in financial practices and with the growth in size of unions and their financial transactions. Major changes were attempted in 1992. 57 FR 49282 (October 30, 1992). Pursuant to that rule, unions were required to report total disbursements in eight categories and then to allocate those disbursements among six ''functional'' categories. The Department, however, rescinded this rule on December 21, 1993. 58 FR 67594.

Since 1993, significant improvements in the software available to facilitate accounting make it possible to make a new attempt to change the form LM–2 in ways that will provide additional useful information to union members and the public without unduly burdening reporting unions. Accordingly, in the process of making changes to take advantage of advances in electronic recordkeeping, filing and disclosure technology, it is appropriate to consider changes that will enable union members to obtain more accurate information about the financial operations of their unions. For example, union members currently have no meaningful way to evaluate the appropriateness of large expenditures for generalized purposes. Recent form LM–2 reports filed with the Department disclosed, for example, expenditures of $7,805,827 for ''Civic Organizations,'' $3,927,968 for ''Sundry Expenses,'' and $7,863,527 for ''Political Education.'' Amounts reported as ''Other Disbursements'' and described generally have been equally difficult to identify. For example, recent reports disclosed disbursements of $68,712,248 for grants to joint projects with state and local affiliates; $22,991,729 for financial

assistance paid to local and district lodges; and $19,322,938 for organizing and servicing. While the activities described appear to be those for which a union might be expected to spend money, the current form does not require the union to disclose the identity of the recipient of the funds, making it difficult to determine whether these amounts were actually spent for the described activities.

The large dollar amount and vague description of such entries make it essentially impossible for members to determine whether or not their dues were spent appropriately, which is precisely the reason that the statute requires reporting. The Senate Report on the version of the bill later enacted as the LMRDA stated clearly, ''the members who are the real owners of the money and property of the organization are entitled to a full accounting of all transactions involving their property.'' A full accounting was described as ''full reporting and public disclosure of union internal processes and financial operations.'' Senate Report No. 187 on S. 1555, submitted by Senator John F. Kennedy from the Committee on Labor and Public Welfare, 86th Cong., 1st Sess., reprinted in 1959 U.S. Code Cong. & Admin. News 2318, pp. 2324 & 2318.

Technological advances have made it possible to provide the level of detail necessary to give union members a more accurate picture of their union's financial condition and operations without imposing an unwarranted burden on reporting unions. Although no specific data exist regarding the extent to which unions have already embraced the technology necessary to provide reports in electronic form, OLMS staff who review the filed reports and provide compliance assistance have determined that the vast majority of unions required to file form LM–2 use computerized recordkeeping systems. Several OLMS field offices have noted that even smaller unions that file form LM–3 keep electronic books. In addition, in the first year in which software was available to prepare the current forms for filing, approximately 40% of all filers (forms LM–2, LM–3 and LM–4) have used the software. Information regarding the burden imposed by making the proposed changes and the benefit to be gained is most likely to be obtained by proposing the changes for comment so that unions who file these reports, union members, and other groups that represent workers can express their views.

Software to be provided by the Department will facilitate use of the proposed revised form LM–2. The software will offer filers two options to complete and submit the form. A union that chooses the first option will be able to ''copy and paste,'' or manually type, information from their own record keeping system directly into the form using a commercial off-the-shelf form filler application. A union that chooses the second option will use technical standards provided by the Department to make adjustments to their own accounting programs that will enable them to seamlessly export data from the union's accounting system into the form. Once the data reconfiguration is complete, the union will simply use the reconfigured format for its normal bookkeeping. This method will be particularly helpful to larger form LM–2 filers inasmuch as each transaction will not have to be reentered by hand. Whether the union enters the information by hand into the form, or exports data at the end of the year to the filing software, the software provided by the Department will check for typographical and mathematical errors, and other discrepancies, which must be corrected before the union may file the report electronically.

OLMS case files demonstrate that union members would also benefit from changes in the way financial information is reported by the largest labor organizations on form LM–2 since the availability of more detailed information would provide a deterrent to fraud and embezzlement by corrupt officials. Over the past five fiscal years (FY 1998 to FY 2002), OLMS investigations of alleged fraud and embezzlement by union officials and related parties resulted in over 640 criminal convictions. Although courts ordered the responsible officials to pay $15,446,896 in restitution, in addition to debarring them from union service for a combined total of almost ten thousand years, unions and their members lost far more money as a result of this criminal activity than could be recovered by the Department on behalf of aggrieved members. In many of the serious cases investigated by OLMS, the broad aggregated categories on the existing forms made it possible to hide embezzlements, self-dealing, overspending and financial mismanagement. For example, accountants recently pled guilty to criminal charges related to the falsification of form LM–2 reports filed by an international union. In order to avoid detailed reporting, officials had shifted disbursements from the ''Office and Administrative Expenses'' category, which has a supporting schedule that requires some detail, to the ''Educational and Publicity Expense'' category, in which expenses are reported as a single aggregated total with no description. Although the fraudulent reporting was ultimately uncovered, the lack of supporting detail in the latter category enabled the officials to hide in excess of $1.5 million in personal dining, drinking and entertainment expenses from 1992 to 1999. This case demonstrates that detailed reporting can be an effective deterrent, and that more detail throughout the form LM–2 would further discourage malfeasance.

The foregoing changes will be made only to the form LM–2, which must be filed by the largest labor organizations. An additional change, which is needed to ensure that union members the government, and the public can obtain information on organizations affiliated with unions, as the statute requires, will apply to all labor organizations. The current forms LM–2 and LM–3 require that unions report ''subsidiary'' organizations and define such organizations as ''wholly owned, wholly controlled, and wholly financed by the reporting union.'' Because unions may also have substantial financial dealings with, or through, funds or organizations that are not wholly owned, but that meet the statutory definition of a ''trust in which a labor organization is interested,'' the proposed revision will require all unions to report the assets, liabilities, receipts, and disbursements of all such other organizations that have annual receipts of $200,000 or more on a new form T–1 (Trusts Annual Report) in order to fulfill the purpose of the statutory reporting requirements.

These separate organizations pose the same transparency challenges as ''off-the-books'' accounting procedures in the corporate setting: large-scale, potentially unattractive financial transactions can be shielded from public disclosure and accountability through artificial structures, classification and organizations. The proposed reform would substantially improve transparency of significant organizations that are financially connected to reporting labor organizations. Currently, if a union transfers funds to another organization, but does not disclose disbursements made by that organization, union members may have no way to determine whether the funds in question were actually spent for the benefit of members. Union members have a similar interest in obtaining information about funds provided for the benefit of members by employers pursuant to collective bargaining agreements, even if those funds are provided to a separate, jointly administered account rather than

directly to the union. Since the money an employer contributes to such a ''trust'' for union members' benefit might otherwise have been paid directly to workers in the form of increased wages and benefits, the members on whose behalf the financial transaction was negotiated have a right to know what funds were contributed, how the money is managed and how it is being spent.

However, if annual audits or financial reports providing the same information and a similar level of detail are otherwise available for organizations that meet the statutory definition of a trust, the only additional information a union would be required to report on form LM–2 is a statement that such a report or audit has been filed and is freely available on demand, and where it can be obtained. Thus, if reports are filed pursuant to 26 U.S.C. 527, or the requirements of the Employee Retirement Income Security Act of 1974, 29 U.S.C. 1023 (ERISA), or if annual audits are available under § 302(c)(5)(B) of the Labor Management Relations Act, 29 U.S.C. 186(c)(5)(B) (LMRA), or if the organization files publicly available reports with a Federal or state agency as a Political Action Committee (PAC), no form T–1 will be required. The reporting labor organization will be required to state where the specific alternative reports are available for inspection, however. Only those reports listed in the Instructions as satisfying the disclosure requirement will be considered sufficient to relieve a union of the obligation to file a form T–1 for a trust in which a labor organization is interested that meets the reporting threshold. The Department invites comments on whether these reports, or others, provide sufficient information to dispense with the requirement that the labor organization also file a form T–1 for a trust or other fund in which it is interested.

Members have a direct financial interest in obtaining detailed, reliable information on significant trusts' financial operations, so they can determine whether funds are being spent in ways that benefit the members for whom they were created. There have been reports, for example, that joint training funds have been used to pay union officials supplementary salaries or host extravagant parties for trustees. Without adequate financial disclosure, it is impossible for union members to assess these trusts and fully exercise their self-governing democratic membership rights.

OLMS case files also indicate that there are a number of organizations about which union members have requested information without success because the organizations were not wholly owned by the union and, therefore, the union was not required to report the organization as a subsidiary. In one example, OLMS found that 29 local unions contributed an average of $62,000 per month to a statewide strike fund. Although union members are likely to have an interest in how such funds are invested and spent, no single union wholly owned the fund, and therefore no union was required to report disbursements made by the fund. Strike funds typically fall within the statutory definition of a ''trust in which a labor organization is interested,'' but may not be required to report under ERISA or the LMRA. Under the proposed revision, each union that contributes $10,000 or more to such a fund will be required to file a form T–1 with respect to the fund, if the strike fund has annual receipts of $200,000 or more, thereby providing union members much more information about the financial activities of their union and the fund in which it has an interest.

In another case, local union officials had established a building fund financed partly with union members' pension funds. The union was not required to report financial information about the building fund, because the union did not wholly own it; part of the building fund's financing was provided by the union's pension fund. Whether or not the separate contributions made by the pension fund are required to be reported under ERISA, the building fund itself is a ''trust in which a labor organization is interested'' under the definition in the LMRDA. The proposed revision of form LM–2 will require that information for such entities be reported on form T–1, if the union's contribution during the reporting year is $10,000 or more and the entity's annual receipts from all sources total $200,000 or more.

A third case illustrates the current barriers to disclosure: one union local accounted for 97% of the funds on deposit at a credit union; membership in the credit union was limited to members of the Local and two other union locals, and all of the credit union directors were Local officials and employees. The credit union made large loans, many near $20,000, to union officials, employees and their family members. Four loan officers, three of whom were officers of the Local, received 61% of the credit union's loans. Union members did not have ready access to information about these loans because the Local did not wholly own the credit union. Again, the members had an interest in the financial operations of the organization in question but, under the existing rules, their union was not required to report these activities in its form LM–2. Under the proposed reform, a credit union established by a union primarily for the benefit of its members is an organization that meets the statutory definition of a ''trust in which a labor organization is interested'' and the union will be required to report financial information for the benefit of members on form T–1.

These reforms will provide union members, the public, and the government the information they need to properly ensure union democracy, fiscal integrity and transparency in a manner consistent with the intent of Congress in enacting the LMRDA. The revised form LM–2 will provide detailed information about financial transactions of labor organizations in an easily understood format. The new reports will be usefully organized according to the services and functions provided to union members and the members will be able to identify major receipts and disbursements for a variety of activities. The new form LM–2 strengthens enforcement of the LMRDA by giving members, the government, and the public a full account of their union's financial operations, which is made much more feasible and less costly by technological advances that enable electronic recordkeeping, filing and disclosure of financial information. Because the information will be provided electronically and in more detail than the current forms require, the proposed revision will substantially enhance the Department's ability to review the information provided and to enforce other provisions of the LMRDA. Finally, the proposed reform will also require additional reporting by all unions for trusts in which a labor organization is interested, providing substantially more information than is now available to union members, the public, and the government.

II. Authority

A. Legal Authority

The legal authority for the notice of proposed rule-making is sections 201, 208, and 301 of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), 29 U.S.C. 431, 438, and 461.

B. Departmental Authorization

Section 208 of the LMRDA provides that the Secretary of Labor shall have authority to issue, amend, and rescind rules and regulations prescribing the form and publication of reports required to be filed under title II of the Act and

such other reasonable rules and regulations as she may find necessary to prevent the circumvention or evasion of the reporting requirements. Secretary's Order 4–2001, issued May 24, 2001, and published in the **Federal Register** on May 31, 2001 (66 FR 29656), continued the delegation of authority and assignment of responsibility to the Assistant Secretary for Employment Standards in Secretary's Order 5–96 of those functions to be performed by the Secretary of Labor under the LMRDA.

III. Overview of the Revised Form LM–2 and Instructions

This is a ''section-by-section'' discussion of the sections, items and schedules of the form LM–2 and instructions to which significant revisions are proposed:

Section I. Who Must File: The instructions to form LM–2 adopt the recent holding of the U.S. Court of Appeals for the Ninth Circuit in *Chao* v. *Bremerton Metal Trades Council,* AFL–CIO, 294 F.3d 1114 (2002), interpreting section 3(j) of the LMRDA, because that interpretation gives full meaning to the plain language of the statute. In that case, the Court ruled that an intermediate labor organization that has no dealings itself with private employers and no members who are employed in the private sector may nevertheless be a labor organization engaged in commerce within the meaning of section 3(j) of the LMRDA if the intermediate body is ''subordinate to a national or international labor organization which includes a labor organization engaged in commerce.'' Accordingly, the Instructions will clarify that any ''conference, general committee, joint or system board, or joint council'' that is subordinate to a national or international labor organization will be required to file an annual financial form if the national or international labor organization is a labor organization engaged in an industry affecting commerce within the meaning of section 3(j) of the LMRDA.

Section IV. How to File: This section replaces Section IV. Where to File in the existing form LM–2 instructions to implement mandatory electronic filing. Mandatory electronic filing will minimize the burdens for unions that file form LM–2, and increase efficiency for the Department of Labor as it processes the reports and makes the reports available to union members and the public. The software necessary to record information in the form will be provided by the Department to all reporting unions. A union will be permitted to file a paper format form LM–2, however, if it claims a temporary hardship exemption or applies for and is granted a continuing hardship exemption. The hardship exemption procedures are modeled after the procedures used by the Securities and Exchange Commission (17 CFR 232.201–202) and are explained in the instructions to the form that accompany this notice. The Department invites comments regarding whether the hardship exemption procedures are appropriate and whether there are any alternative procedures that might better address legitimate problems without permitting unions to avoid electronic filing where it is feasible for them to file electronically.

Section X. Trusts in Which a Labor Organization is Interested: Labor organizations must disclose certain financial information of a significant trust in which the labor organization is interested in order to fulfill and prevent the circumvention of the statutory reporting requirements. Similarly, financial information concerning significant funds placed under a labor organization's control, for the benefit of its members, must be made available to members if they are to have a complete and reliable picture of the organization's financial condition and operation.

A trust in which a labor organization is interested is defined by statute as

> a trust or other fund or organization (1) which was created or established by a labor organization, or one or more of the trustees or one or more members of the governing body of which is selected or appointed by a labor organization, and (2) a primary purpose of which is to provide benefits for the members of such labor organization or their beneficiaries.

29 U.S.C. 402(l). This definition of a trust in which a labor organization is interested may include, but is not limited to: joint funds administered by a union and an employer pursuant to a collective bargaining agreement, educational or training institutions, credit unions created for the benefit of union members, and redevelopment or investment groups established by the union for the benefit of its members. The determination of whether a particular entity is a trust in which a labor organization is interested must be based on the facts in each case. A trust will be considered significant, and therefore must be reported, if it has annual receipts of $200,000 or more.

In some instances, a union may have a limited interest in a trust, but not extensive control over the trust, or complete information regarding all of the financial transactions of the trust. For example, some smaller unions may provide limited funding for a training center or other enterprise created by other, larger unions. Those smaller unions may not, therefore, be in a position to require the entity to provide information necessary on the financial operations of the trust. In such circumstances, provided that a union's financial contribution to a trust, or a contribution made on the union's behalf or as a result of a negotiated agreement to which the union is a party, is less than $10,000 during the union's reporting year, the union need only report the existence of the trust and the amount of the contribution. A labor organization that is providing significant funds to a trust, on the other hand, should be able to require the trust to provide a more detailed accounting of the trust's financial activities. Accordingly, if the contribution of the reporting union, or the contribution made on the union's behalf or as a result of a negotiated agreement to which the union is a party, to the trust is $10,000 or more during the union's reporting year, the labor organization will be required to report certain financial information of the trust on the proposed new separate form (form T–1), if the trust has annual receipts of $200,000 or more.

Form T–1 must be filed within 90 days of the end of the trust's fiscal year. The Department welcomes comments regarding alternative deadlines for filing the trust report.

Form T–1 contains various types of financial information that is intended to discourage circumvention or evasion of the reporting requirements in title II while imposing minimal burden. In particular, the reporting union will be required to report the amount of its contribution and of any contribution made on its behalf, as well as the total receipts and liabilities of the trust. Unions will be required to separately identify any individual or entity from which the trust receives $10,000 or more during the reporting year, any individual disbursement of $10,000 or more during the reporting period, as well as any entity or individual that received disbursements that aggregate to $10,000 or more from the trust during the reporting period.

Consideration was given to requiring a union to file separate form LM–2 reports for trusts or other organizations in which it has an interest or to require a union to separately identify disbursements in the same amounts as ''major'' disbursements that unions themselves are required to report. In order to reduce the burden on unions that may not have as ready access to trust records as to their own, it was decided to place the reporting threshold sufficiently high that a union might be

expected to require its trusts or other organizations to provide it with information about financial transactions in these amounts. The Department invites comments on whether a union that contributes $10,000 to an organization meeting the statutory definition of a trust should be required to file a form T–1 or whether the necessary information regarding trusts will be disclosed if such a report is required only if the amount contributed by or on behalf of the reporting union is a significant percentage (for example, 5%, 10% or 25%) of the total receipts of the organization. The Department also invites comments on whether the threshold for separately identifying receipts and disbursements of trusts is placed at the appropriate level.

No separate report will be required for Political Action Committee (PAC) funds if publicly available reports on the PAC funds are filed with a Federal or State agency, or for a political organization for which reports are filed with the Internal Revenue Service pursuant to 26 U.S.C. 527, or for a fund described in sections 302(c)(5) through (9) of the LMRA, 29 U.S.C. 186(c)(5) through (9), or for a plan that filed complete annual financial reports, returns and schedules pursuant to the requirements of ERISA, 29 U.S.C. 1023 and 29 CFR 2520.103–1, for the plan year ending with or within the year preceding the year covered by the reporting union's LM–2, LM–3 or LM–4, or if annual audits are made freely available on demand for inspection by interested persons under section 302(c)(5)(B) of the LMRA, 29 U.S.C. 186(c)(5)(B)).

The Department invites comments with respect to whether the procedures for reporting trusts are appropriate and sufficient, and whether there are alternate or additional means to achieve full disclosure while minimizing the burden on reporting entities. In particular, the Department has considered whether information about the immense numbers of financial transactions that currently go unreported, but in which union members have a substantial personal interest, could be better obtained by expanding the definition of subsidiaries for which unions are required to report assets, liabilities, receipts, and disbursements. Under the current rule, labor organizations are required to report on the finances of only those subsidiary organizations that are 100% owned, controlled and financed by the labor organization. Commenters are invited to comment on whether information that is useful to union members, the government, and the public might be more readily obtained if unions were required to report the assets, liabilities, receipts, and disbursements of entities that are dominated or controlled by the labor organization to such a degree that assets, liabilities, receipts and disbursements of the entity effectively are those of the union itself. Whether the putatively reporting entity is, in fact, a ''single entity'' with the union would be determined by the degree to which there is common ownership, common directors and/or officers, *de facto* exercise of control, unity of personnel policies emanating from a common source, and dependency of operations. Under this analysis, unions would be required to report financial information for any entity with respect to which there is such a substantial degree of integration of operations and common management. Similar analyses are used to determine whether multiple companies constitute a ''single entity'' pursuant to Executive Order 11246 (See, *e.g.*, *Beverly Enterprises, Inc.* v. *Herman,* 130 F. Supp. 2d 1, 22 (D.D.C. 2000)), and to determine whether two or more companies constitute a single employer for the purpose of imposing obligations under the National Labor Relations Act (See, *e.g., N.L.R.B.* v. *Browning-Ferris Industries of Pennsylvania, Inc.,* 691 F.2d 1117 (3d Cir. 1982); *Local 627, Int'l Union of Operating Engineers* v. *N.L.R.B.,* 518 F.2d 1040, 1045–46 (D.C. Cir. 1975), aff'd on this issue sub nom. *South Prairie Construction Co.* v. *Local 627, Int'l Union of Operating Engineers,* 425 U.S. 800 (1976)).

Commenters are invited to address, in particular, whether requiring unions to report the financial activities of entities that meet a ''single entity'' test would provide better information to union members than the requirement to report the financial activities of trusts in which unions have an interest, and whether it would be easy for a union to identify entities that meet such a test. Commenters addressing this issue may also wish to comment on the fact that since assets and receipts of a ''single entity'' with the union would be reportable as assets and receipts of the union itself (rather than assets of an organization in which the union has an interest), unions that might not otherwise have $200,000 in receipts would have to use the proposed form LM–2 to file their annual report if their receipts plus those of the organization with which the union is determined to be a ''single entity'' exceed $200,000.

Section XI. Completing form LM–2. Information items 1 through 24.

Item 3. Amended, Hardship Exempted, or Terminal Report: This item was revised to include a new box that must be checked for labor organizations filing a report according to the hardship exemption procedures, and to eliminate the box for ''subsidiary organizations.'' The new entry will help union members and members of the public discern whether a report filed after the deadline was delinquent or was filed according to the hardship exemption procedures. It will also help OLMS process the reports. The subsidiary box was eliminated because subsidiary organizations are replaced by trusts in the new form LM–2.

Schedules 1 Through 12: Discussion of the new and revised schedules follows.

Schedule 1—Accounts Receivable Aging Schedule: This new schedule, which does not exist in the current form LM–2, requires labor organizations to report: (1) The individual accounts that are valued at $1,000 or more and that are more than 90 days past due at the end of the reporting period or were liquidated, reduced or written off during the reporting period; and (2) the total aggregated value of all other accounts (that is, those that are less than $1,000) that are more than 90 days past due at the end of the reporting period or were liquidated, reduced or written off during the reporting period. The threshold of $1,000 eliminates the burden of individually reporting routine collections of dues and other fees.

This schedule will provide information to union members regarding how effectively the union collects debts owed to the union. For example, union members have an interest in knowing whether their union continues to do business with an entity or individual that does not pay its debts. The Department specifically invites comments regarding the question whether $1,000 is an appropriate level at which to require that such accounts be individually reported.

Schedule 5—Investments Other Than U.S. Treasury Securities: This revised schedule, which is schedule 2 of the current form LM–2, changes the thresholds for reporting the book value of individual marketable securities and other investments from those that have a book value of at least $1,000 and exceed 20% of the total book value of all marketable securities or other investments of the labor organization to $5,000 and 5% respectively. The change is necessary because $1,000 can now be considered a de minimis amount and 20% of book value is unreasonably high. It would be possible for unions to invest a significant amount of money and still not exceed 20% of the total book value of the union's investments. For example, an international union with

$20 million in investments may own $1 million in stock of a certain company, which would be 5% of the total book value of the union's investments. Under the existing requirements, the investment would not be reported because it does not exceed 20% of the total book value, and yet $1 million is certainly a significant investment of union members' assets. The dollar threshold was raised to prevent unnecessary reporting of small investments that might be picked up as a result of lowering the percentage threshold to 5%. The Department invites comments with respect to whether the thresholds for reporting the value of investments are appropriate.

Schedule 8—Accounts Payable Aging Schedule: This new schedule, which does not exist in the current form LM–2, requires labor organizations to report: (1) The individual accounts that are valued at $1,000 or more that are more than 90 days past due at the end of the reporting period or were liquidated, reduced or written off during the reporting period; and (2) the total aggregated value of all other accounts (that is, those that are less than $1,000) that are more than 90 days past due at the end of the reporting period or were liquidated, reduced or written off during the reporting period.

This schedule will provide critical information to union members regarding the solvency and financial reliability of their union. OLMS case files reveal that when a union local falls behind in paying its debts, it is often having cash flow problems and these problems may be due to embezzlement, overspending or mismanagement. In one case, an international union reported that an intermediate body was placed in trusteeship because the union had repeatedly failed to pay its per capita tax. An OLMS investigation subsequently found that the intermediate union was delinquent on a wide range of accounts because an officer of the union had been embezzling funds. Under the new schedule, these accounts would have been disclosed, in detail, on the annual report and the problem may have been discovered and addressed before the international was forced to put the local in trusteeship. The Department believes this new schedule is a vital ''early warning system'' to help union members assess the financial viability of their union and detect cases of mismanagement and malfeasance in time to prevent substantial and unrecoverable losses of union members' funds. The Department invites comments regarding whether $1,000 is an appropriate level at which to require that such accounts be individually reported.

Schedule 11—All Officers and Disbursements to Officers: There are two significant changes to this schedule in the new form LM–2: (1) The reporting union will be required to estimate the percentage (rounded to the nearest 10%) of time spent performing duties related to the categories listed in schedules 15 through 22, and to allocate the relevant percentage of the total disbursement to that officer to the appropriate category; and (2) the categories of disbursements to officers are broadened so that all withholdings will be allocated to the disbursement schedules with the relevant percentage of the net salary of the officer. The time allocated among the categories for each officer should total 100% of that officer's time. The existing forms list the compensation for each officer of the union, but there is no indication of what services the officer provided for the members of the union.

Salary and other forms of compensation to officers are often a significant percentage of the total disbursements of the union and, as fiduciaries of the union, the officers take an active role in the services provided by the union to its members. Union members should therefore be able to find out from the form LM–2 how their elected officers are spending their time, so they can be held properly accountable to the interests and priorities of the members. These changes will give union members much more useful and detailed information on the services performed by the union and the operations of the union during the reporting period.

This proposal varies significantly from the rule promulgated in 1992 and rescinded in 1993 in that labor organizations are not required to determine with precision what portion of each officer's time is spent on each activity. Rather, the reporting labor organization need only estimate, to the nearest 10%, the time spent by each officer on duties that fall within one of the categories and to allocate the appropriate percentage of the officer's gross salary to that category. This proposal does not present the difficulties inherent in the 1992 rule with respect to determining how to allocate the ''incidental'' activities in which union officers might engage on their own time or while spending the major portion of a workday on activities that fall within a different category, since the amount of time spent on each activity is estimated and reported only as a percentage of total salary.

The Department invites comments regarding whether the allocation of salaries based on estimated time spent on activities provides sufficient information or whether there is an alternative means of allocating the salaries of officers that would provide as much or more information to union members without imposing undue burden on the filers. In particular, the Department invites comments on whether labor organizations should be required to exactly calculate the time spent by officers in performing duties related to specific categories in order to provide information that is useful to members, rather than rounding to 10% estimates.

Schedule 12—Disbursements to Employees: This schedule is used to report the salaries, allowances, and disbursements to each employee of the labor organization who received more than $10,000 in the aggregate, during the reporting period, from the labor organization and any other labor organization affiliated with it or with which it is affiliated, or which is affiliated with the same national or international labor organization. There are two primary changes to this schedule in the new form LM–2: (1) The reporting union will be required to estimate the percentage (rounded to the nearest 10%) of time spent performing duties related to the categories listed in schedules 15 through 22, and to allocate the relevant percentage of the total disbursement to that employee to the appropriate category; and (2) the categories of disbursements to employees are broadened so that all withholdings will be allocated to the disbursement schedules with the relevant percentage of the net salary of the employee. The time allocated among the categories for each employee should total 100% of that employee's time. The existing forms list the compensation for each employee of the union who earned $10,000 or more during the reporting period, but there is no indication of what services the employee provided for the members of the union.

The reasons for this change are essentially the same as in schedule 11. Salary and other forms of compensation to employees are often a significant percentage of the total disbursements of the union, and union employees take an active role in the services provided by the union to its members. Union members should therefore be able to find out from the form LM–2 how the union's employees are spending their time, so the employees can be held accountable to the members' interests and priorities. These changes are an integral part of providing reports to union members that reflect the services performed by the union and further

explain the operations of the union during the reporting period.

This proposal varies significantly from the rule promulgated in 1992 and rescinded in 1993 in that labor organizations are not required to determine with precision what portion of each employee's time is spent on each activity. Rather, the reporting labor organization need only estimate, to the nearest 10%, the time spent by each employee on duties that fall within one of the categories and to allocate the appropriate percentage of the employee's gross salary to that category. This proposal does not present the difficulties inherent in the 1992 rule with respect to determining how to allocate the ''incidental'' activities in which union employees might engage on their own time or while spending the major portion of a workday on activities that fall within a different category, since the amount of time spent on each activity is estimated and reported only as a percentage of total salary.

The Department invites comments regarding whether the allocation of salaries based on estimated time spent on activities provides sufficient information or whether there is an alternative means of allocating the salaries of union employees that would provide as much or more information to union members without imposing undue burden on the filers. In particular, the Department invites comments on whether labor organizations should be required to exactly calculate the time spent by employees in performing duties related to specific categories in order to provide information that is useful to members, rather than rounding to 10% estimates.

Schedule 13—Membership Status Information: This new schedule requires that unions report the total number of union members by type of membership. The membership categories include active members, inactive members, associate members, apprentice members, retired members, other members, and agency fee payers. Unions will enter ''0'' or ''N/A'' for any category in the schedule that does not apply. The existing forms do not provide a breakdown of any kind, and the definition of ''member'' in the instructions is too broad to ensure consistency. ''Member'' is currently defined as ''all categories of members who pay dues.'' Consequently, a union member has no way of knowing what criteria the union is using to define ''member,'' and there is no way to discern the demographics of the membership or to compare these statistics to other unions. The new schedule will provide specific information to union members who want to know the breakdown of the union's membership by specific categories.

A detailed breakdown of membership will help union members obtain a clear understanding of the financial condition and operations of the union, and enable members to assess the union's financial stability today and in the future. For example, it would be useful for union members to know if the union has a high percentage of retired members compared to active members, because this may be indicative of the union's future financial viability. The number of apprentice members may provide a useful prospective on how many new members the union acquired. This can be critical information because a union with few new members may be less likely to prosper; therefore members might want their union to allocate more resources to recruit new members. It is also important to know how many members are inactive due to seasonal unemployment or layoffs, which are often affected by the terms of a collective bargaining agreement. Associate members are similar to retired members in that they pay dues but are not represented by the union in a collective bargaining agreement; however, they do represent a category of dues-paying member and may exercise influence in a union. Finally, agency fee payers are not members of the union, but the union represents them in the collective bargaining process and they make payments to the union for that representation. Accordingly, agency fee payers are not included in the total number of members of the union but they are an important source of revenue, and the schedule would be incomplete if it omitted the number of such individuals. Each category provides unique information that will help union members determine the current position of the union, its relative member interests and influence, and its likely future directions, in a way that is not clear by simply examining current financial data.

In rescinding the 1992 rule, the Department asserted that ''it would be burdensome and confusing to attempt to require labor organizations to clarify the reported information by eliminating certain categories or breaking the total number of dues paying members into component parts.'' 58 FR 67598. No support was provided for this assertion, however, and it seems to be at odds with the fact that unions must already track this information in order to collect dues, conduct union elections, and calculate per capita taxes. All unions must currently know who can vote on a new contract or in a union election, and voting status may vary by type of membership. Most local unions must pay per capita tax to a parent body, and per capita tax rates may vary by type of membership. In each case, the union must already track membership information by categories.

The Department invites comments regarding the question whether this information should be required and whether certain membership categories should be included or excluded from the list. The Department also invites comments on the question whether a labor organization should also be required to report the total amount of dues paid by each of the various categories of members and fee payers and the amount that the union paid or received in per capita for each category.

Schedules 14 Through 22: Schedules 14 through 22 will greatly improve the quality and quantity of information provided to union members regarding the financial operation of their union.

Schedule 14 requires labor organizations to report the total amount of ''other'' receipts during the reporting period (''other receipts'' are all receipts other than those that must be reported elsewhere in statement B of form LM–2). The labor organization will also be required to separately identify any ''major'' receipts during the reporting period. A ''major'' receipt includes: (1) Any individual receipt of $5,000 or more; or (2) total receipts from any single entity or individual that aggregate to $5,000 or more during the reporting period.

Schedules 15 through 22 require labor organizations to report the total amount of disbursements made during the reporting period for each of the following categories: Contract negotiation and administration; organizing; political activities; lobbying; contributions, gifts and grants; benefits; general overhead; and other disbursements. Labor organizations will also be required to separately identify all ''major'' disbursements during the reporting period in the various categories. A ''major'' disbursement includes: (1) Any individual disbursement of a certain amount, which should be from $2,000 to $5,000; or (2) total disbursements to any single entity or individual that aggregate to the same amount during the reporting period. The Department requests comments on the actual amount, in the $2,000 to $5,000 range, at which a disbursement should be considered ''major.'' If an entity or individual receives a number of payments from the union during the reporting period that are properly allocated to separate

categories, the union need only separately identify those payments of the specified amount ($2,000–$5,000) or more in the specific category. For example, if a union pays a total of $10,000 to a printer during the reporting year and determines that $9,000 of that bill should be allocated to lobbying costs, that amount must be identified in schedule 18. If the remaining $1,000 paid to the same printer over the course of the year was attributable to contract administration expenses, that amount will be reported in the total under schedule 15, but need not be separately identified.

The Department specifically invites comments regarding whether the definition of a ''major'' receipt, as an individual receipt that is $5,000 or more, or receipts from the same entity or individual that aggregate to $5,000 or more during the reporting period, is either too high or too low. The Department also specifically invites comments regarding the exact threshold, within the $2,000 to $5,000 range, that should be used to determine whether a disbursement is ''major,'' either as an individual disbursement, or with respect to disbursements to the same entity or individual that aggregate to a certain amount during the reporting period. The Department also requests comments on the question whether a union should be required to separately identify disbursements that, in the aggregate, total less than that threshold amount in a particular category to an individual or entity once the threshold has been reached either in another category or in a combination of categories.

This individual identification of receipts and disbursements will enable union members to meaningfully assess the financial operations of the union, but will not require unnecessary reporting of all minor receipts and disbursements. The existing forms provide only aggregate totals of receipts and disbursements that offer an unhelpful and vague picture of the financial condition and operations of the union. The new form LM–2 will organize these receipts and disbursements in useful categories that more accurately reflect the services provided to the members by the union. Moreover, this form of reporting is facilitated by modern developments in electronic recordkeeping, filing, and disclosure that will increase the accountability and responsiveness of unions to their members. Because electronic recordkeeping is now relatively simple and the software required is inexpensive, it is used routinely even by very small organizations. Based on the experience of OLMS field offices, it is expected that unions large enough to be required to report using the form LM–2 already perform most, or all, financial recordkeeping electronically.

As explained above and in the Instructions for filling out form LM–2, unions will be able to choose either to type in or copy and paste disbursements manually or to seamlessly export financial data from the union's recordkeeping system by using software that will be made available by OLMS. The Department assumes that labor organizations with annual receipts of $200,000 follow standard business practices and keep track of the purposes for which money is spent. The Department, therefore, has endeavored to identify specific categories that are likely to describe the most common important purposes for which unions spend money and that are likely to be useful and meaningful to the labor organization and to its members. The Department does not believe that this requirement will impose any undue burden on reporting labor organizations because this sort of allocation is consistent with standard business practices and is already required to some degree in the existing forms. Unions must already track the purpose for each disbursement in order to appropriately aggregate them into the categories on the current form. Unions are also required to categorize disbursement in order to complete Internal Revenue Service form 990 or form 990–EZ, which all labor organizations that file form LM–2 are also required to file if they are exempt from taxation under 26 U.S.C. 501(c)(5).

The proposed new categories are reflected in the following new disbursement schedules:

Schedule 15—Contract Negotiation and Administration: The proposed schedule for contract negotiation and administration will include preparation for, and participation in, the negotiation of collective bargaining agreements and the administration and enforcement of collective bargaining agreements, including the administration and arbitration of union member grievances.

Schedule 16—Organizing: The proposed schedule for organizing will include disbursements for efforts to become the exclusive bargaining representative for any unit of employees, or to keep from losing a unit in a decertification election or to another labor organization, or to recruit new members. The Department is sensitive to the anticipated concerns of labor organizations that the disclosure of information regarding amounts spent in specific organizing campaigns may be detrimental to the union in those or future campaigns. At the same time, if no itemization were required with respect to such a major category of expenditures by unions, the category could easily become susceptible to abuse. Because unions are expected to spend large amounts for organizing, it would be relatively easy to hide fraud and embezzlement within the lump sum reported for organizing disbursements. In addition, the fact that union members should expect their unions to spend money on organizing does not diminish their interest in knowing how that money is spent. In order to minimize any impact of reporting on the success of organizing efforts, however, neither the name of the employer nor the specific bargaining unit that is the subject of the organizing activity need be identified. The Department invites comments regarding any other means by which unions' legitimate interests may be safeguarded while at the same time advancing the twin goals of enhanced enforcement and complete transparency.

Schedule 17—Political Activities: The proposed schedule for political activities will include political disbursements or contributions that are intended to influence the selection, nomination, election, or appointment of anyone to a Federal, State, or local executive, legislative or judicial public office, or office in a political organization, or the election of Presidential or Vice Presidential electors, and support for or opposition to ballot referenda. It does not matter whether the attempt succeeds. Included are disbursements for political communications with members (or agency fee paying nonmembers) and their families, registration, get-out-the-vote and voter education campaigns, the expenses of establishing, administering and soliciting contributions to union segregated political funds (or PACs), and other political disbursements.

Schedule 18—Lobbying: The proposed schedule for lobbying will include dealing with the executive and legislative branches of the Federal, State, and local governments and with independent agencies and staffs to advance the repeal of existing laws, or the passage or defeat of new legislation, or the promulgation of rules or regulations (including litigation expenses). It does not matter whether the lobbying attempt succeeds.

Schedule 21—General Overhead: The proposed schedule for general overhead will include disbursements for overhead that do not support a specific function, such as support personnel at the union's

headquarters, and that, therefore, cannot be reasonably allocated to the other disbursement schedules.

The Department invites comments on the question whether the categories added to form LM–2 by the proposed revision would provide information to union members that will be useful and will assist them in participating in the governance of their unions. In addition, the Department invites comments on whether other categories should be added to, or whether any categories should be eliminated from, form LM–2.

Statement B—Receipts and Disbursements: Cash Disbursements:

Item 65. Strike Benefits: The proposed category of strike benefits will include all disbursements made to the members (or agency fee paying nonmembers) of the labor organization associated with strikes (including recognitional strikes), work stoppages and lockouts, including payments to or on behalf of members and others.

IV. Overview of the Revised Form LM–3 and Instructions

Section I. Who Must File: The instructions to form LM–3 also adopt the recent holding of the U.S. Court of Appeals for the Ninth Circuit in *Chao* v. *Bremerton Metal Trades Council, AFL–CIO,* 294 F.3d 1114 (2002), interpreting section 3(j) of the LMRDA. Accordingly, the Instructions will clarify that any ''conference, general committee, joint or system board, or joint council'' that is subordinate to a national or international labor organization will be required to file an annual financial form if the national or international labor organization is a labor organization engaged in an industry affecting commerce within the meaning of section 3(j) of the LMRDA.

The only other change that is proposed to the form LM–3 used by labor organizations that have gross annual receipts of between $10,000 and $200,000 is the elimination of the question whether they have a wholly owned, controlled, or financed subsidiary. Instead, such a union will be required to report financial information for any significant trust in which it has an interest. If the reporting union contributes $10,000 or more to the trust during the union's reporting year, or a contribution of $10,000 or more is made on the union's behalf or as a result of a negotiated agreement to which the union is a party during the union's reporting year, and the trust has annual receipts of $200,000 or more, the union will be required to file a form T–1 for the trust. According to year 2000 report data, 545 unions with receipts less than $200,000 that filed a form LM–3 reported having an interest in a trust, but were not required to quantify their interest, or to report any financial information with respect to these entities. Commenters are invited to comment on the question whether the Department's proposal strikes an appropriate balance between the need for transparency with respect to the financial relationships that involve significant amounts of union funds and the burden on smaller unions.

V. Overview of the Revised Form LM–4 and Instructions

Section I. Who Must File: The Instructions to form LM–4 also adopt the recent holding of the U.S. Court of Appeals for the Ninth Circuit in *Chao* v. *Bremerton Metal Trades Council, AFL–CIO,* 294 F.3d 1114 (2002), interpreting section 3(j) of the LMRDA. Accordingly, the Instructions will clarify that any ''conference, general committee, joint or system board, or joint council'' that is subordinate to a national or international labor organization will be required to file an annual financial form if the national or international labor organization is a labor organization engaged in an industry affecting commerce within the meaning of section 3(j) of the LMRDA.

The only other change that is proposed to the form LM–4 used by labor organizations that have gross annual receipts of less than $10,000 is the addition of a question whether the union created or participated in the administration of a trust, as defined above and in the instructions. Such a labor organization will also be required to file a form T–1 for any trust in which it has an interest that has annual receipts of $200,000 or more if it contributes $10,000 or more to the trust during the union's reporting year, or a contribution of $10,000 or more is made on the union's behalf or as a result of a negotiated agreement to which the union is a party during the union's reporting year. Since unions that qualify to file a form LM–4 have less than $10,000 in annual receipts, it is unlikely that such a union would contribute $10,000 to a trust in which they have an interest, although $10,000 might be contributed on their behalf by another organization. Commenters are invited to comment on the question whether form LM–4 filers should be required to file a form T–1 for any trust in which they have an interest.

VI. Effective Date

In order to provide sufficient time to develop and test the required software, as well as enhancements to the Electronic Labor Organization Reporting System (e.LORS), and to assist all labor organizations in making any necessary adjustments to their own bookkeeping systems that may be required to use the new software, the Department proposes to make the use of revised forms LM–2, LM–3, and LM–4 and form T–1 mandatory for reports for fiscal years that commence after the publication of a final rule revising the form. If a final rule revising these forms were published on May 30, 2003, for example, no union would be required to use the revised form for any report that is due before August 29, 2004. For purposes of example, Table 1 shows when unions with specific filing due dates would be required to use the revised form if the final rule were published on May 30, 2003. Similarly, a reporting union will be required to file a form T–1 for any significant trust in which it has a qualifying interest for fiscal years of the trust that commence after the publication of a final rule.

TABLE 1

End of union's fiscal year	Due dates for filing using the current form LM–2, LM–3, or LM–4	Due dates for the union's first report using the revised form LM–2, LM–3, or LM–4
March 31, 2003	June 29, 2003 & June 29, 2004	June 29, 2005.
June 30, 2003	September 28, 2003	September 28, 2004.
September 30, 2003	December 29, 2003	December 29, 2004.
December 31, 2003	March 31, 2004	March 31, 2005.

The Department invites comments on whether one year is an appropriate time period before labor organizations are required to use the new form and whether labor organizations should be required to use the revised form to report information for a fiscal year that begins within 30 days of the date that a final rule is issued.

VII. Regulatory Procedures

Executive Order 12866

This proposed rule has been drafted and reviewed in accordance with Executive Order 12866, section 1(b), Principles of Regulation. The Department has determined that this proposed rule is not an ''economically significant'' regulatory action under section 3(f)(1) of Executive Order 12866. Based on a preliminary analysis of the data the rule is not likely to: (1) Have an annual effect on the economy of $100 million or more or adversely affect in a material way the economy, a sector of the economy, productivity, competition, jobs, the environment, public health or safety, or state, local, or tribal governments or communities; (2) create a serious inconsistency or otherwise interfere with an action taken or planned by another agency; or (3) materially alter the budgetary impact of entitlements, grants, user fees, or loan programs or the rights and obligations of recipients thereof. As a result, the Department has concluded that a full economic impact and cost/benefit analysis is not required for the rule under section 6(a)(3) of the Order. However, because of its importance to the public the rule was treated as a significant regulatory action and was reviewed by the Office of Management and Budget.

Small Business Regulatory Enforcement Fairness Act

For similar reasons, the Department has concluded that this proposed rule is not a ''major'' rule under the Small Business Regulatory Enforcement Fairness Act of 1996 (5 U.S.C. 801 *et seq.*). It will not likely result in (1) an annual effect on the economy of $100 million or more; (2) a major increase in costs or prices for consumers, individual industries, Federal, State or local government agencies, or geographic regions; or (3) significant adverse effects on competition, employment, investment, productivity, innovation, or on the ability of United States-based enterprises to compete with foreign-based enterprises in domestic or export markets.

Unfunded Mandates Reform

For purposes of the Unfunded Mandates Reform Act of 1995, this rule does not include a Federal mandate that might result in increased expenditures by State, local, and tribal governments, or increased expenditures by the private sector of more than $100 million in any one year.

Executive Order 13132 (Federalism)

The Department has reviewed this rule in accordance with Executive Order 13132 regarding federalism and has determined that the rule does not have federalism implications. Because the economic effects under the rule will not be substantial for the reasons noted above and because the rule has no direct effect on States or their relationship to the Federal government, the rule does not have ''substantial direct effects on the States, on the relationship between the national government and the States, or on the distribution of power and responsibilities among the various levels of government.''

Initial Regulatory Flexibility Analysis

The Regulatory Flexibility Act of 1980, 5 U.S.C. 601 *et seq.*, requires agencies to prepare regulatory flexibility analyses, and to develop alternatives wherever possible, in drafting regulations that will have a significant impact on a substantial number of small entities. The Small Business Administration (SBA) determined, in a regulation that became effective on October 1, 2000, that the maximum annual receipts allowed for a labor union or similar labor organization and its affiliates to be considered a small organization or entity under section 601(4), (6) of the Regulatory Flexibility Act was $5 million. 13 CFR 121.201 (Code Listing 813930). This amount was adjusted for inflation to $6 million by a regulation that became effective on February 22, 2002. Thus, while most of the changes proposed by this rule will apply to only the largest labor organizations, which are required to file form LM–2, it is estimated that many of these labor organizations would be classified as small entities under the SBA regulation because nearly all have annual receipts of between $200,000 and $6 million.

It does not appear that any party has challenged the SBA determination that labor organizations with receipts of over $200,000 a year should be considered ''small,'' nor does it appear that any party has requested that the SBA make an individualized inquiry into the appropriateness of that standard. The Department believes that the $6 million standard set by the SBA seems unreasonably high since approximately 80% of all labor organizations in the United States have annual receipts of less than $200,000 a year. In fact, the largest unions—those that have over $1 million in annual receipts—control over 83.7% of the total receipts of all unions; 92.9% of the total dollar receipts reported by all labor organizations in 2000 were received by labor organizations that filed their annual report on form LM–2. It would seem more accurate to characterize the approximately 21,000 labor organizations that have less than $200,000 in annual receipts and, therefore, are not required to use form LM–2 as ''small'' organizations. Nevertheless, the Department determined that performing a regulatory flexibility analysis with respect to this proposed rule is a better use of Department resources than proceeding with a formal request to change the SBA standard determination. Accordingly, the following analysis assesses the impact of these regulations on small entities as defined by the applicable SBA size standards.

(1) Reasons Why Action by Agency Is Being Considered

The Department is proposing to revise the forms labor organizations use to file the annual financial reports required by the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA or Act). This proposed rule modifies form LM–2, which is the report required to be filed by the largest labor organizations, and makes minor changes to forms LM–3 and LM–4, which are used by smaller labor organizations. All of these forms are prescribed by the Secretary of Labor to implement the Act and incorporated by reference in the applicable regulations.

Over the past 40 years, the functions and operations of unions have evolved while the forms used by unions to file annual financial reports required by the LMRDA have remained substantially unchanged. This has undermined the goal of the statute because the forms are insufficient to solicit information that is relevant in light of the financial complexity of modern unions. As noted previously, it is impossible for union members to evaluate in any meaningful way the management of their unions when the financial disclosure reports filed with OLMS simply report large expenditures (*e.g.*, $62 million) for broad, general categories like ''Grants to Joint Projects with State and Local Affiliates.'' The large dollar amount and vague description of such entries make it essentially impossible for anyone to

determine with any degree of specificity what their dues are spent on, which is precisely what the Act was intended to provide.

Today's union members, more than ever before, need relevant information provided in a usable format in order to make the decisions necessary to exercise their rights as members of democratic institutions. The Department is committed to maintaining accountability and promoting full and fair disclosure by labor organizations. Institutions, such as labor organizations, in which the public places its trust, should not be permitted to utilize technicalities of structure to avoid disclosure. Providing additional detail on form LM–2 and requiring disclosure on the new form T–1 of trusts in which the labor organization has an interest is necessary to give union members an accurate picture of their labor organization's finances.

The revision of form LM–2 is also necessary to improve its usefulness as a deterrent to financial fraud and mismanagement. OLMS case files repeatedly demonstrate that this goal of the Act is not being met. Over the past five years, OLMS investigations resulted in over 640 criminal convictions. As a remedy, the courts ordered the responsible officials to pay $15,446,896 in restitution, in addition to debarring them from union service for a combined total of almost ten thousand years. In many cases the broad aggregated categories on the existing forms enabled union officers to hide embezzlements and financial mismanagement. More detailed reporting of all financial transactions is likely to discourage and reduce corruption because it would be more difficult to hide financial mismanagement from members.

(2) Objectives of and Legal Basis for Rule

The legal authority for the notice of proposed rule-making is sections 201 and 208 of the LMRDA, 29 U.S.C. 431, 438. Section 201 requires labor organizations to file annual financial reports and to disclose certain financial information, including all assets, receipts, liabilities, and disbursements of the labor organization. Section 208 provides that the Secretary of Labor shall have authority to issue, amend, and rescind rules and regulations prescribing the form and publication of reports required to be filed under title II of the Act, including rules prescribing reports concerning trusts in which a labor organization is interested, and such other reasonable rules and regulations as she may find necessary to prevent the circumvention or evasion of the reporting requirements.

The objective of this proposal is to require that labor organizations that use form LM–2 file their annual financial reports electronically unless they obtain a hardship exemption and to update and revise the LMRDA disclosure forms to take advantage of modern technology and to increase the transparency of union financial reporting for labor organizations with annual receipts of $200,000 or more. This will enable workers to be responsible, informed, and effective participants in the governance of their unions; discourage embezzlement and financial mismanagement; prevent the circumvention or evasion of the statutory reporting requirements; and strengthen the effective and efficient enforcement of the Act by OLMS.

(3) Number of Small Entities Covered Under Rule

The primary impact of this notice of proposed rule-making will be on the largest labor organizations, defined as those that have $200,000 or more in annual receipts. There are approximately 5,514 labor organizations of this size that are required to file form LM–2 reports under the LMRDA. Smaller unions that file form LM–3 or LM–4 will be affected only by the requirement to file a form T–1 for certain trusts in which they have an interest. The Department estimates that 490 labor organizations that are permitted to use form LM–3 to file their annual financial report will file a form T–1 and that 25 labor organizations that are permitted to use form LM–4 to file their annual financial report will file a form T–1.

(4) Reporting, Recordkeeping and Other Compliance Requirements of the Rule

This proposed rule is not expected to have a significant economic impact on a substantial number of small entities. The LMRDA is primarily a reporting and disclosure statute. It establishes various reporting requirements for labor organizations, labor organization officers, employers, and employer consultants pursuant to title II of the Act. Accordingly, the primary economic impact of the proposed rule will be the cost to reporting unions of compiling, recording, and reporting additional information. The proposed rule establishes a new set of reporting categories for those labor organizations with receipts of $200,000 or more. In order to comply with the requirement that reports be filed electronically, reporting unions will be required to use software provided by OLMS. Reporting unions may also need to make adjustments in their bookkeeping procedures and, in some instances, to make changes in computing hardware or software. None of these expenses are expected to be substantial, in large part because labor organizations, like most small entities following standard business practices, already maintain records of their receipts and expenditures. Labor organizations may not now be estimating the percentage of time spent on various types of functions by officers and employees, as they will be required to do in order to complete the revised form LM–2. Although the estimation required is only a rough approximation, rounded to the nearest 10%, the Department has considered both the time that will be required to make this estimation, and additional training that may be necessary to do so, in calculating the burden that will likely be imposed by the use of the new form LM–2. Once the necessary adjustments have been made to existing accounting systems, the Department estimates that the average recordkeeping and reporting burden, and costs associated with such recordkeeping, will increase. See the following Paperwork Reduction Act section for greater detail. The changes may also have economic significance that is difficult to measure because increased transparency in union financial affairs will result in less embezzlement and financial mismanagement, and increased public trust.

(5) Relevant Federal Requirements Duplicating, Overlapping or Conflicting With the Rule

To the extent that there are federal rules that duplicate, overlap, or conflict with this proposed rule, a specific exemption from the requirements of this rule has been provided, with one exception. Labor organizations are currently required to report some similar information to the Internal Revenue Service on form 990 or form 990–EZ if they are exempt from taxation under 26 U.S.C. 501(c)(5). A copy of the labor organization's filed form LM–2 may currently be submitted in lieu of answering certain questions on form 990 or form 990–EZ. The Department anticipates that a similar arrangement will be possible with respect to the revised form LM–2. Aside from those areas of potential duplication mentioned in the notice of proposed rulemaking, there is no duplication of existing labor organization reporting requirements, nor is similar information required by any other federal agency or statute.

(6) Differing Compliance or Reporting Requirements for Small Entities

The reporting, recordkeeping, and other compliance requirements apply equally to all labor organizations that are required to file a form LM–2 under the LMRDA. The Department expects that only the largest labor organizations will have to make significant changes in the level of detail with which financial activity is reported in order to comply with the requirements of the proposed rule. Differences between the smaller labor organizations that are large enough to be required to file form LM–2 and the largest labor organizations are more likely to result from differences in the financial practices of the unions themselves. Only the largest filers, those that have annual receipts in the millions, are likely to have extensive financial transactions and will require substantial changes in their accounting practices in order to report these transactions on the new form. Unions with receipts of between $200,000 and $2 million, which account for over 4,400 of the 5,514 form LM–2 filers, are likely to have less difficulty using the revised form.

Smaller unions with total annual receipts of less than $200,000 (79.5 percent of all LMRDA covered unions) can still elect to file a simplified report. Over 49% of all labor organizations may file either a form LM–2 or a form LM–3, a form that entails a lesser recordkeeping and reporting burden than form LM–2. The only change to form LM–3 made by the proposed rule is the elimination of the requirement that the union filing such a form report the existence of a subsidiary. In addition, form LM–3 filers will now have to file a form T–1 reflecting expenditures and receipts of any trusts or other organizations in which they have an interest, if $10,000 or more is contributed to the trust or other organization on the reporting union's behalf during the reporting year, and if the trust has $200,000 or more in annual receipts. The very smallest unions, with total annual receipts of less than $10,000 (30.1 percent of all LMRDA covered unions), can elect to file an abbreviated report, form LM–4, which further reduces their recordkeeping and reporting burden. Although form LM–4 filers will also be required to file form T–1 for any significant trusts or other funds in which they have an interest, if $10,000 or more is contributed to the trust or other fund on the reporting union's behalf during the reporting year, the Department expects that the number of form LM–4 filers that will be required to file these forms will be extremely small.

(7) Clarification, Consolidation and Simplification of Compliance and Reporting Requirements for Small Entities

OLMS has developed an electronic labor organization reporting system (e.LORS) that utilizes electronic technology to collect, maintain, and disclose the information it collects. The objectives of e.LORS are: The electronic filing of forms LM–2, LM–3, and LM–4 via the Internet; LMRDA program enhancements to improve accuracy, completeness, and timeliness of forms LM–2, LM–3, and LM–4; and the public disclosure of reports with a searchable database via the Internet. Labor organizations are directed to use an electronic reporting format and are provided a CD–ROM disk by OLMS that will enable them to maintain financial information that can be electronically compiled in the proper format for electronic filing.

OLMS will provide compliance assistance for any questions or difficulties that may arise from using the software. A help desk is staffed during normal business hours and can be reached by calling a toll-free telephone number.

The use of electronic forms makes it possible to download information from previous filed reports directly into the form; enables officer and employee information to be imported onto the form; makes it easier to enter information; and automatically performs calculations and checks for typographical and mathematical errors and other discrepancies, which reduces the likelihood of having to file an amended report. The error summaries provided by the software, combined with the speed and ease of electronic filing, will also make it easier for both the reporting labor organization and OLMS to identify errors in both current and previously filed reports and to file amended reports to correct them.

(8) The Use of Performance Rather Than Design Standards

The Department considered a number of alternatives to the proposed rule that could minimize the impact on small entities. One alternative would be not to change the existing forms LM–2, LM–3, and LM–4. This alternative was rejected because OLMS case files demonstrate that the goals of the Act are not being met and that the broad aggregated reporting categories on the existing forms enable some union officers to hide embezzlements and financial mismanagement. As noted above, it is impossible to quantify the actual amount of money that unions and their members lost as a result of criminal activity that might have been prevented, or discovered sooner, if form LM–2 provided more useful information than it currently does. Nor is it possible to accurately quantify the cost of having less transparency and accountability to union members and the impact on union democracy and the economy.

Another alternative would be to limit the new reporting requirements to national and international parent labor organizations. However, the Department has concluded that such a limitation would eliminate the availability of meaningful information from local and intermediate labor organizations, which may have far greater impact on and relevance to union members, particularly since such lower levels of union organizations generally set and collect dues and provide representational and other services for their members. Such a limitation would reduce the utility of the information to a significant number of union members. Of the 5,514 labor organizations that are required to file form LM–2, just 141 are national and international labor organizations. Limiting the new reporting requirements to these 141 labor organizations would save the other form LM–2 filers approximately $14 million over three years. However, nearly all of the OLMS investigations cited above involve labor organizations other than the 141 that would be subject to the improved reporting requirements. Requiring only national and international organizations to file more detailed reports would not provide any deterrent to fraud and embezzlement by local and regional officials. The additional approximately $14 million cost over three years of applying the new reporting requirements to all unions with annual receipts of $200,000 or more should be offset by savings to union members as a result of this deterrent effect.

Another alternative could be to adjust the form LM–2 $200,000 filing threshold for inflation since it was last adjusted in 1994. This would increase the threshold to approximately $250,000 and exclude about 650 labor organizations from having to file the new form LM–2 (although they would still have to file a form LM–3). These 650 unions would save an annual average $293 in reporting and recordkeeping costs, or a total of nearly $190,000, by filing form LM–3 instead of the new form LM–2. The total difference in reporting and recordkeeping costs would be just 0.1 percent of their total annual revenue (assuming each union has $225,000 in

receipts). The Department has concluded that these relatively low cost-savings do not justify eliminating the availability of thorough financial information from these local labor organizations, which may have far greater impact on and relevance to union members, particularly given the typical role of such lower levels of union organizations in setting and collecting dues and providing representational and other services for their members. Because the current reporting threshold significantly reduces the reporting burden for smaller unions, no change in the threshold is proposed at this time. The existing $200,000 threshold exempts 79.5 percent of all labor organizations that file annual reports (forms LM–2, LM–3, and LM–4) from the requirement of filing the more detailed form LM–2. Moreover, the current $200,000 threshold is already higher than the 1959 ($20,000), 1962 ($30,000), and 1981 ($100,000) thresholds when those thresholds are adjusted for inflation. However, the Department requests public comments on what is the appropriate level of the dollar threshold for the largest unions that file form LM–2.

Another alternative would be to phase-in the effective date for the form LM–2 changes that would provide smaller form LM–2 filers with additional lead time to modify their recordkeeping systems to comply with the new reporting requirements. The Department has concluded that a one-year period for all form LM–2 filers to adapt to the new reporting requirements should provide sufficient time to make the necessary adjustments. OLMS also plans to provide compliance assistance to any labor organization that requests it. In addition, a review of the proposed revisions was undertaken to reduce paperwork burden for all form LM–2 filers and an effort was made during the review to identify ways to reduce the impact on small entities. The Department believes it has minimized the economic impact of the form revision on small unions to the extent possible while recognizing workers' and the Department's need for information to protect the rights of union members under the LMRDA.

Another alternative considered, and described in more detail above, was to retain the requirement that labor organizations report financial information for their subsidiaries, but redefine the term ''subsidiary'' in a broader manner more consistent with its use under other statutes. As explained above, this alternative was rejected, but comments have been requested concerning this alternative.

(9) Exemption From Coverage of the Rule for Small Entities

The current dollar threshold for form LM–2 excludes 79.5 percent of all labor organizations that file LMRDA annual reports with OLMS. As noted above, smaller unions with total annual receipts of less than $200,000, but more than $10,000, (49.4 percent of all LMRDA covered unions) can elect to file a simplified report (form LM–3) that would reduce their average recordkeeping and reporting burden by 69.6 percent, from 21.81 hours to 6.64 hours per respondent in the third year (even more the first two years the proposed form would be in effect). The very smallest unions with total annual receipts of less than $10,000 (30.1 percent of all LMRDA covered unions) can elect to file an abbreviated report (form LM–4) that reduces their recordkeeping and reporting burden by 95.9 percent, from 21.81 hours to 0.90 hours per respondent.

Paperwork Reduction Act

Summary: This proposed rule modifies the annual reports required to be filed by the largest labor organizations, prescribed by the Secretary of Labor to implement the Act and incorporated by reference in the applicable regulations. The revised paperwork requirements are necessary to enable workers to be responsible, informed, and effective participants in the governance of their unions; discourage embezzlement and financial mismanagement; prevent the circumvention or evasion of the statutory reporting requirements; and strengthen the effective and efficient enforcement of the Act by the Department.

Published at the end of this notice are four proposed forms and their instructions that will implement the new reporting requirements. One form is the revised form LM–2, one is the revised form LM–3, one is the revised form LM–4, and the other is a new form T–1 for unions to report the assets, receipts, liabilities, and disbursements of trusts in which a labor organization has an interest. The proposed revisions to form LM–2 are designed to take advantage of technology that makes it possible to increase the detail with which information required to be reported can be provided, while at the same time making it easier to file and publish the contents of the reports. Union members are thus able to obtain a more accurate picture of their union's financial condition and operations without imposing an unwarranted burden on reporting unions. Supporting documentation need not be submitted with the forms, but labor organizations are required to maintain, assemble, and produce such documentation in the event of an inquiry from a union member or an audit by an OLMS investigator.

The Department estimates the average reporting and recordkeeping burden for the revised form LM–2 to be 104.03 hours per respondent in the first year, 24.96 hours per respondent in the second year, and 21.81 hours per respondent in the third year. The Department estimates the average reporting and recordkeeping burden for the revised form LM–3 and revised form LM–4 to be 6.64 hours and 0.90 hours per respondent in all three years. The Department estimates the average reporting and recordkeeping burden for the new form T–1 to be 12.89 hours per respondent in the first year, 5.79 hours per respondent in the second year, and 5.15 hours per respondent in the third year. The Department estimates the annual cost to respondents for the revised form LM–2 to be $14.618 million in the first year, $3.281 million in the second year, and $2.867 million in the third year. The Department estimates the annual cost to respondents for the revised form LM–3 and form LM–4 to be $1.797 million and $180,903 in all three years. The Department estimates the annual cost to respondents for the new form T–1 to be $1.218 million in the first year, $518,427 in the second year, and $454,448 in the third year. The annualized federal cost associated with the revised form LM–2, LM–3, LM–4, and the new form T–1 is estimated to be $7.187 million.

Pursuant to the Paperwork Reduction Act of 1995, the information collection requirements contained in this NPRM have been submitted to the Office of Management and Budget for approval.

Background: Every labor organization whose total annual receipts are $200,000 or more and those organizations that are in trusteeship must file an annual financial report on form LM–2, Labor Organization Annual Report, within 90 days after the end of its fiscal year, to disclose its financial condition and operations for its preceding fiscal year. Form LM–2 is also used by labor organizations with total annual receipts of $200,000 or more that cease to exist to file a terminal report.

The current form LM–2 consists of 24 questions that identify the labor organization and provide basic information (in primarily a yes/no format); a statement of 11 financial items on different assets and liabilities;

a statement of receipts and disbursements; and 15 supporting schedules. The information that is reported includes: Whether the union has any subsidiary organizations; whether the union has a political action committee; whether the union discovered any loss or shortage of funds; the number of members; rates of dues and fees; the dollar amount for seven asset categories such as accounts receivable, cash, and investments; the dollar amount for four liability categories such as accounts payable and mortgages payable; the dollar amount for 16 categories of receipts such as dues and interest; and the dollar amount for 18 categories of disbursements such as payments to officers and repayment of loans obtained. Five of the supporting schedules include a detailed itemization of loans receivable and payable, the sale and purchase of investments and fixed assets, and payments to officers. There are also 10 supporting schedules for receipts and disbursements that provide union members with more detailed information by general groupings or bookkeeping categories to identify their purpose.

In 2001, 5,932 labor organizations filed form LM–2 and the Department estimates the recordkeeping and reporting burden to average 15.25 hours per respondent for a total of 82,564 hours and $1.784 million. In developing these estimates, the Department carefully considered the amount of time it takes to: (a) Read the reporting instructions; (b) gather books and records to complete the report; (c) organize the books and records to respond to various reporting requirements; (d) complete the form; and (e) check the responses. The recordkeeping requirements are minimal because the majority of financial books and records required to complete the reports are those that the reporting organizations maintain in the normal course of business and are, therefore, not factored into the burden hours. Moreover, any capital investment including computers and software that are usual and customary expenses incurred by persons in the normal course of their business are excluded from the regulatory definition of burden.

The Department's developed electronic reporting system, e.LORS, uses information technology to perform some of the administrative functions of the reporting system. The objectives of e.LORS are electronic filing of forms LM–2, LM–3, and LM–4, disclosure of reports via a searchable Internet database, improving the accuracy, completeness and timeliness of reports, and creating efficiency gains in the reporting system. Effective use of the system will reduce the burden on reporting organizations, provide increased information to union members, and enhance LMRDA enforcement by OLMS. The Department is working towards to integrating other LMRDA disclosure documents into e.LORS in the future. The OLMS Internet Disclosure site is available for public use. The site contains a copy of each labor organization's annual financial report as well as an indexed computer database on the information for each report that is searchable through the Internet.

To ease the transition to electronic disclosure, OLMS will include e.LORS information in its outreach program through the OLMS Help Desk and through formal group sessions conducted for union officials regarding compliance. The new and revised forms will be provided on CD–ROM discs at no cost to labor organizations. The electronic form will also be available from OLMS field offices and from the OLMS National Office. Unions will be required, however, to pay a minimal fee to obtain electronic signature capability for the two officers who sign the form. OLMS has implemented a system to permit union officers to sign electronically submitted forms with digital signatures. Information about this system can be obtained on the OLMS website at *http://www.dol.gov/esa/regs/compliance/olms/digital-signatures.htm.* Digital signatures ensure the authenticity of form LM–2 reports without compromising efficiency.

Filing labor organizations will find several advantages to electronic filing. With e.LORS, information from previously filed reports and officer or employee information can be directly imported to form LM–2. Not only is entry of the information eased, the software also makes mathematical calculations and checks for errors or discrepancies. The efficiency gains from electronic submission will alleviate much of the burden of revised form LM–2's new information requirements.

Ready acceptance of the benefits of electronic filing is predictable based on experience with software that OLMS has developed and distributed to labor organizations for completing the current forms LM–2, LM–3, and LM–4. Approximately 40% of unions that currently file form LM–2, LM–3, and LM–4 take advantage of the ability to enter data electronically on a computerized form. Enhancements of e.LORS will make it possible for all labor organizations to submit the new and revised forms electronically, although it is expected that some labor organizations will obtain hardship exemptions and file paper form LM–2 reports while they update their bookkeeping procedures.

Overview of Changes to Form LM–2

The updated form LM–2 includes: Three fewer questions (21 instead of 24) that identify the labor organization and provide basic information (in the same general yes/no format); the same 11 financial items on assets and liabilities; an updated statement of receipts and disbursements that asks for information on fewer categories of receipts (13 instead of 16) and disbursements (17 instead of 18); and seven additional supporting schedules (22 instead of 15). The updated statement of receipts and disbursements also drops seven old categories of disbursements and adds six new categories that will provide more useful information to union members on the amount of union funds spent on contract negotiation and administration, organizing, strike benefits, general overhead, political activities, and lobbying.

Many of the supporting schedules are not changing; over half (8) of the 15 current supporting schedules are either unchanged (7) or have been dropped from the updated form (1). Four of the current supporting schedules have only minor changes involving information that is maintained in the normal course of business. For example, on the schedule for itemizing investments the reporting threshold has changed from $1,000 and 20 percent of the total book value of the union's investments to $5,000 and 5 percent of the total. On the two schedules for disbursements to officers and employees the reporting of gross salary is changing to net salary and two new dollar amounts for direct taxes withheld and other withheld amounts have been added. On the fourth schedule that currently itemizes all benefit disbursements, the reporting of name, description, and amount has been expanded to include address, purpose, and date of the disbursement.

One important change to form LM–2 is the addition of three new separate schedules. The new schedules require the reporting of (1) the name of any entity or individual with which the labor organization had an account payable valued at $1,000 or more that was more than 90 days past due at the end of the reporting period or that was liquidated, reduced or written off during the reporting period; (2) the name of any entity or individual with which the labor organization had an account receivable valued at $1,000 or more that was more than 90 days past due at the

end of the reporting period or that was liquidated, reduced or written off during the reporting period; and (3) the number of union members by seven different membership categories. The Department believes that all of this reported information is maintained in the normal course of business. While labor organizations have not previously been required to report all of this information, the development of electronic software that will permit unions that keep their records electronically to import data from their programs to the form LM–2 software should reduce the burden of the revised reporting requirement. Labor organizations that do not currently maintain electronic books, or that use accounting software that proves incompatible with the software developed by the Department will experience modest increased burden. Another important change to form LM–2 is the individual identification of various receipts and disbursements for three of the current supporting schedules and five of the new supporting schedules. Currently, three of these supporting schedules provide some detail about various receipts and disbursements by general groupings or bookkeeping categories to identify their purpose. The updated form LM–2 will require these eight supporting schedules to individually identify receipts of $5,000 or more or total receipts from an entity or individual that aggregate to $5,000 or more during the reporting period, and disbursements of a certain amount ($2,000–$5,000) or total disbursements to an entity or individual that aggregate to a certain amount ($2,000–$5,000) during the reporting period.

The last major change to form LM–2 will require unions to report the major receipts and disbursements of trusts in which the labor organization has an interest. If a union's financial contribution to a trust, or a contribution made on the union's behalf, is less than $10,000, the union only has to report the existence of the trust and the amount of the union's contribution or the contribution made on the union's behalf. If the contribution is $10,000 or more, the labor organization will be required to report the receipts and disbursements of the trust on the proposed new form T–1. Unions will be required to separately identify each amount received by a trust from the same entity or individual of $10,000 or more during the reporting period, as well as receipts from the same entity or individual that aggregate to $10,000 or more during the reporting period. Unions will also be required to separately identify any individual disbursement of $10,000 or more during the reporting period, as well as any disbursements to the same entity or individual that aggregate to $10,000 or more during the reporting period. If annual audits or financial reports are already made available for organizations that meet the statutory definition of a trust, the only additional information that a union will be required to report on form LM–2 is a statement that such a report or audit has been filed or is available, and where union members can obtain the information.

Technological advances have made it possible to provide the level of detail necessary for union members to have a more accurate picture of their union's financial condition and operations without imposing an unwarranted burden on reporting unions. OLMS staff who review the reports filed and provide compliance assistance have found that a majority of unions required to file form LM–2 use computerized recordkeeping systems and have embraced the technology necessary to provide reports in electronic form. Several OLMS field offices report that even smaller unions that file form LM–3 reports keep electronic books. The development of electronic software that will permit unions that keep their records electronically to import data from their programs to the form LM–2 software should reduce the burden of reporting financial information with the specificity required by the proposed rule. While labor organizations have not previously been required to report all of this information, they have been required to make judgments regarding the appropriate characterization of expenditures in order to report those expenditures by category in the current form. Once the necessary adjustments have been made to electronic recordkeeping systems, no additional burden will be entailed by the need to make similar judgments with respect to fewer categories. Labor organizations that do not currently maintain electronic books, or that use accounting software that proves incompatible with the software developed by the Department, will experience an increased burden.

Finally, as noted previously, the instructions to form LM–2 adopt the recent holding of the U.S. Court of Appeals for the Ninth Circuit in *Chao* v. *Bremerton Metal Trades Council, AFL–CIO,* 294 F. 3d 1114 (2002), and clarify that any ''conference, general committee, joint, or system board, or joint council'' that is subordinate to a national or international labor organization is itself a labor organization under the LMRDA and will be required to file an annual financial form if the national or international labor organization is a labor organization engaged in an industry affecting commerce within the meaning of section 3(j) of the LMRDA.

Overview of Changes to Forms LM–3 and LM–4

Changes proposed to forms LM–3 and LM–4 involve a single question on each form, and the additional requirement of filing a form T–1 under certain circumstances. The proposed revision of form LM–3 is simply the elimination of a question whether the union has a subsidiary. The proposed revision of form LM–4 is simply the addition of a question whether the union has created or participated in the administration of a trust, as defined in the Instructions, during the reporting year. The form T–1 filing requirement is the same for form LM–3 and form LM–4 filers as it is for form LM–2 filers.

The instructions to both form LM–3 and LM–4 also adopt the recent holding of the U.S. Court of Appeals for the Ninth Circuit in *Chao* v. *Bremerton Metal Trades Council, AFL–CIO*, 294 F.3d 1114 (2002), and clarify that any ''conference, general committee, joint or system board, or joint council'' that is subordinate to a national or international labor organization is itself a labor organization under the LMRDA and will be required to file an annual financial form if the national or international labor organization is a labor organization engaged in an industry affecting commerce within the meaning of section 3(j) of the LMRDA.

Overview of the New Form T–1

The new form T–1 is structured similarly to the revised form LM–2. It includes: 21 questions that identify the trust, provide basic information (in a yes/no format), and the total amount of assets liabilities, receipts and disbursements of the trust; a schedule that separately identifies any individual or entity from which the trust receives $10,000 or more during the reporting year; a schedule that separately identifies any entity or individual that received disbursements that aggregate to $10,000 or more from the trust during the reporting period; a schedule of disbursements to officers and employees of the trust; and a schedule of loans receivable.

Estimated Recordkeeping and Reporting Burden: The burden hour estimates associated with forms LM–2, LM–3, LM–4, and T–1 are based on the latest available data and OLMS staff

estimates. In developing these estimates, the Department carefully considered the amount of time it takes to: (1) Read and review the new reporting instructions; (2) gather books and records to complete the report; (3) organize the books and records to respond to various reporting requirements; (4) complete the form; and (5) check the responses for each form. The Department has also allotted an average burden hour estimate associated with the first-year implementation of the electronic form LM–2 and the new form T–1 for each respondent. In developing this estimate, the Department accounted for the additional time in the first year to: (a) Install software; (b) test and review software; (c) implement electronic signatures; (d) modify current accounting systems; and (e) train employees. Although an OLMS survey of its district offices reveals that the large majority of form LM–2 respondents already keep their records electronically, the Department has allotted an average burden hour estimate associated with the first-year implementation of electronic recordkeeping and reporting.

As part of the ongoing e.LORS project, OLMS plans to develop and distribute to labor organizations software for form LM–2 that will electronically import data from their accounting systems into the form and then transmit it electronically to OLMS. The process will be similar to the popular off-the-shelf tax filing software packages that are widely used by businesses, accountants, and individuals. OLMS also plans to increase the staff available for its compliance assistance outreach efforts and to utilize its Help Desk and conferences to address any questions or difficulties filers may have using the software.

The on-going recordkeeping burden associated with both forms are minimal because most of the information and records that are required to complete the reports are maintained in the normal course of business by the reporting organizations. The time for normal recordkeeping functions are not factored into the burden hours except to estimate the time it would take an auditing clerk to make electronic entries regarding the reporting category for a disbursement and the source of non-dues receipts. Moreover, any capital investment that is a usual and customary expense incurred by persons in the normal course of their business, including computers and software, is excluded from the regulatory definition of burden.

Estimated Burden for Form LM–2: The Department estimates the time to complete form LM–2 will initially increase compared to previous years because of the implementation of the new reporting system. However, once the new reporting system is in place the Department anticipates that the burden will significantly decrease and will be marginally higher than the present estimated burden. The decrease in burden will be a direct consequence of the efficiencies gained using the OLMS electronic system for filing the forms.

The Department determined the burden hours by estimating the time required to complete each report and the recordkeeping hours associated with each report. First year burden hour and cost estimates are broken out separately from ongoing burden hour and cost estimates. *See* Table 2 below for a summary of the burden hour estimates associated with revised form LM–2.

The number of responses for revised form LM–2 is based on the number of forms submitted in calendar year 2001 by labor organizations that submitted form LM–2 and the latest available data. For the revised form LM–2, the Department estimates an initial increase in burden associated with installing, testing, and reviewing software, as well as adapting existing recordkeeping systems to the new reporting categories. There also is an increase in reporting burden for the additional information associated with individually identifying receipts and disbursements and training officers and employees. These increases are partially offset by the timesaving features of the software. In the first year, the Department estimates an average 104.03 hours of reporting burden per respondent and 1.0 hours of recordkeeping burden per respondent. As noted above, the Department assumes that the information required to be reported is already maintained by labor organizations in the normal course of business. The Department's estimate of the recordkeeping burden includes only minimal time for keeping records regarding the calculation of the percentage of officers' and employees' salaries attributable to specific categories, which may not ordinarily be reflected in records already maintained, because that calculation is based only on an estimate and need not be demonstrated by actual records of time spent in each category.

The reporting burden decreases in the second year and continues to decrease significantly in the third year because of the time saved from electronic filing. The Department estimates the average reporting burden to be 24.96 hours per respondent in the second year and 21.81 hours per respondent in the third year. The average recordkeeping burden remains at 1.0 hour per respondent in each year because most records required to complete the reports are maintained in the normal course of business.

The Department estimates that 5 percent of form LM–2 filers will submit a Continuing Hardship Exemption Request in the first year and that it will take 1 hour to prepare this request. The Department further estimates that 3 percent of form LM–2 filers will submit a hardship request in the second year and that 1 percent will submit a request in the third year.

The Department also estimates the annualized cost to respondents to be $14.618 million in the first year, $3.281 million in the second year, and $2.867 million in the third year. The average cost per respondent is estimated to be $2,651 in the first year, $595 in the second year, and $520 in the third year. The cost estimates are based on wage-rate data obtained from the Department's Bureau of Labor Statistics for personnel employed in service industries (*i.e.* accountant, bookkeeper, *etc.*). The estimates used for salaries of labor organization officers and employees are obtained from the annual financial reports filed with OLMS.

The annualized federal cost associated with revised forms LM–2, LM–3, and LM–4 and the new form T–1 is estimated to be $7.187 million. This includes operational expenses such as equipment, overhead, and printing as well as salaries and benefits for the OLMS staff in the National Office and field offices that are involved with reporting and disclosure activities. The estimate also includes the annualized cost for redesigning the forms, developing and implementing the electronic software, and implementing digital signature capability.

Estimated Burden for Forms LM–3 and LM–4: The Department estimates a small decrease in burden associated with the elimination of the question on form LM–3 regarding whether the union has a subsidiary. The Department also estimates a small increase in burden associated with the addition of a question on form LM–4 regarding whether the union has created or participated in the administration of a trust, as defined in the instructions, during the reporting year, both because answering this question will take little time and because unions that are small enough to file a form LM–4 are unlikely to have an interest in many trusts. *See* Table 2, below, for a summary.

Estimated Burden for Form T–1: Like form LM–2, the time to complete form T–1 will initially be higher for the first year compared to the second and third years because of the implementation of the new reporting system and electronic

filing. *See* Table 2 below for a summary of the burden hour estimates associated with the new form T–1.

For the new form T–1 five assumptions were made to estimate the number of responses. First, it was assumed that 10 percent of the 2,309 LM–2 filers with annual revenues of from $200,000 to $499,999 would file one form T–1. Second, it was assumed that 35 percent of the 3,162 form LM–2 filers with annual revenues of from $500,000 to $49.999 million would file an average of 2.3 form T–1s. Third, it was assumed that 100 percent of the 43 form LM–2 filers with annual revenues of $50 million or more would file an average of five T–1 reports each. Fourth, it was assumed that 90 percent of the 545 form LM–3 filers that report having a trust, and that 90 percent of the estimated 50 intermediate labor organizations that will file form LM–3 as a result of the recent decision of the U.S. Court Appeals for Ninth Circuit in *Chao* v. *Bremerton Metal Trades Council, AFL–CIO*, would have trusts that meet the $10,000 contribution and $200,000 annual receipt threshold reporting requirements. Finally, it was assumed that just 0.3 percent of form LM–4 filers would have trusts that meet the $10,000 contribution and $200,000 annual receipt threshold reporting requirements. Because labor organizations have not previously reported information regarding many entities that fall within the definition of trusts or funds in which they have an interest, it is difficult to estimate how many of such entities exist. Accordingly, the Department invites comment on these assumptions and the potential number of responses to the new form T–1.

For the new form T–1, the Department estimates a higher initial burden associated with installing, testing, and reviewing software, as well as adapting existing recordkeeping systems to the new reporting categories. There also is a reporting burden for the information associated with individually identifying receipts and disbursements of the trust. These burdens are partially offset by the timesaving features of the software. Finally, although a labor organization that is significantly involved in directing the operations of a trust or other fund in which it is interested is likely to maintain records regarding such a fund, other labor organizations may be required to obtain and maintain records that they have not previously kept. In the first year, the Department estimates an average 12.39 hours of reporting burden per respondent and 0.5 hours of recordkeeping burden per respondent.

The reporting burden decreases significantly in the second year and continues to decrease significantly in the third year because of the time saved from electronic filing. The Department estimates the average reporting to be 5.29 hours per respondent in the second year and 4.65 hours per respondent in the third year. The average recordkeeping burden remains at 0.5 hours per respondent in each year because most records required to complete the reports are maintained in the normal course of business.

TABLE 2.—REPORTING AND RECORDKEEPING BURDEN HOURS FOR FORM LM–2 AND FORM T–1

	Number of responses	Reporting hours per respondent	Total reporting hours	Recordkeeping hours per respondent	Total recordkeeping hours	Total burden hours
Revised Form LM–2:						
First Year	5,514	104.03	573,621	1.00	5,514	579,135
Second Year	5,514	24.96	137,629	1.00	5,514	143,143
Third Year	5,514	21.81	120,260	1.00	5,514	125,774
Revised Form LM–3:						
First Year	13,290	6.39	84,923	0.25	3,323	88,246
Second Year	13,290	6.39	84,923	0.25	3,323	88,246
Third Year	13,290	6.39	84,923	0.25	3,323	88,246
Revised Form LM–4:						
First Year	8,108	0.87	7,054	0.03	270	7,324
Second Year	8,108	0.87	7,054	0.03	270	7,324
Third Year	8,108	0.87	7,054	0.03	270	7,324
New Form T–1:						
First Year	3,551	12.39	43,997	0.50	1,776	45,772
Second Year	3,551	5.29	18,785	0.50	1,776	20,560
Third Year	3,551	4.65	16,512	0.50	1,776	18,288

Executive Order 13045 (Protection of Children From Environmental Health Risks and Safety Risks)

In accordance with Executive Order 13045, the Department has evaluated the environmental safety and health effects of the rule on children. The Department has determined that the final rule will have no effect on children.

Executive Order 13175 (Consultation and Coordination With Indian Tribal Governments)

The Department has reviewed this rule in accordance with Executive Order, and has determined that it does not have ''tribal implications.'' The rule does not ''have substantial direct effects on one or more Indian tribes, on the relationship between the Federal government and Indian tribes, or on the distribution of power and responsibilities between the Federal government and Indian tribes.''

Executive Order 12630 (Governmental Actions and Interference With Constitutionally Protected Property Rights)

This rule is not subject to Executive Order 12630, Governmental Actions and Interference with Constitutionally Protected Property Rights, because it does not involve implementation of a policy with takings implications.

Executive Order 12988 (Civil Justice Reform)

This regulation has been drafted and reviewed in accordance with Executive Order 12988, Civil Justice Reform, and will not unduly burden the Federal court system. The regulation has been written so as to minimize litigation and provide a clear legal standard for affected conduct, and has been reviewed carefully to eliminate drafting errors and ambiguities.

Environmental Impact Assessment

The Department has reviewed the final rule in accordance with the requirements of the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 *et seq.*), the regulations of the Council on Environmental Quality (40 U.S.C. part 1500), and the Department's NEPA procedures (29 CFR part 11). The final rule will not have a significant impact on the quality of the human environment, and, thus, the Department has not conducted an environmental assessment or an environmental impact statement.

Executive Order 13211 (Actions Concerning Regulations That Significantly Affect Energy Supply, Distribution, or Use)

This rule is not subject to Executive Order 13211, because it will not have a significant adverse effect on the supply, distribution, or use of energy.

List of Subjects in 29 CFR Parts 403 and 408

Labor unions, Reporting and recordkeeping requirements.

Text of Proposed Rule

In consideration of the foregoing, the Office of Labor-Management Standards, Employment Standards Administration, Department of Labor hereby proposes to amend parts 403 and 408 of title 29 of the Code of Federal Regulations as set forth below.

PART 403—LABOR ORGANIZATION ANNUAL FINANCIAL REPORTS

1. The authority citation for part 403 is revised to read as follows:

Authority: Secs. 202, 207, 208, 73 Stat. 525, 529 (29 U.S.C. 432, 437, 438); Secretary's Order No. 4–2001, 66 FR 29656, May 31, 2001.

2. Section 403.2 is amended by:

a. Removing the words ''together with a true copy thereof'' at the end of paragraph (a) and removing the comma preceding those words.

b. Adding paragraph (d) to read as follows:

§ 403.2 Annual financial report.

* * * * *

(d) Every labor organization shall, except as otherwise provided, file a report on form T–1 for every trust in which the labor organization is interested, as defined in section 3(l) of the Act, 29 U.S.C. 402(l), that has gross annual receipts of $200,000 or more, and to which $10,000 or more was contributed during the reporting period by the labor organization or on the labor organization's behalf or as a result of a negotiated agreement to which the labor organization is a party. A separate report shall be filed on form T–1 for each such trust within 90 days after the end of the trust's fiscal year in the detail required by the instructions accompanying the form and constituting a part thereof, and shall be signed by the president and treasurer, or corresponding principal officers, of the labor organization. No form T–1 need be filed for a trust if an annual audit or financial report providing the same information and a similar level of detail is otherwise available pursuant to federal or state law, as specified in the instructions accompanying form T–1. If, on the date for filing the annual financial report of such trust, such labor organization is in trusteeship, the labor organization that has assumed trusteeship over such subordinate labor organization shall file such report as provided in § 408.5 of this chapter.

3. Section 403.5 is amended by:

a. In paragraph (a), removing the words ''and one copy'' and removing the commas preceding and following those words.

b. In paragraph (b), removing the words ''and one copy'' and removing the commas preceding and following those words.

c. Adding a new paragraph (d) to read as follows:

§ 403.5 Terminal financial report.

* * * * *

(d) If a trust in which a labor organization is interested loses its identity through merger, consolidation, or otherwise, the labor organization shall, within 30 days after such loss, file a terminal report on form T–1, with the Office of Labor-Management Standards, signed by the president and treasurer or corresponding principal officers of the labor organization. For purposes of the report required by this paragraph, the period covered thereby shall be the portion of the trust's fiscal year ending on the effective date of the loss of its reporting identity.

PART 408—LABOR ORGANIZATION TRUSTEESHIP REPORTS

4. The authority citation for part 408 is revised to read as follows:

Authority: Secs. 202, 207, 208, 73 Stat. 525, 529 (29 U.S.C. 432, 437, 438); Secretary's Order No. 4–2001, 66 FR 29656, May 31, 2001.

§ 408.5 [Amended]

5. Section 408.5 is amended by:

a. Adding the words ''and any form T–1 reports'' after the words ''on behalf of the subordinate labor organization the annual financial report'' and before the words ''required by part 403 of this chapter''.

b. Removing the words ''together with one true copy thereof'' at the end of the section and removing the comma preceding those words.

Signed in Washington, DC, this 19th day of December, 2002.

Victoria A. Lipnic,

Assistant Secretary for Employment Standards.

Appendix

Note: This appendix, which will not appear in the Code of Federal Regulations, revises forms LM–2, LM–3, and LM–4, and proposes a new form T–1 and revises or provides instructions for each form, provided in part 403, to read as follows:

BILLING CODE 4510–CP–P

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
Washington, DC 20210

FORM LM-2 LABOR ORGANIZATION ANNUAL REPORT

MUST BE USED BY LABOR ORGANIZATIONS WITH $200,000 OR MORE IN TOTAL ANNUAL RECEIPTS AND LABOR ORGANIZATIONS IN TRUSTEESHIP

Form Approved
Office of Management and Budget
No. xxxxxxxx
Expires: xx-xx-xxxx

This report is mandatory under P.L. 86-257, as amended. Failure to comply may result in criminal prosecution, fines, or civil penalties as provided by 29 U.S.C. 439 or 440.

READ THE INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS REPORT.

For Official Use Only

1. FILE NUMBER ___ – ___

2. PERIOD COVERED

	MO	DAY	YEAR
From			
Through			

3. (a) AMENDED - If this is an amended report correcting a previously filed report, check here: ☐
(b) HARDSHIP - If filing under the Hardship Exemption Procedures, check here: ☐
(c) TERMINAL - If your organization ceased to exist and this is its terminal report, see Section XII of the instructions and check here: ☐

IMPORTANT

Peel off the address label from the back of the package and place it here.

If the label information is correct, leave Items 4 through 8 blank.

If any of the label information is incorrect, complete Items 4 through 8.

4. AFFILIATION OR ORGANIZATION NAME

5. DESIGNATION (Local, *Lodge, etc.*)

6. DESIGNATION NUMBER

7. UNIT NAME *(if* any)

9. Are your organization's records kept at its mailing address? (if "No," provide address in Item 68.) Yes No

8. MAILING ADDRESS (Type or print in capital letters.)

First Name

Last Name

P.O. Box - Building and Room Number *(if any)*

Number and Street

City

State ZIP Code + 4

68. ADDITIONAL INFORMATION *(if more space is needed, attach additional pages properly identified.)*

Item Number

Each of the undersigned, duly authorized officers of the above labor organization, declares, under the applicable penalties of law, that all of the information submitted in this report (including the information contained in any accompanying documents) has been examined by the signatory and is, to the best of the undersigned's knowledge and belief, true, correct, and complete. (*See Section VI on penalties in the instructions.*)

69. SIGNED: _____ PRESIDENT *(If other title, see instructions.)*

___/___/___ Date ( ) - Telephone Number

70. SIGNED: _____ TREASURER *(If other title, see instructions.)*

___/___/___ Date ( ) - Telephone Number

FORM LM-2 LABOR ORGANIZATION ANNUAL REPORT

FILE NUMBER: ___ - ___

10. During the reporting period did the labor organization create or participate in the administration of a trust or other fund or organization, as defined in the instructions, which provides benefits for members or their beneficiaries? Yes No

11. During the reporting period did the labor organization have a political action committee (PAC) fund? Yes No

12. During the reporting period did the labor organization have an audit or review of its books and records by an outside accountant or by a parent body auditor/representative? Yes No

13. During the reporting period did the labor organization discover any loss or shortage of funds or other property? (Answer "Yes" even if there has been repayment or recovery.) Yes No

14. What is the maximum amount recoverable under the labor organization's fidelity bond for a loss caused by any officer, employee or agent of the labor organization who handled union funds? $

15. During the reporting period did the labor organization acquire or dispose of any goods or property in any manner other than by purchase or sale? Yes No

16. Were any of the labor organization's assets pledged as security or encumbered in any other way at the end of the reporting period? Yes No

17. Did the labor organization have any contingent liabilities at the end of the reporting period? Yes No

18. During the reporting period did the labor organization have any changes in its constitution and bylaws, other than rates of dues and fees, or in practices/procedures listed in the instructions? Yes No

19. What is the date of the labor organization's next regular election of officers?

20. How many members did the labor organization have at the end of the reporting period? (Total from Line 7 Column (B) in Schedule 13)

21. What are the labor organization's rates of dues and fees? (Enter a minimum and maximum if more than one rate applies for any line.)

Rates of Dues and Fees			
(a) Regular Dues/Fees	$	per	
(b) Initiation Fees	$		
(c) Transfer Fees	$		
(d) Work Permits	$	per	

If the answer to any of the above questions is "Yes," provide details in Item 68 (Additional Information) as explained in the instructions for each item.

STATEMENT A — ASSETS AND LIABILITIES

FILE NUMBER: ___ - ___

Complete Schedules 1 Through 22 Before Completing Statement A

Enter Amounts in Dollars Only - Do Not Enter Cents

Assets

ASSETS (Items)	From Schedule Number	Start of Reporting Period (A)	End of Reporting Period (B)
22. Cash			
23. Accounts Receivable			
24. Loans Receivable	2		
25. U.S. Treasury Securities			
26. Investments	5		
27. Fixed Assets	6		
28. Other Assets	7		
29. TOTAL ASSETS			

Liabilities

LIABILITIES (Items)	From Schedule Number	Start of Reporting Period (C)	End of Reporting Period (D)
30. Accounts Payable			
31. Loans Payable	9		
32. Mortgages Payable			
33. Other Liabilities	10		
34. TOTAL LIABILITIES			
35. NET ASSETS (Item 29 less Item 34)			

STATEMENT B — RECEIPTS AND DISBURSEMENTS

FILE NUMBER: ___ - ___

Complete Schedules 1 Through 22 Before Completing Statement B

Enter Amounts in Dollars Only - Do Not Enter Cents

Item	CASH RECEIPTS	SCH #	AMOUNT
36.	Dues and Other Payments	13	
37.	Per Capita Tax		
38.	Fees, Fines, Assessments, Work Permits		
39.	Sale of Supplies		
40.	Interest		
41.	Dividends		
42.	Rents		
43.	Sale of Investments and Fixed Assets	3	
44.	Loans Obtained	9	
45.	Repayments of Loans Made	2	
46.	On Behalf of Affiliates for Transmittal to Them		
47.	From Members for Disbursement on Their Behalf		
48.	Other Receipts	14	
49.	TOTAL RECEIPTS		

Item	CASH DISBURSEMENTS	SCH #	AMOUNT
50.	Contract Negotiation and Administration	15	
51.	Organizing	16	
52.	Political Activities	17	
53.	Lobbying	18	
54.	Contributions, Gifts, and Grants	19	
55.	Benefits	20	
56.	General Overhead	21	
57.	Other Disbursements	22	
58.	Per Capita Tax	13	
59.	Strike Benefits		
60.	Fees, Fines, Assessments, etc.		
61.	Supplies for Resale		
62.	Purchase of Investments and Fixed Assets	4	
63.	Loans Made	2	
64.	Repayment of Loans Obtained	9	
65.	To Affiliates of Funds Collected on Their Behalf		
66.	On Behalf of Individual Members		
67.	TOTAL DISBURSEMENTS		

SCHEDULE 1 — ACCOUNTS RECEIVABLE

FILE NUMBER: ___ - ___

	ENTITY OR INDIVIDUAL NAME (A)	TOTAL ACCOUNT RECEIVABLE (B)	90-180 DAYS PAST DUE (C)	180+ DAYS PAST DUE (D)	LIQUIDATED ACCOUNT RECEIVABLE (E)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23	Totals from additional pages				
24	Totals of lines 1-23				
25	Totals from all other accounts receivable				
26	Totals of lines 24 and 25				

SCHEDULE 2 — LOANS RECEIVABLE

FILE NUMBER: ☐☐☐ – ☐☐☐

Enter Amounts in Dollars Only - Do Not Enter Cents

List below loans to officers, employees, or members which at any time during the reporting period exceeded $250 and list all loans to business enterprises regardless of amount. (A)	Loans Outstanding at Start of Period (B)	Loans Made During Period (C)	Repayments Received During Period		Loans Outstanding at End of Period (E)
			Cash (D)(1)	Other Than Cash (D)(2)	
1. Name: _____ Purpose: _____ Security: _____ Terms of Repayment: _____					
2. Name: _____ Purpose: _____ Security: _____ Terms of Repayment: _____					
3. Name: _____ Purpose: _____ Security: _____ Terms of Repayment: _____					
4. Totals from additional pages (if any)					
5. Totals of loans not listed above					
6. Totals of Lines 1 through 5					

Enter the Totals from Line 6 in ..... Item 24 Column (A) ..... Item 63 ..... Item 45 ..... Item 68 with Explanation ..... Item 24 Column (B)

FILE NUMBER: ___ - ___

SCHEDULE 3 — SALE OF INVESTMENTS AND FIXED ASSETS

Description *(if land or buildings, give location)* (A)	Cost (B)	Book Value (C)	Gross Sales Price (D)	Amount Received (E)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12. Totals from additional pages *(if any)*				
13. Totals of Lines 1 through 12				
		14. Less Reinvestments		
		15. Net Sales		

Enter the Total from Line 15 in ---------- Item 43

SCHEDULE 4 — PURCHASE OF INVESTMENTS AND FIXED ASSETS

FILE NUMBER: ___ - ___

Description *(if land or buildings, give location)* (A)	Cost (B)	Book Value (C)	Cash Paid (D)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12. Totals from additional pages *(if any)*			
13. Totals of Lines 1 through 12			

14. Less Reinvestments	
15. Net Purchases	

Enter the Total from Line 15 in ..... Item 62

FILE NUMBER: ☐☐☐ – ☐☐☐

SCHEDULE 5 — INVESTMENTS
(OTHER THAN U.S. TREASURY SECURITIES)

Description (A)	Amount (B)
Marketable Securities	
1. Total Cost	
2. Total Book Value	
3. List each marketable security which has a book value over $5,000 and exceeds 5% of Line 2.	
(a)	
(b)	
(c)	
(d) Total from additional pages (if any)	
Other Investments	
4. Total Cost	
5. Total Book Value	
6. List each other investment which has a book value over $5,000 and exceeds 5% of Line 5. Also list each subsidiary which is an investment.	
(a)	
(b)	
(c)	
(d)	
(e) Total from additional pages (if any)	
7. Total of Lines 2 and 5	

Enter the Total from Line 7 in ..... Item 26, Column (B)

FILE NUMBER: ___ - ___

SCHEDULE 6 — FIXED ASSETS

Description (A)	Cost or Other Basis (B)	Total Depreciation or Amount Expensed (C)	Book Value (D)	Value (E)
1. Land (give *location):*				
2. Totals from additional pages *(if any)*				
3. Buildings (give *location):*				
4. Totals from additional pages *(if any)*				
5. Automobiles and Other Vehicles				
6. Office Furniture and Equipment				
7. Other Fixed Assets				
8. Totals of Lines 1 through 7				

Enter the Total from Line 8, Column (D) in ..... Item 27, Column (B)

FILE NUMBER: ___ - ___

SCHEDULE 7— OTHER ASSETS

Description (A)	Book Value (B)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.. Total of Lines 1 through 13	

Enter the Total from Line 14 in ---------- Item 28, Column (B)

SCHEDULE 8 — ACCOUNTS PAYABLE

FILE NUMBER: ___ - ___

	ENTITY OR INDIVIDUAL NAME (A)	TOTAL ACCOUNT PAYABLE (B)	90-180 DAYS PAST DUE (C)	180+ DAYS PAST DUE (D)	LIQUIDATED ACCOUNT PAYABLE (E)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23	Totals from additional pages				
24	Totals of lines 1-23				
25	Totals from all other accounts payable				
26	Totals of lines 24 and 25				

FILE NUMBER: ☐☐☐ – ☐☐☐

SCHEDULE 9 — LOANS PAYABLE

Source of Loans Payable at Any Time During the Reporting Period (A)	Loans Owed at Start of Period (B)	Loans Obtained During Period (C)	Repayment Made During Period		Loans Owed at End of Period (E)
			Cash (D)(1)	Other Than Cash (D)(2)	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12. Totals from additional pages *(if any)*					
13. Totals of Lines 1 through 12					

Enter the Totals from Line 13 in ..... Item 31 Column (C) ..... Item 44 ..... Item 64 ..... Item 68 with Explanation ..... Item 31 Column (D)

FILE NUMBER: [ ][ ][ ] – [ ][ ][ ]

SCHEDULE 10 — OTHER LIABILITIES

Description (A)	Amount at End of Period (B)
1.	
2.	
3.	
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9.	
10.	
11.	
12.	
13. Total from additional pages (if any)	
14. Total of Lines 1 through 13	

Enter the Total from Line 14 in ---------- Item 33, Column (D)

SCHEDULE 11— ALL OFFICERS AND DISBURSEMENTS TO OFFICERS

FILE NUMBER: ___ - ___

Total from Line 6 Column (J) on all additional pages (if any)	

	(A)* Name	(B)* Title	(C)* Code	(D) Net Salary Disbursements	(E) Withholding and Direct Payroll Taxes Disbursed	(F) Disbursements for Other Withheld Amounts	(G) Allowances Disbursed	(H) Disbursements for Official Business	(I) Other Disbursements not reported in (D through H)	(J) TOTAL
1	A*									
	B*									
	C*									
	K*	SCH 15	SCH 16	SCH 17	SCH 18	SCH 19	SCH 20	SCH 21	SCH 22	
2	A*									
	B*									
	C*									
	K*	SCH 15	SCH 16	SCH 17	SCH 18	SCH 19	SCH 20	SCH 21	SCH 22	
3	A*									
	B*									
	C*									
	K*	SCH 15	SCH 16	SCH 17	SCH 18	SCH 19	SCH 20	SCH 21	SCH 22	
4	A*									
	B*									
	C*									
	K*	SCH 15	SCH 16	SCH 17	SCH 18	SCH 19	SCH 20	SCH 21	SCH 22	
5	A*									
	B*									
	C*									
	K*	SCH 15	SCH 16	SCH 17	SCH 18	SCH 19	SCH 20	SCH 21	SCH 22	
	6. Total Disbursements (Total of Lines 1 through 5)									

*(A) Enter the name in the following format: **Last Name, First Name Middle Initial.** List all persons who held office during the reporting period even if they received no salary or other disbursements.
*(B) Enter officer title e.g. PRESIDENT or TREASURER.
*(C) Code for Status: **past officer - P; continuing officer - C; new officer during the reporting period - N.** (If any officer was not elected at a regular election in accordance with the labor organization's constitution and bylaws, explain in Item 68.)
*(K) Enter the PERCENTAGE (%) of time officer worked on activities covered in the corresponding Schedules 15-22.

SCHEDULE 12— DISBURSEMENTS TO EMPLOYEES

FILE NUMBER: ___ - ___

Total from Line 6 Column (J) on all additional pages (if any)	

	(A)* Name	(B)* Title	(C)* Code	(D) Net Salary Disbursements	(E) Withholding and Direct Payroll Taxes Disbursed	(F) Disbursements for Other Withheld Amounts	(G) Allowances Disbursed	(H) Disbursements for Official Business	(I) Other Disbursements not reported in (D through H)	(J) TOTAL
1	A*									
	B*									
	C*									
	K*	SCH 15	SCH 16	SCH 17	SCH 18	SCH 19	SCH 20	SCH 21	SCH 22	
2	A*									
	B*									
	C*									
	K*	SCH 15	SCH 16	SCH 17	SCH 18	SCH 19	SCH 20	SCH 21	SCH 22	
3	A*									
	B*									
	C*									
	K*	SCH 15	SCH 16	SCH 17	SCH 18	SCH 19	SCH 20	SCH 21	SCH 22	
4	A*									
	B*									
	C*									
	K*	SCH 15	SCH 16	SCH 17	SCH 18	SCH 19	SCH 20	SCH 21	SCH 22	
5	A*									
	B*									
	C*									
	K*	SCH 15	SCH 16	SCH 17	SCH 18	SCH 19	SCH 20	SCH 21	SCH 22	
	6. Total Disbursements (Total of Lines 1 through 5)									

*(A) Enter the name in the following format: **Last Name, First Name Middle Initial.** List all persons who received more than $10,000 in total disbursements from the reporting labor organization or from a total combination from the reporting labor organization and any affiliate and/or trust.
*(B) Enter employee's job title. (e.g. ACCOUNTANT or LOBBYIST)
*(C) List the affiliate and/or trust, if appropriate. (Make an additional entry for each entity as needed.)
*(K) Enter the PERCENTAGE (%) of time officer worked on activities covered in the corresponding Schedules 15-22.

FILE NUMBER: ☐☐☐ – ☐☐☐

SCHEDULE 13 — MEMBERSHIP STATUS, DUES AND PER CAPITA TAX INFORMATION

CATEGORY OF MEMBERSHIP (A)	NUMBER (B)	VOTING ELIGIBILITY (C)
1. Active Members		
2. Inactive Members		
3. Associate Members		
4. Apprentice Members		
5. Retired Members		
6. Other Members		
7. Members *		
8. Agency Fee Payers **		
9. Total Members/Fee Payers ***		
	Enter the Total from Line 7 in Item 20	

*Total of Lines 1 through 6
**Agency Fee Payers are not consider members of the labor organization.
***Total of Lines 7 and 8

DETAILED SUMMARY PAGE — SCHEDULES 14 THROUGH 22

FILE NUMBER: ___ - ___

Complete Schedules 14 through 22 Before Completing Summary Schedules

SCHEDULE 14 OTHER RECEIPTS	1. Itemized Receipts		
	2. Non-itemized Receipts		
	3. TOTAL RECEIPTS (add Lines 1 and 2)		**Item 48**
SCHEDULE 15 CONTRACT NEGOTIATION AND ADMINISTRATION	1. Itemized Disbursements		
	2. Non-itemized Disbursements		
	3. TOTAL DISBURSEMENTS (add Lines 1 and 2)		**Item 50**
SCHEDULE 16 ORGANIZING	1. Itemized Disbursements		
	2. Non-itemized Disbursements		
	3. TOTAL DISBURSEMENTS (add Lines 1 and 2)		**Item 51**
SCHEDULE 17 POLITICAL ACTIVITIES	1. Itemized Disbursements		
	2. Non-itemized Disbursements		
	3. TOTAL DISBURSEMENTS (add Lines 1 and 2)		**Item 52**
SCHEDULE 18 LOBBYING	1. Itemized Disbursements		
	2. Non-itemized Disbursements		
	3. TOTAL DISBURSEMENTS (add Lines 1 and 2)		**Item 63**

SCHEDULE 19 CONTRIBUTIONS, GIFTS, AND GRANTS	1. Itemized Disbursements		
	2. Non-itemized Disbursements		
	3. TOTAL DISBURSEMENTS (add Lines 1 and 2)		**Item 54**
SCHEDULE 20 BENEFITS	1. Itemized Disbursements		
	2. Non-itemized Disbursements		
	3. TOTAL DISBURSEMENTS (add Lines 1 and 2)		**Item 55**
SCHEDULE 21 GENERAL OVERHEAD	1. Itemized Disbursements		
	2. Non-itemized Disbursements		
	3. TOTAL DISBURSEMENTS (add Lines 1 and 2)		**Item 56**
SCHEDULE 22 OTHER DISBURSEMENTS	1. Itemized Disbursements		
	2. Non-itemized Disbursements		
	3. TOTAL DISBURSEMENTS (add Lines 1 and 2)		**Item 57**

FILE NUMBER: ☐☐☐ – ☐☐☐

ITEMIZATION PAGES FOR RECEIPTS/DISBURSEMENTS SCHEDULES 14-22

Schedule	Page Number	Total Number of Additional Pages

Complete Itemization Schedules First

Enter Amounts in Dollars Only - Do Not Enter Cents

NAME AND ADDRESS (A)	DESCRIPTION (B)	PURPOSE (C)	DATE (D)	AMOUNT (E)

SUBTOTAL (CURRENT PAGE ONLY)	
TOTAL (ALL PAGES)	

Form LM-2 (Revised 2002)

Public reporting burden for this collection of information is estimated to average 105 hours 32 minutes per response in the first year, 26 hours 17 minutes per response in the second year, and 23 hours 6 minutes per response in the third year. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. Reporting of this information is mandatory and is required by the Labor-Management Reporting and Disclosure Act of 1959, as amended, for the purpose of public disclosure. As this is public information, there are no assurances of confidentiality. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Employment Standards Administration, Office of Labor-Management Standards, Division of Interpretations and Standards, Room N-5605, 200 Constitution Avenue, NW, Washington, DC 20210.

INSTRUCTIONS FOR FORM LM-2 LABOR ORGANIZATION ANNUAL REPORT

Proposed Instructions

GENERAL INSTRUCTIONS

I. WHO MUST FILE

Every labor organization subject to the Labor-Management Reporting and Disclosure Act, as amended (LMRDA), the Civil Service Reform Act (CSRA), or the Foreign Service Act (FSA) must file a financial report, Form LM-2, LM-3, or LM-4, each year with the Office of Labor-Management Standards (OLMS) of the U.S. Department of Labor's (Department) Employment Standards Administration. These laws cover labor organizations that represent employees who work in private industry, employees of the U.S. Postal Service, and most Federal government employees. Labor organizations that represent only state, county, or municipal government employees are not covered by these laws and, therefore, are not required to file, except that any "conference, general committee, joint or system board, or joint council" that is subordinate to a national or international labor organization is a labor organization under the LMRDA and is required to file a financial report if the national or international labor organization is a labor organization engaged in an industry affecting commerce within the meaning of section 3(j) of the LMRDA If you have a question about whether the labor organization is required to file, contact the nearest OLMS field office listed on page XX of these instructions.

II. WHAT FORM TO FILE

Every labor organization subject to the LMRDA, CSRA, or FSA with total annual receipts of $200,000 or more must file Form LM-2. The term "total annual receipts" means all financial receipts of the labor organization during its fiscal year, regardless of the source, including receipts of any special funds as described in Section VIII (Funds To Be Reported) of these instructions. Funds of a trust in which the labor organization is interested should not be included in the total annual receipts considered when determining which form to file.

Labor organizations with total annual receipts of less than $200,000 may file the simplified 4-page annual report Form LM-3, if not in trusteeship as defined in Section IX (Labor Organizations In Trusteeship) of these instructions. Labor organizations with total annual receipts of less than $10,000 may file the abbreviated 2-page annual report Form LM-4, if not in trusteeship.

NOTE: *Certain labor organizations are required to file Form 990, Return of Organization Exempt from Income Tax,*

with the Internal Revenue Service (IRS). The IRS has accepted a copy of the labor organization's Form LM-2 in the past to provide some of the information required by Form 990. See the instructions for the current Form 990 for details. Filing Form LM-2 with the IRS does not satisfy the labor organization's reporting requirement with the U.S. Department of Labor.

III. When to File

Form LM-2 must be filed within 90 days after the end of the labor organization's fiscal year (12-month reporting period). The law does not authorize the U.S. Department of Labor to grant an extension of time for filing reports. The penalties for delinquency are described in Section VI (Officer Responsibilities And Penalties) of these instructions.

If the labor organization went out of existence during its fiscal year, a terminal financial report must be filed within 30 days after the date it ceased to exist. See Section XII (Labor Organizations Which Have Ceased to Exist) of these instructions for information on filing a terminal financial report.

IV. How to File

Form LM-2 (and Form T-1 Trusts Annual Report) must be prepared using software obtained from the Department and submitted electronically to the Department. A Form LM-2 and T-1 filer will be able to file a report in paper format only if it asserts a temporary hardship exemption or applies for and is granted a one-year hardship exemption. Forms LM-3 and LM-4 may be prepared and submitted electronically but it is not required.

A detailed user manual for the electronic filing software is included on the CD-ROM accompanying the report package.

HARDSHIP EXEMPTIONS

A labor organization that must file Form LM-2 or T-1 may assert a temporary hardship exemption or apply for a continuing hardship exemption to prepare and submit the report in paper format. If a labor organization files both Form LM-2 and Form T-1, the exemption must be asserted for each report, although in appropriate circumstances the same reasons may be used to support both exemptions. If it is possible to file Form LM-2, or one or more Form T-1s electronically, no exemption should be claimed for those reports, even though an exemption is warranted for a related report.

TEMPORARY HARDSHIP EXEMPTION:

If the labor organization experiences unanticipated technical difficulties that prevent the timely preparation and submission of an electronic filing, you may file Forms LM-2 or T-1 in paper format by the required due date. An electronic format copy of the filed paper format document shall be submitted to the Department within ten business days. Indicate in Item 3 (Amended, Hardship Exempted, or Terminal Report) that the labor organization is filing under the hardship exemption procedures. Unanticipated technical difficulties that may result in additional delays should be brought to the attention of the nearest OLMS field office listed on page XX of these instructions.

Note: *If either the paper filing or the electronic filing is not received in the timeframe specified above, the report will be considered delinquent.*

CONTINUING HARDSHIP EXEMPTION:

(a) The labor organization may apply in writing for a continuing hardship exemption if Forms LM-2 or T-1 cannot be filed electronically without undue burden or expense. Such written application shall be received at least thirty days prior to the required due date of the report(s). The

written application shall contain the information set forth in paragraph (b).

The application must be mailed to the following address:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, N.W.
Room N-5605
Washington, DC 20210-0001

Questions regarding the application should be directed to the OLMS Division of Interpretations and Standards, which can be reached at the above address, by email at olms-mail@dol-esa.gov, by phone at 202-693-0123, or by fax at 202-693-1340.

(b) The request for the continuing hardship exemption shall include, but not be limited to, the following: (1) the justification for the requested time period of the exemption; (2) the burden and expense that the union would incur if it was required to make an electronic submission; and (3) the reasons for not submitting the report(s) electronically. The applicant must specify a time period not to exceed one year.

(c) The continuing hardship exemption shall not be deemed granted until the Department notifies the applicant in writing. If the Department denies the application for an exemption, the labor organization shall file the report(s) in electronic format by the required due date. If the Department determines that the grant of the exemption is appropriate and consistent with the public interest and the protection of union members and so notifies the applicant, the labor organization shall follow the procedures set forth in paragraph (d).

(d) If the request is granted, the labor organization shall submit the report(s) in paper format by the required due date. The filer may be required to submit Form LM-2 or T-1 in electronic format upon the expiration of the period for which the exemption is granted. Indicate in Item 3 (Amended, Hardship Exempted, or Terminal Report) that the labor organization is filing under the hardship exemption procedures.

Note: *If either the paper filing or the electronic filing is not received in the timeframe specified above, the report will be considered delinquent.*

SPECIAL INSTRUCTIONS FOR SUBMITTING THE FORM LM-2 AND T-1 IN PAPER FORMAT:

Those labor organizations that are granted an exemption will be provided with a report package in paper format, which must be completed and filed at the following address:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, N.W.
Room N-5616
Washington, DC 20210-0001

Number of Copies

Complete one of the two blank copies included in the report package; do not use a photocopy of the form. The completed report must be filed with OLMS. A copy should also be maintained in the labor organization's records.

Address Label

If the report package was mailed to the labor organization with an address label, peel off the label and place it in the designated box on page 1 of the form. Use the preprinted label even if the information on it is incorrect. If any of the information on the label is incorrect, complete Items 4 through 8 in their entirety.

The labor organization's file number is the 6-digit number on the first line of the label. If the labor organization does not have a

label and the number cannot be obtained from prior reports filed with the Department, the number can be obtained from the OLMS website at www.union-reports.dol.gov or by contacting the nearest OLMS field office listed on page XX of these instructions. The labor organization's 6-digit file number must also be entered in the File Number boxes at the top of pages 2 through XX of Form LM-2.

If the report package does not have a correct address label, complete Items 4 through 8 in their entirety. If the label information is correct, leave Items 4 through 8 blank.

Information Entry

Entries on the report should be typed or clearly printed in black ink. Do not use a pencil or any other color ink.

For items displaying separate boxes, enter only one letter or number in each box as illustrated below. Use all capital letters and print or type inside the boxes. Leave a blank box between words and/or numbers as appropriate. Print clearly so the information can be accurately scanned.

Entering Number and Street:

1404 REDWOOD COURT

In all Items and Schedules dealing with monetary values report amounts in dollars only. Do not enter cents. Round cents to the nearest dollar. Enter a single "0" in the boxes for reporting dollars if the labor organization has nothing to report.

Entering Dollars:

$1,573,844 – do not enter cents

Entering Zero:

$ _ , _ _ _ , _ _ 0

For items requiring a "Yes" or "No" answer, enter an "X" in the appropriate box. Do not use check marks or other marks.

Entering X:

Yes	No
X	

Schedules 1 Through 22 Continuation Pages

If there is not enough space to report all the required information and amounts in Schedules 1 through 10, duplicate the blank schedule or use separate letter-size pages (8½" x 11") to report the additional information and attach them to the report. Be sure to use the same format as the schedule (that is, the same line and column headings) for any attached pages.

For Schedules 11 and 12, two copies of a preprinted continuation page are included in the report package. More copies of these schedules may be ordered from any OLMS office. For Schedules 13 through 22, twenty copies of a generic preprinted continuation page are included in the report package. The Schedules 11 through 22 continuation pages must be used if additional space is needed to report all required information and amounts in these schedules. More copies of these schedules may be ordered from any OLMS office.

Each attached page should identify the schedule to which it applies. Print clearly in the space provided at the top of the page, enter the name of the labor organization, its 6-digit file number as reported in Item 1 (File Number), the ending date of the reporting period as reported on the second line of Item 2 (Period Covered), the page number for each continuation page, and the total number of additional pages attached. Totals from any additional pages must be entered on the line provided in each schedule.

Additional Pages

Some of the items on the report require that further details be provided in Item 68 (Additional Information). If there is not enough space in Item 68, enter the additional information on a separate letter-size page(s), giving the number of the item to which the information applies. Print clearly at the top of each attached page the name of the labor organization, its 6-digit file number as reported in Item 1 (File Number), and the ending date of the reporting period as reported on the second line of Item 2 (Period Covered), the page number for each attachment page and the total number of additional pages attached.

V. Public Disclosure

The LMRDA requires that the Department make labor organization financial reports available for inspection by the public. Reports may be viewed and downloaded from the OLMS website at www.union-reports.dol.gov. Copies of reports and union constitutions and bylaws can also be ordered at the same website. Reports may also be examined and copies purchased at the OLMS Public Disclosure Room at the above address in Section IV (How To File) or at the OLMS field office in whose jurisdiction the reporting organization is located. See page XX of these instructions for a list of OLMS field offices.

VI. Officer Responsibilities and Penalties

The president and treasurer or the corresponding principal officers of the labor organization required to sign Form LM-2 are personally responsible for its filing and accuracy. Under the LMRDA, officers are subject to criminal penalties for willful failure to file a required report and for false reporting. False reporting includes making any false statement or misrepresentation of a material fact while knowing it to be false, or for knowingly failing to disclose a material fact in a required report or in the information required to be contained in it or in any information required to be submitted with it. Under the CSRA and FSA and implementing regulations, false reporting and failure to report may result in administrative enforcement action and litigation. The officers responsible for signing Form LM-2 are also subject to criminal penalties for false reporting under Section 1001 of Title 18 of the United States Code.

The reporting labor organization and the officers required to sign Form LM-2 are also subject to civil prosecution for violations of the filing requirements. According to Section 210 of the LMRDA (29 U.S.C. 440), "whenever it shall appear that any person has violated or is about to violate any of the provisions of this title, the Secretary may bring a civil action for such relief (including injunctions) as may be appropriate."

VII. Recordkeeping

The officers required to file Form LM-2 are responsible for maintaining records that will provide in sufficient detail the information and data necessary to verify the accuracy and completeness of the report. The records must be kept for at least 5 years after the date the report is filed. Any record necessary to verify, explain or clarify the report must be retained, including, but not limited to, vouchers, worksheets, receipts, applicable resolutions, and any electronic documents used to complete and file the report.

VIII. Funds To Be Reported

The labor organization must report financial information on Form LM-2 for all funds of the labor organization. Include any special purpose funds or accounts, such as strike funds, vacation funds, and scholarship funds even if they are not part of the labor organization's general treasury.

The labor organization is required to

report information about any trust in which it is interested on the Form T-1. See Sections X (Trusts In Which A Labor Organization Is Interested).

SPECIAL INSTRUCTIONS FOR CERTAIN ORGANIZATIONS

IX. Labor Organizations in Trusteeship

Any labor organization that has placed a subordinate labor organization in trusteeship is responsible for filing the subordinate's annual financial report. A trusteeship is defined in section 3(h) of the LMRDA (29 U.S.C. 402) as "any receivership, trusteeship, or other method of supervision or control whereby a labor organization suspends the autonomy otherwise available to a subordinate body under its constitution or bylaws."

Annual financial reports filed for any labor organization in trusteeship must be filed on Form LM-2. The report must be signed by the president and treasurer or corresponding principal officers of the labor organization that imposed the trusteeship and by the trustees of the subordinate labor organization. Trustees must sign and date Form LM-2 in the space below the officers' signatures and telephone numbers in Items 71 and 72 (Signatures).

X. Trusts In Which A Labor Organization Is Interested

The labor organization must disclose assets, liabilities, receipts, and disbursements of a significant trust in which the labor organization is interested.

A trust in which a labor organization is interested is defined by statute as

> ...a trust or other fund or organization (1) which was created or established by a labor organization, or one or more of the trustees or one or more members of the governing body of which is selected or appointed by a labor organization, and (2) a primary purpose of which is to provide benefits for the members of such labor organization or their beneficiaries.

29 U.S.C. 402(l). The definition of a trust in which a labor organization is interested may include, but is not limited to, joint funds administered by a union and an employer pursuant to a collective bargaining agreement, educational or training institutions, banks or credit unions created for the benefit of union members, and redevelopment or investment groups established by the union for the benefit of its members. The determination whether a particular entity is a trust in which a labor organization is interested must be based on the facts in each case. A trust will be considered significant, and therefore must be reported on Form T-1, if (1) it has annual receipts of $200,000 or more during the trust's most recent fiscal year, and (2) the labor organization's financial contribution to the trust or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party, is $10,000 or more annually.

If a trust has annual receipts of less than $200,000 or if the labor organization's financial contribution to a trust that has annual receipts of $200,000 or more, or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party, is less than $10,000 annually, the labor organization need only report the existence of the trust and the amount of the labor organization's contribution or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party. This information should be reported in Item 68 as required by the instructions for Item 10 and, if the contribution was made by the

labor organization itself, in the appropriate disbursement item in Statement B.

If the labor organization's financial contribution to a trust, or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party, is $10,000 or more annually, the labor organization must report all of the assets, liabilities, receipts, and disbursements of the trust on Form T-1.

No Form T-1 should be filed for any labor organization that already files a Form LM-2, LM-3, or LM-4, nor should a report be filed for any entity that is expressly exempted from reporting in the Act. No separate report need be filed for Political Action Committee (PAC) funds if publicly available reports on the PAC funds are filed with a Federal or state agency, or for a political organization for which reports are filed with the Internal Revenue Service pursuant to 26 U.S.C. 527. No separate report is required for an employee benefit plan that filed a complete and timely annual report pursuant to the requirements of the Employee Retirement Income Security Act of 1974 (ERISA), 29 U.S.C. 1023, 1024(a), and 1030, and 29 C.F.R. 2520.103-1, for the plan year ending with or within the year preceding the year covered by the reporting union's LM-2, or if annual audits are freely available on demand under § 302(c)(5)(B) of the LMRA, 29 U.S.C.186(c)(5)(B).

Form T-1 must be filed within 90 days after the expiration of the trust's fiscal year. If the trust's fiscal year is not the same as the labor organization's fiscal year, state when the trust's fiscal year ends in item 68 as required by the instructions for Item 10. See Instructions for Form T-1, Trust Annual Report.

Questions regarding these reporting requirements should be directed to the OLMS Division of Interpretations and Standards, which can be reached at the above address, by email at olms-mail@dol-esa.gov, by phone at 202-693-0123 or by fax at 202-693-1340. The Department will publish additional information giving further practical guidance on the reporting requirements for trusts on the OLMS website at www.dol.gov/dol/esa.

Examples of a trust in which a labor organization is interested may include, but are not limited to, the following entities:

Example A: The Redevelopment Corporation – A labor organization creates an entity named the Redevelopment Corporation, or appoints one or more of the members of the governing board of the Corporation, which is established primarily to enable members of the labor organization to obtain low cost housing constructed with federal Housing and Urban Development (HUD) grants. The Redevelopment Corporation must be reported as a trust in which the labor organization or organizations that created it, or that appointed members to its governing board, have an interest. A labor organization that neither participated in the creation of the Corporation, nor appointed members of its governing board, but loaned money to the Corporation to use as matching money for HUD grants need not report the Corporation as a trust in which it is interested.

Example B: The Educational Institute – Five reporting labor organizations form the Educational Institute to provide educational services primarily for the benefit of their members. Similar services are also provided to the general public. Each labor organization contributes funds to start the Educational Institute, which will then offer various educational programs that will generate revenue. Each labor organization that participated in forming the Institute, or that appoints a member to its governing body, must report the Educational Institute as a trust in which it is interested.

Example C: The Bank – A reporting labor

organization forms a bank that is chartered and licensed under Federal and state laws, or selects a member of the board of directors of a bank that is already in existence, for the purpose of ensuring that banking services are available to members at reasonable cost, or as an investment for the purpose of increasing funds available for union activities for the benefit of union members. Any labor organization that participated in forming the bank, or that appoints a member to the bank's board of directors, must report the bank as a trust in which it has an interest.

Example D: Joint Funds – A reporting labor organization that forms a "joint fund" with a large national manufacturer to offer a variety of training and jobs skills programs for members of the labor organization, or appoints a member to the governing body of such a fund, must report the joint fund as a trust in which the labor organization has an interest.

Example E: 302(c)(5) through (9) Plans – A reporting labor organization forms a plan permitted under Section 302(c)(5) through (9) of the LMRA (29 U.S.C. 186 (c)(5) through (9)), and files a complete annual financial report as required under ERISA. The labor organization reports only that the plan exists and states where the ERISA annual financial report may be viewed. This information should be reported in Item 68. No Form T-1 need be filed even if the labor organization contributes more than $10,000 to the plan.

XI. Completing Form LM-2

INFORMATION ITEMS 1–21

Answer Items 1 through 21 as instructed. Enter an "X" in the appropriate box for those questions requiring a "Yes" or "No" answer; do not leave both boxes blank. Enter a single "0" in the boxes for items requiring a number or dollar amount if there is nothing to report.

1. FILE NUMBER — Enter the 6-digit file number that OLMS assigned to the labor organization. If the labor organization does not have the number on file and cannot obtain the number from prior reports filed with the Department, the number can be obtained from the OLMS website at www.union-reports.dol.gov, or by contacting the nearest OLMS field office listed on page XX of these instructions to obtain the labor organization's file number. The labor organization's 6-digit file number must also be entered in the File Number boxes at the top of pages 2 through XX of Form LM-2.

2. PERIOD COVERED — Enter the beginning and ending dates of the period covered by this report. The labor organization's report should never cover more than a 12-month period. For example, if the labor organization's 12-month fiscal year begins on January 1 and ends on December 31, enter these dates as 01/01/20XX and 12/31/20XX. It would be incorrect to enter January 1 of one year through January 1 of the next year.

If the labor organization changed its fiscal year, enter in Item 2 (Period Covered) the ending date for the period of less than 12 months, which is the labor organization's new fiscal year ending date, and report in Item 68 (Additional Information) that the labor organization changed its fiscal year. For example, if the labor organization's fiscal year ending date changes from June 30 to December 31, a report must be filed for the partial year from July 1 to December 31. Thereafter, the labor organization's annual report should cover a full 12-month period from January 1 to December 31.

3. AMENDED, HARDSHIP EXEMPTED, OR TERMINAL REPORT — Enter an "X" in the box in Item 3(a) if the labor organization is filing an amended report correcting a previously filed report. Enter an "X" in the box in Item 3(b) if the labor organization is filing under the hardship exemption procedures defined in Section IV. Enter an "X" in the box in Item 3(c) if the labor organization has gone out of

business by disbanding, merging into another labor organization, or being merged and consolidated with one or more labor organizations to form a new labor organization, and this is the labor organization's terminal report. Be sure the date the labor organization ceased to exist is entered in Item 2 (Period Covered) after the word "Through." See Section XII (Labor Organizations That Have Ceased to Exist) of these instructions for more information on filing a terminal report.

4. AFFILIATION OR ORGANIZATION NAME — Enter the name of the national or international labor organization that granted the labor organization a charter. "Affiliates," within the meaning of these instructions, are labor organizations chartered by the same parent body, governed by the same constitution and bylaws, or having the relationship of parent and subordinate. For example, a parent body is an affiliate of all of its subordinate bodies, and all subordinate bodies of the same parent body are affiliates of each other.

If the labor organization has no such affiliation, enter the name of the labor organization as currently identified in the labor organization's constitution and bylaws or other organizational documents.

5. DESIGNATION — Enter the specific designation that is used to identify the labor organization, such as Local, Lodge, Branch, Joint Board, Joint Council, District Council, etc.

6. DESIGNATION NUMBER — Enter the number or other identifier, if any, by which the labor organization is known.

7. UNIT NAME — Enter any additional or alternate name by which the labor organization is known, such as "Chicago Area Local."

8. MAILING ADDRESS — Enter the current address where mail is most likely to reach the labor organization as quickly as possible. Be sure to indicate the first and last name of the person, if any, to whom such mail should be sent and include any building and room number.

9. PLACE WHERE RECORDS ARE KEPT — If the records required to be kept by the labor organization to verify this report are kept at the address reported in Item 8 (Mailing Address), or the address on the address label, answer "Yes." If not, answer "No" and provide in Item 68 (Additional Information) the address where the labor organization's records are kept.

10. TRUSTS OR FUNDS — Answer "Yes" to Item 10, if the labor organization has an interest in a trust as defined in 29 U.S.C. 402(l) (see Section X of these Instructions). Provide in Item 68 (Additional Information) the full name, address, and purpose of each trust. Also include in Item 68 the fiscal year ending date for any trust for which a Form T-1 is filed if the trust's fiscal year is different from that of the labor organization. If no Form T-1 is required to be filed on the trust because (1) the trust had annual receipts of less than $200,000 during the trust's most recent fiscal year or (2) the labor organization's financial contribution to the trust or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party, is less than $10,000, the labor organization should also report the amount of the contribution in Item 68 and, if the contribution was made by the labor organization itself, in the appropriate disbursement item in Statement B. Additionally, if no Form T-1 is filed because financial information is already available as a result of the disclosure requirements of another federal statute, list the name of any government agency, such as the Securities and Exchange Commission (SEC) or the Pension and Welfare Benefits Administration (PWBA) of the Department of Labor, with which the trust files a publicly available report, and the relevant file number of the trust, or otherwise indicate where the relevant report may be

viewed. See Instructions for Form T-1, Trust Annual Report, for guidance on reporting the assets, liabilities, receipts, and disbursements of these entities.

11. POLITICAL ACTION COMMITTEE FUNDS — If the labor organization answered "Yes" to Item 11, provide in Item 68 (Additional Information) the full name of each separate political action committee (PAC) and list the name of any government agency, such as the Federal Election Commission or a state agency, with which the PAC has filed a publicly available report, and the relevant file number of the PAC. (PAC funds kept separate from the labor organization's treasury need not be included in the labor organization's Form LM-2 if publicly available reports on the PAC funds are filed with a Federal or state agency.)

12. AUDIT OR REVIEW OF BOOKS AND RECORDS — If the labor organization answered "Yes" to Item 12, indicate in Item 68 (Additional Information) whether the audit or review was performed by an outside accountant or a parent body auditor/representative. If an outside accountant performed the audit or review, provide the name of the accountant or accounting firm. Report any audit or review by an outside accountant or a parent body auditor/representative in which the labor organization's books and records were examined to verify their accuracy and validity. The term "audit or review" does not include providing assistance in developing a bookkeeping system, providing routine bookkeeping services, or merely compiling information from the labor organization's books and records to prepare Form LM-2 or other financial reports. Also, do not answer "Yes" to Item 12 if an audit committee or trustees of the labor organization performed the audit or review.

13. LOSSES OR SHORTAGES — Answer "Yes" to Item 13 if the labor organization experienced a loss, shortage, or other discrepancy in its finances during the period covered. Describe the loss or shortage in detail in Item 68 (Additional Information), including such information as the amount of the loss or shortage of funds or a description of the property that was lost, how it was lost, and to what extent, if any, there has been an agreement to make restitution or any recovery by means of repayment, fidelity bond, insurance, or other means.

14. FIDELITY BOND — Enter the maximum amount recoverable for a loss caused by any officer, employee, or agent of the labor organization who handled the labor organization's funds. Enter "0" if the labor organization was not covered by a fidelity bond during the reporting period.

NOTE: *If the labor organization had property and annual financial receipts that totaled $5,000 or more, each of the labor organization's officers, employees, and agents who handles funds or other property of the labor organization must be bonded. The amount of the bond must be at least 10% of the value of the funds handled by the individual during the last reporting period, up to a maximum bond of $500,000. The bond must be obtained from a surety company approved by the Secretary of the Treasury. If you have any questions or need more information about bonding requirements, contact the nearest OLMS field office listed on page XX of these instructions.*

15. ACQUISITION OR DISPOSITION OF PROPERTY — If the labor organization answered "Yes" to Item 15, describe in Item 68 (Additional Information) the manner in which the labor organization acquired or disposed of property, such as donating office furniture or equipment to charitable organizations, trading in assets, or giving away other tangible property of the labor organization. Include the type of property, its value, and the identity of the recipient or donor, if any. Also report in Item 68 the cost or other basis at which any acquired assets were entered on the labor organization's books or the cost or other basis at which any assets disposed of were carried on the labor organization's

books.

For assets that were traded in, enter in Item 68 the cost, book value, and trade-in allowance.

16. PLEDGED OR ENCUMBERED ASSETS — If the labor organization answered "Yes" to Item 16, identify in Item 68 (Additional Information) all of the labor organization's assets pledged or encumbered in any way (such as those pledged as collateral for a loan) at the end of the reporting period. Also report in Item 68 their fair market value, and provide details of transactions related to the encumbrance.

17. CONTINGENT LIABILITIES — If the labor organization answered "Yes" to Item 17, describe in Item 68 (Additional Information) the transactions or events resulting in the contingent liabilities and include the identity of the claimant or creditor. Contingent liabilities are potential obligations that may or may not develop into actual liabilities in the future. Examples of a contingent liability are a loan co-signed by the labor organization, or a pending lawsuit that could result in the labor organization being ordered to pay damages or make other payments.

A pending lawsuit is considered a contingent liability that must be reported in Item 17 if, in the opinion of legal counsel, it is reasonably possible that the labor organization will be required to make some payment. Such lawsuits must be reported as contingent liabilities regardless of whether or not the possible losses would have a materially adverse effect on the labor organization's financial condition. List in Item 68 each lawsuit, including the case number and the court.

18. CHANGES IN CONSTITUTION AND BYLAWS OR PRACTICES AND PROCEDURES — If the labor organization answered "Yes" to Item 18 because the labor organization's constitution and bylaws were changed during the reporting period (other than rates of dues and fees), submit two dated copies of the new constitution and bylaws of the labor organization to OLMS at the following address:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, N.W.
Room N-5616
Washington, DC 20210-0001

If the labor organization is governed by a uniform constitution and bylaws prescribed by the labor organization's parent national or international body, the labor organization's parent body may file the constitution and bylaws on the labor organization's behalf. If the parent body files a constitution and bylaws on the labor organization's behalf, answer "Yes" to Item 18 and state that fact in Item 68 (Additional Information).

If the labor organization answered "Yes" to Item 18 because the labor organization changed any of the practices/procedures listed below during the reporting period and the practices/procedures are not described in the labor organization's constitution or bylaws, the labor organization must file an amended Form LM-1 (Labor Organization Information Report) to update information on file with the Department:

- qualifications for or restrictions on membership;
- levying assessments;
- participating in insurance or other benefit plans;
- authorizing disbursement of labor organization funds;
- auditing financial transactions of the labor organization;
- calling regular and special meetings;
- authorizing bargaining demands;
- ratifying contract terms;
- authorizing strikes;
- disciplining or removing officers or agents for breaches of their trust;
- imposing fines and suspending or

expelling members including the grounds for such action and any provision made for notice, hearing, judgment on the evidence, and appeal procedures;
- selecting officers and stewards and any representatives to other bodies composed of labor organizations' representatives;
- invoking procedures by which a member may protest a defect in the election of officers (including not only all procedures for initiating an election protest but also all procedures for subsequently appealing an adverse decision, e.g., procedures for appeals to superior or parent bodies, if any); and
- issuing work permits.

Contact the nearest OLMS field office listed on page XX of these instructions to obtain blank copies of Form LM-1.

NOTE: *Federal employee labor organizations subject solely to the Civil Service Reform Act or Foreign Service Act are not required to submit an amended Form LM-1 to describe revised or changed practices/procedures.*

19. NEXT REGULAR ELECTION — Enter the month and year of the labor organization's next regular election of general officers (president, vice president, treasurer, secretary, etc.). Do not report the date of any interim election to fill vacancies.

20. NUMBER OF MEMBERS — Enter the total reported on Line 7, Column (B) of Schedule 13 (Membership Status, Dues and Other Payments, and Per Capita Tax Information).

21. DUES AND FEES — Enter the dues and fees established by the labor organization. If more than one rate applies, enter the minimum and maximum rates. Enter "None" where appropriate.

Line (a): Enter the regular dues, fees or other periodic payments that a member must pay to be in good standing in the labor organization, including the calendar basis for the payment (per month, per year, etc.). If "working" dues are required by the labor organization as a part of regular dues enter the amount or percent of "working" dues, including the basis for the payment (per hour, per month, etc.). Include only the dues or fees of regular members and not dues or fees of members with special rates, such as apprentices, retirees, or unemployed members.

Line (b): Enter the initiation fees required from new members.

Line (c): Enter the fees other than dues required from transferred members. Such fees are those charged to persons applying for a transfer of membership to the labor organization from another labor organization with the same affiliation. Do not report fees charged to members transferring from one class of membership to another within the labor organization.

Line (d): If the labor organization issues work permits, enter the fees required and enter the calendar basis for the payment (per month, per year, etc.). Work permit fees are fees charged to nonmembers of the labor organization who work within its jurisdiction. Do not report as work permit fees those fees charged to nonmember applicants for membership pending acceptance of their membership application, or fees charged to persons applying for transfer of membership to the labor organization pending acceptance of their application for transfer.

FINANCIAL DETAILS

REPORT ONLY DOLLAR AMOUNTS

Report all amounts in dollars only. Round cents to the nearest dollar. Amounts ending in $.01 through $.49 should be rounded down. Amounts ending in $.50 through $.99 should be rounded up.

REPORTING CLASSIFICATIONS

Complete all items and lines on the form as given. Do not use different accounting classifications or change the wording of any item or line.

BEGINNING AND ENDING AMOUNTS

Entries in Schedules 2 and 9 and in Statement A must report amounts for both the start and the end of the reporting period. The amounts entered for the start of the reporting period on the labor organization's report should be identical to the amounts entered for the end of the reporting period on last year's report. If the amounts are not the same, fully explain the difference in Item 68 (Additional Information).

COMPLETE SCHEDULES FIRST

Complete Schedules 1 through 22 and transfer the totals as indicated before completing Statements A and B. Be sure to complete all applicable lines in Schedules 1 through 22.

COMPLETE ALL ITEMS 22 THROUGH 67

Complete all items in Statement A and Statement B. Enter "0" where appropriate.

SCHEDULES 1 THROUGH 12

SCHEDULE 1 – ACCOUNTS RECEIVABLE AGING SCHEDULE – The labor organization must report 1) individual accounts that are valued at $1,000 or more and that are more than 90 days past due at the end of the reporting period or were liquidated, reduced or written off during the reporting period; and 2) the total aggregated value of all other accounts (that is, those that are less than $1,000) that are more than 90 days past due at the end of the reporting period or were liquidated, reduced or written off during the reporting period.

Column (A): Enter on Lines 1 through 22 the name of any entity or individual with which the labor organization has an account receivable of $1,000 or more that is 90 days or more past due at the end of the reporting period or that was liquidated, reduced or written off during the reporting period without the receipt of cash sufficient to cover the total value of the account receivable.

Column (B): Enter on Lines 1 through 22 the total amount of money owed to the labor organization by the entity or individual at the end of the reporting period. Enter on Line 23 the total from any additional pages. Add Lines 1 through 23 and enter the total on Line 24. Enter on Line 25 the total amount of money owed to the labor organization in all other accounts receivable (those of less than $1,000) that were 90 days or more past due or were liquidated, reduced or written off. Add Lines 24 and 25 and enter the total on Line 26.

Column (C): Enter on Lines 1 through 22 the total amount of money owed to the labor organization by the entity or individual at the end of the reporting period that is 90 to 180 days past due. Enter on Line 23 the total from any additional pages. Add Lines 1 through 23 and enter the total on Line 24. Enter on Line 25 the total amount of money owed to the labor organization in all other accounts receivable (those of less than $1,000) that are 90 to 180 days past due. Add Lines 24 and 25 and enter the total on Line 26.

Column (D): Enter on Lines 1 through 22 the total amount of money owed to the labor organization by the entity or individual at the end of the reporting period that is more than 180 days past due. Enter on Line 23 the total from any additional pages. Add Lines 1 through 23 and enter the total on Line 24. Enter on Line 25 the total amount of money owed to the labor organization in all other accounts receivable (those of less than $1,000) that are more than 180 days past due. Add Lines 24 and 25 and enter the total on Line 26.

Column (E): Enter on Lines 1 through 22 the total amount of money owed to the labor organization by the entity or individual that was liquidated, reduced or written off during the reporting period by the reporting labor organization without the receipt of cash sufficient to cover the total value of the account receivable. Enter on Line 23 the total from any additional pages. Add Lines 1 through 23 and enter the total on Line 24. Enter on Line 25 the total amount of money owed to the labor organization in all other accounts receivable (those of less than $1,000) that was liquidated, reduced or written off during the reporting period by the reporting labor organization without the receipt of cash sufficient to cover the total value of the account receivable. Add Lines 24 and 25 and enter the total on Line 26.

Provide in Item 68 (Additional Information) all details and circumstances in connection with the liquidation, reduction or writing off of the account receivable.

SCHEDULE 2 – LOANS RECEIVABLE — Report details of all direct and indirect loans (whether or not evidenced by promissory notes or secured by mortgages) owed to the labor organization at any time during the reporting period by individuals, business enterprises, benefit plans, and other entities including labor organizations. An example of an indirect loan is a disbursement by the labor organization to an educational institution for the tuition expense of an officer, employee, or member that must be repaid to the labor organization by that individual. Be sure to report all loans that were made and repaid in full during the reporting period. Do not include investments in corporate bonds or mortgages purchased on a block basis through a bank or similar institution, which must be reported in Schedule 5 (Investments Other Than U.S. Treasury Securities).

NOTE: *Advances, including salary advances, are considered loans and must be reported in Schedule 2 (Loans Receivable). However, advances to officers and employees of the labor organization for travel expenses necessary for conducting official business are not considered loans if the following conditions are met:*

- *The amount of an advance for a specific trip does not exceed the amount of expenses reasonably expected to be incurred for official travel in the near future, and the amount of the advance is fully repaid or fully accounted for by vouchers or paid receipts within 30 days after the completion or cancellation of the travel.*

- *The amount of a standing advance to an officer or employee who must frequently travel on official business does not unreasonably exceed the average monthly travel expenses for which the individual is separately reimbursed after submission of vouchers or paid receipts, and the individual does not exceed 60 days without engaging in official travel.*

See the instructions for Schedules 7 (Other Assets), 11 (All Officers and Disbursements to Officers) and 12 (Disbursements to Employees) for reporting travel advances that meet these criteria.

Column (A): Enter the following information on Lines 1 through 3 (and on additional pages if necessary):

- The name of each officer, employee, or member whose total loan indebtedness to the labor organization at any time during the reporting period exceeded $250, and the name of each business enterprise which had any loan indebtedness, regardless of amount, at any time during the reporting period;

- The purpose of each loan;

- The security given for each loan; and

- The terms of repayment for each loan.

For each officer or employee listed, indicate after each name either "O" (officer) or "E" (employee).

Column (B): Enter on Lines 1 through 3 the loan amounts outstanding at the start of the reporting period from each listed individual and business enterprise. Enter on Line 4 the total from any additional pages. Enter on Line 5 the total of loans made to officers, employees, or members whose total individual loan indebtedness to the labor organization at any time during the reporting period did not exceed $250, and all loans, regardless of amount, made to other individuals and entities. Add Lines 1 through 5 and enter the total on Line 6 and in Item 24 (Loans Receivable), Column (A) of Statement A.

Column (C): Enter on Lines 1 through 3 the amount of loans made during the reporting period to each listed individual and business enterprise. Enter on Line 4 the total from any additional pages. Enter on Line 5 the total of all other loans made during the reporting period. Add Lines 1 through 5 and enter the total on Line 6 and in Item 63 (Loans Made) of Statement B.

Columns (D)(1) and (D)(2): Enter on Lines 1 through 3 the amount of loan repayments during the reporting period from each listed individual and business enterprise. Report in these columns only the portion of the payments applied toward principal; interest received must be reported in Item 40 (Interest). Use Column (D)(1) to report repayments received in cash. Use Column (D)(2) to report repayments made in a manner other than cash, such as repayments made by officers or employees by means of deductions from their salaries. Enter on Line 4 the totals from any additional pages. Enter on Line 5 the amount of loan repayments from all other loans. Add Lines 1 through 5, Columns (D)(1) and (D)(2), and enter the totals on Line 6. Enter the total from Line 6, Column (D)(1) in Item 45 (Repayments of Loans Made) of Statement B. Explain in Item 68 (Additional Information) any non-cash amounts reported in Column (D)(2).

Column (E): Enter on Lines 1 through 3 the loan amounts outstanding at the end of the reporting period for each listed individual and business enterprise. Enter on Line 4 the total from any additional pages. Enter on Line 5 the total amount outstanding at the end of the reporting period for all other loans. Add Lines 1 through 5 and enter the total on Line 6 and in Item 24 (Loans Receivable), Column (B) of Statement A. If any loans receivable were liquidated, reduced or written off during the reporting period, the reason and the amount must be reported in Item 68 (Additional Information).

NOTE: *Section 503(a) of the LMRDA (29 U.S.C. 503) prohibits labor organizations from making direct or indirect loans to any officer or employee of the labor organization which results in a total indebtedness on the part of such officer or employee to the labor organization in excess of $2,000 at any time.*

SCHEDULE 3 – SALE OF INVESTMENTS AND FIXED ASSETS — Report details of the sale or redemption by the labor organization of U.S. Treasury securities, marketable securities, other investments, and fixed assets, including those fixed assets that were expensed (that is, the cost of the asset was charged to current expenses, rather than entered on the books and periodically depreciated), during the reporting period. Include receipts from sales of mortgages that were purchased on a block basis through a bank or similar institution. Do not include the receipts from repayments by individual mortgagors, which must be reported in Schedule 2 (Loans Receivable) as loan repayments.

Column (A): Enter on Lines 1 through 11 (and on additional pages, if necessary) a general description of the type of investment or fixed asset sold, such as U.S. Treasury securities, stocks, bonds,

land, automobiles, etc. If land or buildings were sold, enter the location of the property.

Column (B): Enter the total cost of each type of investment (including any transaction costs) or fixed asset described in Column (A).

Column (C): Enter the value at which the investments or fixed assets were shown on the labor organization's books.

Column (D): Enter the gross sales (or contract) price of the investments or fixed assets.

Column (E): Enter the net amount received from the sale of the investments or fixed assets. If the amount received during the reporting period is less than the amount due (gross sales price less any deductions for selling expenses and repayments of secured loans or mortgages), the additional amount due to the labor organization must be reported in Schedule 7 (Other Assets) with a description sufficient to identify the type of asset. However, if a mortgage or note is taken back, it must be reported as a new loan in Schedule 2 (Loans Receivable).

Enter on Line 12, Columns (B) through (E) the totals from any additional pages. Add Lines 1 through 5, Columns (B) through (E), and enter the totals on Line 13.

Enter on Line 14 the total amount from the sale or redemption of U.S. Treasury securities, marketable securities, or other investments that was promptly reinvested (i.e., "rolled over") in U.S. Treasury securities, marketable securities, or other investments during the reporting period. Calculate the total amount reinvested by adding, for each investment, the lower of each investment's original cost or the amount received from the sale or redemption that was actually reinvested. If only a portion of the amount received was reinvested, only the reinvested portion may be included on Line 14. Interest and dividends received during the reporting period must be reported in Items 40 (Interest) and 41 (Dividends).

Subtract Line 14 from Line 13, Column (E), and enter the difference on Line 15 and in Item 43 (Sale of Investments and Fixed Assets) of Statement B.

SCHEDULE 4 – PURCHASE OF INVESTMENTS AND FIXED ASSETS — Report details of the purchase by the labor organization of U.S. Treasury securities, marketable securities, other investments, and fixed assets, including those fixed assets that were expensed (that is, the cost of the asset was charged to current expenses, rather than entered on the books and periodically depreciated), during the reporting period. Include disbursements for mortgages that were purchased on a block basis through a bank or similar institution.

Column (A): Enter on Lines 1 through 11 (and on additional pages, if necessary) a general description of the type of investment or fixed asset purchased, such as U.S. Treasury securities, stocks, bonds, land, automobiles, etc. If land or buildings were purchased, enter the location of the property.

Column (B): Enter the total cost of each type of investment (including any transaction costs) or fixed asset described in Column (A).

Column (C): Enter the value at which the investments or fixed assets were entered on the labor organization's books. If assets were traded in on assets purchased, answer Item 15 (Acquisition or Disposition of Property) "Yes," and see the instructions for that item.

Column (D): Enter the total amount disbursed for each type of investment or fixed asset purchased during the reporting period. Do not include any unpaid balance that must be reported in Schedule 9 (Loans Payable) or Item 32 (Mortgages Payable).

Enter on Line 12, Columns (B) through (D) the totals from any additional pages. Add Lines 1 through 12, Columns (B) through (D), and enter the totals on Line 13.

Enter on Line 14 the total amount from the sale or redemption of U.S. Treasury securities, marketable securities, or other investments that was promptly reinvested (i.e., "rolled over") in U.S. Treasury securities, marketable securities, or other investments during the reporting period. Calculate the total amount reinvested by adding, for each investment, the lower of each investment's original cost or the amount received from the sale or redemption that was actually reinvested. If only a portion of the amount received was reinvested, only the reinvested portion may be included on Line 14. Interest and dividends received during the reporting period must be reported in Items 40 (Interest) and 41 (Dividends). The total on Line 14 must agree with the amount reported on Line 14 of Schedule 3 (Sale of Investments and Fixed Assets).

Subtract Line 14 from Line 13, Column (D), and enter the difference on Line 15 and in Item 62 (Purchase of Investments and Fixed Assets) of Statement B.

SCHEDULE 5 – INVESTMENTS OTHER THAN U.S. TREASURY SECURITIES — Report details of all the labor organization's investments at the end of the reporting period, other than U.S. Treasury securities, including mortgages purchased on a block basis and investments in any trust as defined in Section X (Trusts in Which a Labor Organization is Interested) of these instructions. Do not include savings accounts, certificates of deposit, or money market accounts, which must be reported in Item 22 (Cash).

Line 1: Enter in Column (B) the total cost of all the labor organization's marketable securities including transaction costs such as brokerage commissions. Marketable securities are those for which current market values can be obtained from published reports of transactions in listed securities or in securities traded "over the counter," such as corporate stocks and bonds, stock and bond mutual funds, state and municipal bonds, and foreign government securities.

Line 2: Enter in Column (B) the total book value of all the labor organization's marketable securities. Book value is the lower of cost or market value.

Line 3: List in Column (A) each marketable security that has a book value over $5,000 and exceeds 5% of the total book value entered on Line 2 and enter its book value in Column (B).

Line 4: Enter the total cost, including any transaction costs, of all the labor organization's other investments (that is, those that are not U.S. Treasury securities or marketable securities). Include mortgages purchased on a block basis.

Line 5: Enter the total book value of such other investments. Book value is the lower of cost or market value.

Line 6: List in Column (A) each other investment that has a book value over $5,000 and exceeds 5% of the total book value entered on Line 5 and enter its book value in Column (B).

NOTE: *All trusts in which the labor organization is interested in which the labor organization owns an investment interest must be reported in Schedule 5. Enter on Lines 6(a) through (d) the name of each entity in Column (A) and the labor organization's share of its book value in Column (B).*

Enter on Line 6(e) the total from any additional pages.

Line 7: Add Lines 2 and 5 and enter the total on Line 7 and in Item 26 (Investments), Column (B) of Statement A.

SCHEDULE 6 – FIXED ASSETS — Report details of all fixed assets, such as

land, buildings, automobiles and other vehicles, and office furniture and equipment owned by the labor organization at the end of the reporting period. Include fixed assets that were expensed (that is, the cost of the asset was charged to current expenses, rather than entered on the books and periodically depreciated), fully depreciated, or carried on the labor organization's books at scrap value or other nominal value.

Column (A): Enter on Line 1 the location of any land and on Line 3 the location of any buildings owned by the labor organization. Add additional pages if the labor organization owns multiple parcels or buildings.

Column (B): Enter the cost or other basis of the fixed assets listed in Column (A), including totals from any additional pages.

Column (C): Enter the accumulated depreciation, if any, of the fixed assets (except land) listed in Column (A) whose cost or other basis is reported in Column (B), including totals from any additional pages. If the labor organization "expenses" fixed assets, also include in Column (C) the amount that the labor organization charged to expenses when the assets were purchased.

Column (D): Enter the amount at which the fixed assets listed in Column (A) are carried on the labor organization's books, including totals from any additional pages. Include the nominal amount, if any, at which fully depreciated assets are carried on the labor organization's books. The amount reported in Column (D) should be the difference between Columns (B) and (C).

Column (E): Enter the fair market value of land and of all assets listed in Column (A) that were expensed, fully depreciated, or depreciated to scrap value or nominal value, including totals from any additional pages. It is not necessary to secure a formal appraisal of the assets; a good faith estimate is sufficient. The value used for insurance purposes or for tax appraisals, for example, will normally be acceptable as representing the fair market value.

Add Lines 1 through 7 for each of Columns (B) through (E), and enter the totals on Line 8. Enter the total from Line 8, Column (D) in Item 27 (Fixed Assets), Column (B) of Statement A.

SCHEDULE 7 – OTHER ASSETS — Report details of all the labor organization's assets at the end of the reporting period other than Item 22 (Cash), Item 23 (Accounts Receivable), Item 24 (Loans Receivable), Item 25 (U.S. Treasury Securities), Item 26 (Investments), and Item 27 (Fixed Assets).

The labor organization's other assets must be described in Column (A) and may be classified by general groupings or bookkeeping categories, such as utility deposits, inventory of supplies for resale, or travel advances that are not required to be reported as loans as explained in the instructions for Schedule 2 (Loans Receivable), if the description is sufficient to identify the type of assets. Enter in Column (B) the value as shown on the labor organization's books of each asset or group of assets described in Column (A).

NOTE: *"If the labor organization has an ownership interest of a non-investment nature in a trust in which it is interested, the value of the labor organization's ownership interest in the entity as shown on the labor organization's books must be reported in Schedule 7 (Other Assets). Enter in Column (A) the name of any such entity. Enter in Column (B) the value as shown on the labor organization's books of its share of the net assets of any such entity.*

Enter on Line 6 the total from any additional pages. Add Lines 1 through 6 and enter the total on Line 7 and in Item 28 (Other Assets), Column (B) of Statement A.

SCHEDULE 8 – ACCOUNTS PAYABLE AGING SCHEDULE – The labor organization must report1) individual accounts that are valued at $1,000 or more that are more than 90 days past due at the end of the reporting period or were liquidated, reduced or written off during the reporting period; and 2) the total aggregated value of all other accounts (that is, those that are less than $1,000) that are more than 90 days past due at the end of the reporting period or were liquidated, reduced or written off during the reporting period.

Column (A): Enter on Lines 1 through 22 the name of any entity or individual with which the labor organization has an account payable of $1,000 or more that is 90 days or more past due at the end of the reporting period or that was liquidated, reduced or written off during the reporting period without the disbursement of cash sufficient to cover the total value of the account payable.

Column (B): Enter on Lines 1 through 22 the total amount of money owed by the labor organization to the entity or individual at the end of the reporting period. Enter on Line 23 the total from any additional pages. Add Lines 1 through 23 and enter the total on Line 24. Enter on Line 25 the total amount of money owed by the labor organization in all other accounts payable (those of less than $1,000) that were 90 days or more past due or were liquidated, reduced or written off. Add Lines 24 and 25 and enter the total on Line 26.

Column (C): Enter on Lines 1 through 22 the total amount of money owed by the labor organization to the entity or individual at the end of the reporting period that is 90 to 180 days past due. Enter on Line 23 the total from any additional pages. Add Lines 1 through 23 and enter the total on Line 24. Enter on Line 25 the total amount of money owed by the labor organization in all other accounts payable (those of less than $1,000) that are 90 to 180 days past due. Add Lines 24 and 25 and enter the total on Line 26.

Column (D): Enter on Lines 1 through 22 the total amount of money owed by the labor organization to the entity or individual at the end of the reporting period that is more than 180 days past due. Enter on Line 23 the total from any additional pages. Add Lines 1 through 23 and enter the total on Line 24. Enter on Line 25 the total amount of money owed by the labor organization in all other accounts payable (those of less than $1,000) that are more than 180 days past due. Add Lines 24 and 25 and enter the total on Line 26.

Column (E): Enter on Lines 1 through 22 the total amount of money owed by the labor organization to the entity or individual that was liquidated, reduced or written off during the reporting period by the reporting labor organization without the disbursement of cash sufficient to cover the total value of the account payable. Enter on Line 23 the total from any additional pages. Add Lines 1 through 23 and enter the total on Line 24. Enter on Line 25 the total amount of money owed by the labor organization in all other accounts payable (those of less than $1,000) that was liquidated, reduced or written off during the reporting period by the reporting labor organization without the disbursement of cash sufficient to cover the total value of the account payable. Add Lines 24 and 25 and enter the total on Line 26.

Provide in Item 68 (Additional Information) all details and circumstances in connection with the liquidation, reduction or writing off of the account payable.

SCHEDULE 9 – LOANS PAYABLE — Report details of all loans payable on which the labor organization owed money at any time during the reporting period except those secured by mortgages or similar liens on real property (land or buildings) that must be reported in Item 32 (Mortgages Payable).

Column (A): Enter on Lines 1 through 11 (and on additional pages, if necessary) the name of each business enterprise to which a loan was payable. Also list the source of all other loans by general categories, such as banks, labor organizations, individuals, etc.

Column (B): For each loan in Column (A), enter the amount, if any, owed by the labor organization at the start of the reporting period. Enter on Line 12 the total from any additional pages. Add Lines 1 through 12 and enter the total on Line 13 and in Item 31 (Loans Payable), Column (C) of Statement A.

Column (C): For each loan in Column (A), enter the amount, if any, obtained by the labor organization during the reporting period in exchange for that loan liability. Enter on Line 12 the total from any additional pages. If, due to discounting by a bank or for any other reason, the amount received from a loan was less than the face value of the note or the amount repayable, enter the amount actually received and explain in Item 68 (Additional Information). Add Lines 1 through 12 and enter the total on Line 13 and in Item 44 (Loans Obtained) of Statement B.

Columns (D)(1) and (D)(2): For each loan in Column (A), enter the amount, if any, that the labor organization repaid to the lender during the reporting period. Report only repayments of principal; interest paid must be reported in Schedule 22 (Other Disbursements). Use Column (D)(1) to report repayments made in cash. Use Column (D)(2) to report repayments made in a manner other than by cash, such as repayments made to a creditor by offsetting an amount owed by the creditor to the labor organization. Enter on Line 12 the total from any additional pages. Add Lines 1 through 12, Columns (D)(1) and (D)(2), and enter the totals on Line 13. Enter the total from Line 13, Column (D)(1) in Item 64 (Repayment of Loans Obtained) of Statement B. Explain in Item 68 (Additional Information) any non-cash amounts reported in Column (D)(2).

Column (E): For each loan in Column (A), enter the balance, if any, that the labor organization owed the listed lender at the end of the reporting period. Enter on Line 11 the total from any additional pages. If any loans payable were liquidated, reduced or written off during the reporting period, the reason and amount must be reported in Item 68 (Additional Information). Add Lines 1 through 12 and enter the total on Line 13 and in Item 31 (Loans Payable), Column (D) of Statement A.

SCHEDULE 10 – OTHER LIABILITIES — Report details of all the labor organization's liabilities at the end of the reporting period other than Item 30 (Accounts Payable), Item 31 (Loans Payable), and Item 32 (Mortgages Payable).

Any portion of withheld taxes or any other payroll or other deductions, which have not been transmitted at the end of the reporting period, are liabilities of the labor organization and must be reported in Schedule 10. Payroll or other deductions that are retained by the labor organization (such as repayments of loans to officers or employees) must be fully explained in Item 68 (Additional Information).

The labor organization's other liabilities must be described in Column (A) and may be classified by general groupings or bookkeeping categories if the description is sufficient to identify the type of liability. List separately any payroll taxes withheld but not yet paid, other unpaid payroll taxes of the labor organization, such as FICA taxes, and any funds collected on behalf of affiliates or members and not disbursed by the end of the reporting period. Do not include reserves for special purposes (for example, "Reserve for Building Fund") that are actually an allocation of certain assets for specific purposes rather than a liability.

Enter in Column (B) the amount of each liability described in Column (A). Enter on Line 13 the total from any additional pages. Add Lines 1 through 13 and enter the total on Line 14 and in Item 33 (Other Liabilities), Column (D) of Statement A.

SCHEDULE 11 – ALL OFFICERS AND DISBURSEMENTS TO OFFICERS — List all the labor organization's officers and report all salaries and other direct and indirect disbursements to officers during the reporting period.

NOTE: *A "direct disbursement" to an officer is a payment made by the labor organization to the officer in the form of cash, property, goods, services, or other things of value.*

An "indirect disbursement" to an officer is a payment made by the labor organization to another party for cash, property, goods, services, or other things of value received by or on behalf of the officer. "On behalf of the officer" means received by a party other than the officer or the labor organization for the personal interest or benefit of the officer. Such payments include those made through a credit arrangement under which charges are made to the account of the labor organization and are paid by the labor organization.

Column (A): Enter in the boxes in Column (A)(B)(C), next to the (A), the last name, first name, and middle initial of each person who held office in the labor organization at any time during the reporting period. Include all the labor organization's officers whether or not any salary or other disbursements were made to them or on their behalf by the labor organization. "Officer" is defined in section 3(n) of the LMRDA (29 U.S.C. 402) as "any constitutional officer, any person authorized to perform the functions of president, vice president, secretary, treasurer, or other executive functions of a labor organization, and any member of its executive board or similar governing body."

Column (B): Enter in the boxes in Column (A)(B)(C), next to the (B), the title of the position each officer listed held during the reporting period. If an officer held more than one position during the reporting period, list each position and the dates on which the officer held the position.

Column (C): Enter in the boxes in Column (A)(B)(C), next to the (C), enter the appropriate letter to show the status of each officer: "N" for a new officer who took office during the reporting period; "P" for a past officer who was not in office at the end of the reporting period; or "C" for a continuing officer who was in office before the reporting period and was still in office at the end of the reporting period. If any officer was not elected at a regular election in accordance with the labor organization's constitution and bylaws or other governing documents on file with OLMS, explain the manner in which the officer was chosen in Item 68 (Additional Information).

Column (D): Enter the total of all net salary disbursements during the reporting period for the salary of each officer. Include disbursements for "lost time" or time devoted to union activities.

Column (E): Enter the total of all disbursements during the reporting period for the transmittal of taxes paid on behalf of the officer, including withholding taxes and direct taxes.

Withholding taxes include all disbursements to Federal, state, county and municipal government agencies for the transmittal of taxes withheld from the salaries of officers and employees.

Direct taxes include all taxes assessed against and paid by the labor organization, including the labor organization's FICA taxes as an employer. Do not include indirect taxes, such as sales and excise taxes, for purchases reported in other disbursement items.

Column (F): Enter the total of all disbursements during the reporting period for other payroll deductions (other than for taxes).

Column (G): Enter the total allowances made by direct and indirect disbursements to each officer on a daily, weekly, monthly, or other periodic basis. Do not include allowances paid on the basis of mileage or meals which must be reported in Column (H) or (I), as applicable.

Column (H): Enter all direct and indirect disbursements to each officer that were necessary for conducting official business of the labor organization, except salaries or allowances which must be reported in Columns (D) and (G), respectively.

Examples of disbursements to be reported in Column (H) include: all expenses that were reimbursed directly to an officer, meal allowances and mileage allowances, expenses for officers' meals and entertainment, and various goods and services furnished to officers but charged to the labor organization. Such disbursements should be included in Column (H) only if they were necessary for conducting official business; otherwise, report them in Column (I). Also include in Column (H) travel advances that are not considered loans as explained in the instructions for Schedule 2 (Loans Receivable).

Do not report the following disbursements in Schedule 11:

- Reimbursements to an officer for the purchase of investments or fixed assets, such as reimbursing an officer for a file cabinet purchased for office use, which must be reported in Schedule 4 (Purchase of Investments and Fixed Assets) and explained in Item 68 (Additional Information);

- Indirect disbursements for temporary lodging (room rent charges only) or transportation by public carrier necessary for conducting official business while the officer is in travel status away from his or her home and principal place of employment with the labor organization if payment is made by the labor organization directly to the provider or through a credit arrangement and these disbursements are reported in disbursement Schedules 15 through 22;

- Disbursements made by the labor organization to someone other than an officer as a result of transactions arranged by an officer in which property, goods, services, or other things of value were received by or on behalf of the labor organization rather than the officer, such as rental of offices and meeting rooms, purchase of office supplies, refreshments and other expenses of membership banquets or meetings, and food and refreshments for the entertainment of groups other than the officers and membership on official business;

- Office supplies, equipment, and facilities furnished to officers by the labor organization for use in conducting official business; and

- Maintenance and operating costs of the labor organization's assets, including buildings, office furniture, and office equipment; however, see "Special Rules for Automobiles" below.

Column (I): Enter all other direct and indirect disbursements to each officer. Include all disbursements for which cash, property, goods, services, or other things of value were received by or on behalf of each officer and were essentially for the personal benefit of the officer and not necessary for conducting official business of the labor organization.

Include in Column (I) all disbursements for transportation by public carrier between the officer's home and place of employment or for other transportation not involving the conduct of official business. Also, include the operating and maintenance costs of all the labor

organization's assets (automobiles, etc.) furnished to officers essentially for the officers' personal use rather than for use in conducting official business.

Do not include in Column (I) loans to officers, which must be reported in Schedule 2 (Loans Receivable) or disbursements for benefits to officers, which must be reported in disbursement Schedule 20 (Benefits).

Column (J): Add Columns (D) through (I) of each Line and enter the totals in Column (J). The totals in Column (J) must be allocated to Schedules 15 through 22 according to the instructions for those schedules.

Enter the totals of lines 1 through 7 for each Column on Line 8.

Line (K): Enter the estimated percentage of time spent by the officer on activities that fall within Schedules 15 through 22 in the box next to that schedule. Round to the nearest 10%. Using these percentages, report the amount of salary allocated to each schedule in accordance with the instructions for that schedule.

SPECIAL RULES FOR AUTOMOBILES

Include in Column (I) of Schedule 11 that portion of the operating and maintenance costs of any automobile owned or leased by the labor organization to the extent that the use was for the personal benefit of the officer to whom it was assigned. This portion may be computed on the basis of the mileage driven on official business compared with the mileage for personal use. The portion not included in Column (I) must be reported in Column (H).

Alternatively, rather than allocating these operating and maintenance costs between Columns (H) and (I), if 50% or more of the officer's use of the vehicle was for official business, the labor organization may enter in Column (H) all disbursements relative to that vehicle with an explanation in Item 68 (Additional Information) indicating that the vehicle was also used part of the time for personal business. Likewise, if less than 50% of the officer's use of the vehicle was for official business, the labor organization may report all disbursements relative to the vehicle in Column (I) with an explanation in Item 68 indicating that the vehicle was also used part of the time on official business.

The amount of decrease in the market value of an automobile used over 50% for the personal benefit of an officer must also be reported in Item 68.

SCHEDULE 12 – DISBURSEMENTS TO EMPLOYEES — Report all direct and indirect disbursements to employees of the labor organization who received more than $10,000 in the aggregate from the labor organization and from any affiliates of the labor organization during the reporting period. ("Affiliates" means labor organizations chartered by the same parent body, governed by the same constitution and bylaws, or having the relation of parent and subordinate.) Include disbursements to individuals other than officers who receive lost time payments even if the labor organization does not otherwise consider them to be employees or does not make any other direct or indirect disbursements to them. The definitions of "direct disbursements" and "indirect disbursements" are the same as the definitions stated above in Schedule 11.

Column (A), (B), and (C): Enter in the appropriate boxes the last name, first name, middle initial, and position of each employee who during the reporting period received $10,000 or more in the aggregate in gross salaries, allowances, and other direct and indirect disbursements from the labor organization and from any affiliates of the labor organization. The labor organization's report, however, should not include disbursements made by affiliates but should include only the disbursements made by the labor organization.

Enter in the appropriate boxes the name of any affiliate that paid any salaries, allowances, or expenses on behalf of a listed employee.

Columns (D) through (I): To complete Columns (D) through (I), follow the instructions for Columns (D) through (I) of Schedule 11.

Enter on Line 8, Columns (D) through (I) the totals of all gross salaries, allowances, and other disbursements for all employees of the labor organization not required to be listed above. Add Columns (D) through (I) for each of Lines 1 through 7 and enter the totals in Column (J). The totals in Column (J) must be allocated to Schedules 15 through 22 according to the instructions for those schedules.

SCHEDULE 13 – MEMBERSHIP STATUSINFORMATION— The membership categories in Column (A) are typical categories used by labor organizations to characterize membership status. Some organizations may not use one or more of these categories and others may have other categories that are not listed below, but the labor organization's members should be allocated to these categories as accurately as possible.

Active Members (Line 1) – Active members are those who pay full dues to the labor organization including members who are excused from paying dues because of special circumstances such as being on strike or because they are officers of the organization.

Inactive Members (Line 2) – Inactive members are those who pay less than full dues to the labor organization because they are currently not working at the trade.

Associate Members (Line 3) – Associate members are those who pay less than full dues to the labor organization in order to participate in certain benefit programs but are not represented by the labor organization for collective bargaining.

Apprentice Members (Line 4) – Apprentice members are those who pay less than full dues to the labor organization because they are learning the trade and are not yet fully qualified to practice the trade.

Retired Members (Line 5) – Retired members are those who pay less than full dues to the reporting labor organization because they are permanently not working at the trade.

Other Members (Line 6) – Other members are all those who pay dues to the reporting labor organization and do not fall into any of the other five categories.

Members (Line 7) – The total of all members of the labor organization (Total of Lines 1 through 6). Does not include Agency Fee Payers.

Agency Fee Paying Nonmembers (Line 8) – Agency fee paying nonmembers are those who make payments in lieu of dues to the reporting labor organization as a condition of employment under a union security provision in a collective bargaining agreement.

Total Members/Fee Payers (Line 9) – The total of all members and agency fee payers who pay dues or other payments (Total of Lines 7 and 8). The total in Column (B) is not the total number of members of the labor organization.

Enter in Column (B) the number of persons with the relationship to the labor organization stated in Column A. Place a "0" in any category for which the labor organization has no members. Enter the total from Line 7 in Item 20 (Number of Members).

Enter "Yes" in Column (C) if the category of membership listed in Column (A) is generally eligible to vote in elections held

by the labor organization. Enter "No" in the field if the category is generally ineligible to vote.

SCHEDULES 14 THROUGH 22

Schedules 14 through 22 provide detailed information on the financial operations of the labor organization in categories that reflect the services provided to union members. Receipts and disbursements are allocated to Schedules 14 through 22, and either listed as individual entries or as aggregated entries.

These schedules will be populated for the filer by the electronic filing software as long as the labor organization uses a properly configured electronic recordkeeping system that is compatible with the software provided by the Department. The Department's software will be compatible with all commonly used electronic recordkeeping systems. The system will allocate receipt and disbursement to the proper categories and determine whether a receipt or disbursement will be individually identified or aggregated within the appropriate schedule. The operations of the electronic filing software are described within the user manual.

Allocating Receipts

Each receipt of the labor organization must be allocated to one of the receipt items in Statement B. Some of these items have backup schedules that require more detailed information. If a receipt does not conform to one of the defined items in Statement B it must be included in Schedule 14 (Other Receipts) in which any "major" receipts during the reporting period must be separately identified. A "major" receipt includes: 1) any individual receipt of $5,000 or more; or 2) total receipts from any single entity or individual that aggregate to $5,000 or more during the reporting period. All other receipts in this schedule are aggregated. This process is discussed further below.

Allocating Disbursements

Each disbursement of the labor organization must be allocated to one of the disbursement items in Statement B. Some of these items have backup schedules that require more detailed information. Schedules 15 through 22 reflect various services provided to union members by the union in which all "major" disbursements during the reporting period in the various categories must be separately identified. A "major" disbursement includes: 1) any individual disbursement of $2,000 - $5,000 or more; or 2) total disbursements to any single entity or individual that aggregate to $2,000 - $5,000 or more during the reporting period. All other disbursements in these schedules are aggregated.

All disbursements, other than those reported elsewhere in Statement B, must be allocated to Schedules 15 though 22, as appropriate.

Example 1: The labor organization has an ongoing contract with a law firm that provides a wide range of legal services. The labor organization makes a single payment of $10,000 each month to the law firm. In a particular month the law firm spent 50% of its time on contract negotiation litigation and 50% advising the labor organization regarding and working for the enactment of a new Federal law. The labor organization must allocate the payment for that month as two distinct disbursements of $5,000 to Schedule 15 (Contract Negotiation and Administration), and Schedule 18 (Lobbying).

Example 2: If the labor organization received a settlement of $4,999 in a small claims lawsuit, the receipt would not be individually identified, as long as the settlement was the only receipt from the entity or individual during the reporting period. The receipt would be aggregated with other small receipts in Schedule 14

(Other Receipts).

Example 3: If the labor organization made three payments of $1800 each to an office supplies vendor for office supplies used by employees engaged in contract negotiations during the reporting period, a single disbursement to the vendor of $5,400 would be listed in Schedule 15 (Contract Negotiation and Administration).

Example 4: If a union pays a total of $6,000 to a printing company during the reporting year and determines that $5,000 of that bill should be allocated to organizing costs, that amount must be identified in Schedule 16 (Organizing). If the remaining $1,000 paid to the same printer over the course of the year was attributable to contract administration expenses, that amount will be reported in the total under Schedule 15 (Contract Negotiation and Administration), but the printer need not be identified as a recipient of any funds expended for Contract Negotiation and Administration, if the total paid to the same printer during the reporting year for services related to that category does not exceed $2,000 - $5,000.

Procedures for Completing Schedules 14 Through 22

A separate set of continuation pages must be used for each receipt and disbursement schedule. Each major receipt/disbursement must be listed in chronological order and include the full name and business address of the entity or individual, type of business or job classification of the entity or individual, purpose of the receipt/disbursement, date, and amount of the receipt/disbursement.

Enter in Column (A) the full name and business address of the entity or individual from which the receipt was received or to which the disbursement was made. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as printing company, office supplies vendor, lobbyist, think tank, marketing firm, bookkeeper, receptionist, shop steward, legal counsel, union member, etc.

Enter in Column (C) the purpose of the receipt/disbursement, which means a brief statement or description of the reason the receipt/disbursement was made. Examples of adequate descriptions include the following: preparing organizing campaign pamphlets, staffing a help desk, opposition research, litigation regarding questions concerning representation or of a refusal to bargain charge following an election conducted by the NLRB , grievance arbitration, get-out-the-vote, voter education, advocating or opposing legislation, job retraining, etc.

Enter in Column (D) the date that the receipt/disbursement was made. The date of receipt/disbursement for reporting purposes is the date the labor organization actually receives or disburses the money. The last day of the labor organization's fiscal year should be used for disbursements to officers and employees allocated from Column (J) of Schedules 11 (All Officers and Disbursements to Officers) and 12 (Disbursements to Employees).

Enter in Column (E) the amount of the receipt/disbursement.

Special Instructions for Reporting Disbursements:

The total of all direct or indirect disbursements required to be included in Column (J) of Schedules 11 (All Officers and Disbursements to Officers) and 12 (Disbursements to Employees) should be allocated among the disbursement Schedules 15 through 22 based on the percentage of time spent on each function. The reporting labor organization need only estimate, to the nearest 10%, the time spent by each employee on

duties that fall within one of the categories and to allocate the appropriate percentage of the employee 's salary in Column (J) to that category. There will be no more than one entry in each schedule for a particular officer or employee. For instance, the disbursements to an employee of the labor organization who made $50,000, according to Column (J) of Schedule 12, during the reporting period and spent 80% of their time on contract negotiation and 20% on organizing would be allocated between Schedules 15 (Contract Negotiation and Administration) and 16 (Organizing). There would be a single entry in Schedule 15 for $40,000 and a single entry in Schedule 16 for $10,000.

Disbursements to credit card companies for payment of monthly bills may not be reported as a single disbursement to the credit card company as the vendor. Instead, charges appearing on credit card bills paid during the reporting period must be allocated to the recipient of the payment by the credit card company according to the same process as described above.

Procedures for Completing the Detailed Summary Page

The Detailed Summary Page is used to summarize Schedules 14 through 22. The total of major receipts/disbursements during the reporting period must be entered in Line 1 of the appropriate summary schedule. The total of aggregated receipts/disbursements during the reporting period must be entered in Line 2. The total of Lines 1 and 2 must be entered on Line 3 and the appropriate line item of Statement B.

For example, if a labor organization has major disbursements of $200,000 in Schedule 16 (Organizing) and $7,000 in aggregated disbursements for organizing activities, then the labor organization will enter $200,000 in Line 1 and $7,000 in Line 2 of Schedule 16 on the Detailed Summary Page. The total of Lines 1 and 2 is $207,000, which is entered in Line 3 of the summary schedule and Item 51 (Organizing) of Statement B.

SCHEDULE 14 – OTHER RECEIPTS — Report the labor organization's receipts from all sources during the reporting period, other than those that must be reported elsewhere in Statement B, such as reimbursements from officers and employees for excess expense payments or travel advances not reported as loans in Schedule 2 (Loans Receivable); receipts from fundraising activities such as raffles, bingo games, and dances; funds received from a parent body, other unions, or the public for strike fund assistance; and receipts from another labor organization which merged into the labor organization. These receipts must be described in Column (C).

For all major receipts in this category:

Enter in Column (A) the full name and business address of the entity or individual from which the receipt was received. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as printing company, office supplies vendor, bookkeeper, receptionist, shop steward, legal counsel, etc.

Enter in Column (C) the purpose of the receipt in sufficient detail to determine why the receipt cannot be allocated to another schedule.

Enter in Column (D) the date that the receipt was received. The date of receipt for reporting purposes is the date the labor organization actually receives the money.

Enter in Column (E) the amount of the receipt.

Enter the total amount of major receipts from the continuation pages on Line 1 of Summary Schedule 14. Enter the total amount of aggregated receipts on Line 2

of Summary Schedule 14. Add Line 1 and Line 2 and enter the total on Line 3 of Summary Schedule 14 and in Item 48 (Other Receipts) of Statement B.

SCHEDULE 15 – CONTRACT NEGOTIATION AND ADMINISTRATION – Report the labor organization's direct and indirect disbursements to all entities and individuals during the reporting period associated with preparation for, and participation in, the negotiation of collective bargaining agreements and the administration and enforcement of the agreements made by the labor organization. Do not include strike benefits that must be reported in Item 59 (Strike Benefits).

Enter in Column (A) the full name and business address of the entity or individual to which the disbursement was made. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as printing company, office supplies vendor, bookkeeper, receptionist, shop steward, legal counsel, etc.

Enter in Column (C) the purpose of the disbursement, which means a brief statement or description of the reason the disbursement was made. Examples of adequate descriptions include the following: contract negotiation, grievance arbitration, litigation regarding the interpretation of a collective bargaining agreement, etc.

Enter in Column (D) the date that the disbursement was made. The date of disbursement for reporting purposes is the date the labor organization actually disburses the money. The last day of the labor organization's fiscal year should be used for disbursements to officers and employees allocated from Column (J) of Schedules 11 (All Officers and Disbursements to Officers) and 12 (Disbursements to Employees).

Enter in Column (E) the amount of the disbursement.

Enter the total amount of major disbursements from the continuation pages on Line 1 of Summary Schedule 15. Enter the total amount of aggregated disbursements on Line 2 of Summary Schedule 15. Add Line 1 and Line 2 and enter the total on Line 3 of Summary Schedule 15 and in Item 50 (Contract Negotiation and Administration) of Statement B.

SCHEDULE 16 – ORGANIZING – Report the labor organization's direct and indirect disbursements to all entities and individuals during the reporting period associated with efforts to become the exclusive bargaining representative for any unit of employees, or to keep from losing a unit in a decertification election, or to another labor organization or to recruit new members.

Enter in Column (A) the full name and business address of the entity or individual to which the disbursement was made. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as printing company, office supplies vendor, bookkeeper, receptionist, shop steward, legal counsel, etc.

Enter in Column (C) the purpose of the disbursement, which means a brief statement or description of why the disbursement was made. Examples of adequate descriptions include the following: preparing organizing campaign pamphlets, staffing a help desk, opposition research, litigation regarding questions concerning representation or of a refusal to bargain charge following an election conducted by the NLRB, etc. Neither the name of the employer nor the specific bargaining unit that is the subject of the organizing activity need be

identified.

Enter in Column (D) the date that the disbursement was made. The date of disbursement for reporting purposes is the date the labor organization actually disburses the money. The last day of the labor organization's fiscal year should be used for disbursements to officers and employees allocated from Column (J) of Schedules 11 (All Officers and Disbursements to Officers) and 12 (Disbursements to Employees).

Enter in Column (E) the amount of the disbursement.

Enter the total amount of major disbursements from the continuation pages on Line 1 of Summary Schedule 16. Enter the total amount of aggregated disbursements on Line 2 of Summary Schedule 16. Add Line 1 and Line 2 and enter the total on Line 3 of Summary Schedule 16 and in Item 51 (Organizing) of Statement B.

SCHEDULE 17 – POLITICAL ACTIVITIES – Report the labor organization's direct and indirect disbursements to all entities and individuals during the reporting period associated with political disbursements or contributions in money.

A political disbursement or contribution is one that is intended to influence the selection, nomination, election, or appointment of anyone to a Federal, state, or local executive, legislative or judicial public office, or office in a political organization, or the election of Presidential or Vice Presidential electors, and support for or opposition to ballot referenda. It does not matter whether the attempt succeeds. Include disbursements for communications with members (or agency fee paying nonmembers) and their families for registration, get-out-the-vote and voter education campaigns, the expenses of establishing, administering and soliciting contributions to union segregated political funds (or PACs), disbursements to political organizations as defined by the IRS in 26 U.S.C. 527, and other political disbursements.

Enter in Column (A) the full name and business address of the entity or individual to which the disbursement was made. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as campaign advisor, marketing firm, fund raiser, think tank, issue advocacy group, printing company, office supplies vendor, bookkeeper, receptionist, shop steward, legal counsel, etc.

Enter in Column (C) the purpose of the disbursement, which means a brief statement or description of the reason the disbursement was made. Examples of adequate descriptions include the following: a registration drive, get-out-the-vote campaign, voter education campaign, fund raising, etc.

Enter in Column (D) the date that the disbursement was made. The date of disbursement for reporting purposes is the date the labor organization actually disburses the money. The last day of the labor organization's fiscal year should be used for disbursements to officers and employees allocated from Column (J) of Schedules 11 (All Officers and Disbursements to Officers) and 12 (Disbursements to Employees).

Enter in Column (E) the amount of the disbursement.

Enter the total amount of major disbursements from the continuation pages on Line 1 of Summary Schedule 17. Enter the total amount of aggregated disbursements on Line 2 of Summary Schedule 17. Add Line 1 and Line 2 and enter the total on Line 3 of Summary Schedule 17 and in Item 52 (Political Activities) of Statement B.

SCHEDULE 18 – LOBBYING – Report the labor organization's direct and indirect disbursements to all entities and individuals during the reporting period associated with dealing with the executive and legislative branches of the Federal, state, and local governments and with independent agencies and staffs to advance the passage or defeat of existing or potential laws or the promulgation or any other action with respect to rules or regulations (including litigation expenses). It does not matter whether the lobbying attempt succeeds.

Enter in Column (A) the full name and business address of the entity or individual to which the disbursement was made. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as lobbyist, marketing firm, fund raiser, think tank, issue advocacy group, printing company, office supplies vendor, bookkeeper, receptionist, shop steward, legal counsel, etc.

Enter in Column (C) the purpose of the disbursement, which means a brief statement or description of the reason the disbursement was made. Examples of adequate descriptions include the following: advocating or opposing legislation (including litigation challenging such legislation), advocating or opposing regulations (including litigation challenging such regulations), etc. Distinguish between activities in the United States and activities in foreign countries.

Enter in Column (D) the date that the disbursement was made. The date of disbursement for reporting purposes is the date the labor organization actually disburses the money. The last day of the labor organization's fiscal year should be used for disbursements to officers and employees allocated from Column (J) of Schedules 11 (All Officers and Disbursements to Officers) and 12 (Disbursements to Employees).

Enter in Column (E) the amount of the disbursement.

Enter the total amount of major disbursements from the continuation pages on Line 1 of Summary Schedule 18. Enter the total amount of aggregated disbursements on Line 2 of Summary Schedule 18. Add Line 1 and Line 2 and enter the total on Line 3 of Summary Schedule 18 and in Item 53 (Lobbying) of Statement B.

SCHEDULE 19 – CONTRIBUTIONS, GIFTS, AND GRANTS – Report the labor organization's direct and indirect disbursements to all entities and individuals during the reporting period associated with contributions, gifts, and grants, other than those listed on Schedules 15 through 18 and 20.

Enter in Column (A) the full name and business address of the entity or individual to which the disbursement was made. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as charity, printing company, office supplies vendor, bookkeeper, legal counsel, etc.

Enter in Column (C) the purpose of the disbursement, which means a brief statement or description of the reason the disbursement was made. Examples of adequate descriptions include the following: medical research, community development, job retraining, education, etc.

Enter in Column (D) the date that the disbursement was made. The date of disbursement for reporting purposes is the date the labor organization actually disburses the money. The last day of the labor organization's fiscal year should be used for disbursements to officers and employees allocated from Column (J) of Schedules 11 (All Officers and

Disbursements to Officers) and 12 (Disbursements to Employees).

Enter in Column (E) the amount of the disbursement.

Enter the total amount of major disbursements from the continuation pages on Line 1 of Summary Schedule 19. Enter the total amount of aggregated disbursements on Line 2 of Summary Schedule 19. Add Line 1 and Line 2 and enter the total on Line 3 of Summary Schedule 19 and in Item 54 (Contributions, Gifts and Grants) of Statement B.

SCHEDULE 20 – BENEFITS - Report the labor organization's direct and indirect disbursements to all entities and individuals during the reporting period associated with direct and indirect benefits for officers, employees, members, and their beneficiaries. Benefit disbursements to be reported in schedule 20 include, for example, disbursements for life insurance, health insurance, and pensions. Do not include salary bonuses, severance payments, or payments for accrued vacation, which should be reported in column D of schedule 11 or 12.

Direct benefit disbursements are those made to officers, employees, members, and their beneficiaries from the labor organization's funds. Indirect benefit disbursements are those made from the labor organization's funds to a separate and independent entity, such as a trust or insurance company, which in turn and under certain conditions will pay benefits to the covered individuals. An example of an indirect benefit disbursement is the premium on group life insurance.

Enter in Column (A) the full name and business address of the entity or individual to which the disbursement was made. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as life insurance company, health insurance plan, etc.

Enter in Column (C) the purpose of the disbursement, which means a brief statement or description of the reason the disbursement was made. Examples of adequate descriptions include the following: insurance for members, insurance for officers and employees, etc.

Enter in Column (D) the date that the disbursement was made. The date of disbursement for reporting purposes is the date the labor organization actually disburses the money. The last day of the labor organization's fiscal year should be used for disbursements to officers and employees allocated from Column (J) of Schedules 11 (All Officers and Disbursements to Officers) and 12 (Disbursements to Employees).

Enter in Column (E) the amount of the disbursement.

Enter the total amount of major disbursements from the continuation pages on Line 1 of Summary Schedule 20. Enter the total amount of aggregated disbursements on Line 2 of Summary Schedule 20. Add Line 1 and Line 2 and enter the total on Line 3 of Summary Schedule 20 and in Item 55 (Benefits) of Statement B.

SCHEDULE 21 – GENERAL OVERHEAD – Report the labor organization's direct and indirect disbursements to all entities and individuals during the reporting period associated with general overhead that cannot be allocated to any of the other disbursement categories in Statement B.

Some disbursements for overhead do not support a specific function, so these disbursements should be reported in this schedule. Include support personnel at the labor organization's headquarters, such as building maintenance personnel and security guards, and other overhead costs. Not all support staff should be included in General Overhead. For

instance, the salary of an assistant, whenever possible, should be allocated at the same ratio as the person or persons to whom they provide support.

Enter in Column (A) the full name and business address of the entity or individual to which the disbursement was made. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as office supplies vendor, landlord, mortgage lender, janitor, receptionist, security guard, etc.

Enter in Column (C) the purpose of the disbursement, in sufficient detail to determine why the overhead disbursement cannot be allocated to another schedule.

Enter in Column (D) the date that the disbursement was made. The date of disbursement for reporting purposes is the date the labor organization actually disburses the money. The last day of the labor organization's fiscal year should be used for disbursements to officers and employees allocated from Column (J) of Schedules 11 (All Officers and Disbursements to Officers) and 12 (Disbursements to Employees).

Enter in Column (E) the amount of the disbursement.

Enter the total amount of major disbursements from the continuation pages on Line 1 of Summary Schedule 21. Enter the total amount of aggregated disbursements on Line 2 of Summary Schedule 21. Add Line 1 and Line 2 and enter the total on Line 3 of Summary Schedule 21 and in Item 56 (General Overhead) of Statement B.

SCHEDULE 22 – OTHER DISBURSEMENTS — Report the labor organization's direct and indirect disbursements to all entities and individuals during the reporting period associated with purposes that cannot be allocated to any other disbursement schedule.

Enter in Column (A) the full name and business address of the entity or individual to which the disbursement was made. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as printing company, office supplies vendor, bookkeeper, receptionist, shop steward, legal counsel, etc.

Enter in Column (C) the purpose of the disbursement in sufficient detail to determine why the disbursement cannot be allocated to another schedule.

Enter in Column (D) the date that the disbursement was made. The date of disbursement for reporting purposes is the date the labor organization actually disburses the money. The last day of the labor organization's fiscal year should be used for disbursements to officers and employees allocated from Column (J) of Schedules 11 (All Officers and Disbursements to Officers) and 12 (Disbursements to Employees).

Enter in Column (E) the amount of the disbursement.

Enter the total amount of major disbursements from the continuation pages on Line 1 of Summary Schedule 22. Enter the total amount of aggregated disbursements on Line 2 of Summary Schedule 22. Add Line 1 and Line 2 and enter the total on Line 3 of Summary Schedule 22 and in Item 57 (Other Disbursements) of Statement B.

STATEMENT A
ASSETS AND LIABILITIES

ASSETS

22. CASH — Enter the total of all the labor organization's cash on hand and on deposit at the start and end of the reporting period in Columns (A) and (B), respectively. Include all cash on hand, such as undeposited cash, checks, and money orders; petty cash; and cash in safe deposit boxes. Cash on deposit includes funds in banks, credit unions, and other financial institutions, such as checking accounts, savings accounts, certificates of deposit, and money market accounts. Also, include any interest credited to the labor organization's account during the reporting period.

NOTE: *The checking account balances reported should be obtained from the labor organization's books as reconciled with the balances shown on bank statements.*

23. ACCOUNTS RECEIVABLE — Enter the total of all accounts receivable due the labor organization at the start and end of the reporting period in Columns (A) and (B), respectively. Report any past due accounts receivable in Schedule 1 (Accounts Receivable Aging Schedule).

24. LOANS RECEIVABLE — Enter in Column (A) the total reported on Line 6, Column (B) of Schedule 2 (Loans Receivable). Enter in Column (B) the total reported on Line 6, Column (E) of Schedule 2.

25. U.S. TREASURY SECURITIES — Enter the total value of all U.S. Treasury securities as shown on the labor organization's books at the start and end of the reporting period in Columns (A) and (B), respectively. If the value reported is different from the original cost, the original cost must be reported in Item 68 (Additional Information). Other U.S. Government obligations, state and municipal bonds, and foreign government securities must be reported in Schedule 5 (Investments Other Than U.S. Treasury Securities) under "Marketable Securities" and in Item 26 (Investments).

26. INVESTMENTS — Enter in Column (A) the total book value at the start of the reporting period of all investments other than U.S. Treasury securities, which are reported in Item 25 (U.S. Treasury Securities). Enter in Column (B) the total reported on Line 7 of Schedule 5 (Investments Other Than U.S. Treasury Securities).

27. FIXED ASSETS — Enter in Column (A) the total value as shown on the labor organization's books at the start of the reporting period of all fixed assets, such as land, buildings, automobiles, and office furniture and equipment. Enter in Column (B) the total reported on Line 8, Column (D) of Schedule 6 (Fixed Assets).

28. OTHER ASSETS — Enter in Column (A) the total value as shown on the labor organization's books at the start of the reporting period of all assets not reported in Items 22 through 27. Enter in Column (B) the total reported on Line 7 of Schedule 7 (Other Assets).

29. TOTAL ASSETS — Add Items 22 through 28, Columns (A) and (B), and enter the respective totals in Item 29.

LIABILITIES

30. ACCOUNTS PAYABLE — Enter the total amount of the labor organization's accounts payable at the start and end of the reporting period in Columns (C) and (D), respectively. Ordinarily, accounts payable are those obligations incurred on an open account for goods and services rendered. Report any accounts payable past due by more than 90 days at the end of the reporting period in Schedule 8 (Accounts Payable Aging Schedule).

31. LOANS PAYABLE — Enter in Column (C) the total reported on Line 6, Column (B) of Schedule 9 (Loans Payable). Enter in Column (D) the total reported on Line 6, Column (E) of Schedule 9.

32. MORTGAGES PAYABLE — Enter

the total amount of the labor organization's obligations that were secured by mortgages or similar liens on real property (land or buildings) at the start and end of the reporting period in Columns (C) and (D), respectively.

33. OTHER LIABILITIES — Enter in Column (C) the total amount as shown on the labor organization's books at the start of the reporting period of all liabilities not reported in Items 30 through 32. Enter in Column (D) the total reported on Line 7 of Schedule 10 (Other Liabilities).

34. TOTAL LIABILITIES — Add Items 30 through 33, Columns (C) and (D), and enter the respective totals in Item 34.

35. NET ASSETS — Subtract Item 34 (Total Liabilities), Column (C) from Item 29 (Total Assets), Column (A) and enter the difference in Item 35, Column (C). Subtract Item 34, Column (D) from Item 29, Column (B) and enter the difference in Item 35, Column (D).

STATEMENT B RECEIPTS AND DISBURSEMENTS

Under Statement B, receipts must be recorded when money is actually received by the labor organization and disbursements must be recorded when money is actually paid out by the labor organization.

The purpose of Statement B is to report the flow of cash in and out of the labor organization during the reporting period. Transfers between separate bank accounts or between special funds of the labor organization, such as vacation or strike funds, do not represent the flow of cash in and out of the labor organization. Therefore, these transfers should not be reported as receipts and disbursements of the labor organization. For example, do not report a transfer of cash from the labor organization's savings account to its checking account. Likewise, the use of funds reported in Item 22 (Cash) to purchase certificates of deposit and the redemption of certificates of deposit should not be reported in Statement B.

Since Statement B reports all cash flowing in and out of the labor organization, "netting" is not permitted. "Netting" is the offsetting of receipts against disbursements and reporting only the balance (net) as either a receipt or disbursement. For example, if an officer received $5,000 from the labor organization for convention expenses, used only $800 and returned the remaining $4,200, the $5,000 disbursement must be reported in Schedule 11 (All Officers and Disbursements to Officers) and the appropriate disbursement Schedule 15 through 22, and the $200 receipt must be reported in Schedule 14 (Other Receipts). It would be incorrect to report only an $800 net disbursement to the officer.

Receipts and disbursements by an agent on behalf of the labor organization are considered receipts and disbursements of the labor organization and must be reported in the same detail as other receipts and disbursements. For example, if the labor organization owns a building managed by a rental agent, the agent's rental receipts and disbursements for expenses must be reported on the labor organization's Form LM-2. Also, if the labor organization's parent body or an intermediate body functions as an agent receiving and disbursing funds of the labor organization to third parties, these receipts and disbursements must be reported on the labor organization's Form LM-2.

CASH RECEIPTS

36. DUES AND OTHER PAYMENTS – Enter the total dues received by the labor organization. Include dues received directly by the organization from members, dues received from employers through a checkoff arrangement, and dues transmitted to the organization by a parent body or other affiliate. Report the full dues

received, including any portion that will later be transmitted to an intermediate or parent body as per capita tax. Also report in Item 36 payments in lieu of dues received from any nonmember employees as a condition of employment under a union security provision in a collective bargaining agreement.

If an intermediate or parent body receives dues checkoff directly from an employer on behalf of the reporting organization, do not report in Item 36 the portion retained by that organization for per capita tax or other purposes, such as a special assessment. Any amounts retained by the intermediate body or parent body other than per capita tax must be explained in Item 68. For example, if the intermediate body or parent body retained $500 of the reporting organization's dues checkoff as payment for supplies purchased from that body by the reporting organization, this should be explained in Item 68, but the $500 should not be reported as a receipt or disbursement on either organization's Form LM-2. If, however, the intermediate body or parent body disbursed part of the reporting organization's dues checkoff on that organization's behalf, this amount should be included in Item 36 and in the appropriate disbursement item on the reporting organization's Form LM-2. For example, if the intermediate body or parent body disbursed $500 of the reporting organization's dues checkoff to an attorney who had provided lobbying services to the reporting organization, this amount should be reported in Item 36 and as a disbursement in Item 53 (Lobbying) of the reporting organization's Form LM-2.

Do not report in Item 36 dues that the reporting organization collected on behalf of other organizations for transmittal to them. For example, if the reporting organization received dues from a member of an affiliate who worked in the reporting organization's jurisdiction, the dues collected on the affiliate's behalf must be reported in Item 65.

37. PER CAPITA TAX — Enter the total from Schedule 13, Line 9, Column (E).

38. FEES, FINES, ASSESSMENTS, WORK PERMITS — Enter the labor organization's receipts from fees, fines, assessments, and work permits. Receipts by the labor organization on behalf of affiliates for transmittal to them must be reported in Item 46 (On Behalf of Affiliates for Transmittal to Them).

39. SALE OF SUPPLIES — Enter the total amount received by the labor organization from the sale of supplies.

40. INTEREST — Enter the total amount of interest received by the labor organization from savings accounts, bonds, mortgages, loans, and all other sources.

41. DIVIDENDS — Enter the total amount of dividends from stocks and other investments received by the labor organization. Do not include "dividends" from credit unions, savings and loan associations, etc., which must be reported in Item 40 (Interest).

42. RENTS — Enter the total amount of rents received by the labor organization.

43. SALE OF INVESTMENTS AND FIXED ASSETS — Enter the total reported on Line 8 of Schedule 3 (Sale of Investments and Fixed Assets).

44. LOANS OBTAINED — Enter the total reported on Line 6, Column (C) of Schedule 9 (Loans Payable).

45. REPAYMENTS OF LOANS MADE — Enter the total reported on Line 6, Column (D)(1) of Schedule 2 (Loans Receivable).

46. ON BEHALF OF AFFILIATES FOR TRANSMITTAL TO THEM — Enter the total amount of dues, fees, fines, assessments, and work permit fees received by the labor organization, through a checkoff arrangement or otherwise, on behalf of affiliates for transmittal to them. Do not include the

amount withheld by the labor organization for per capita taxes or other purposes, such as loan repayments, which must be reported elsewhere in Statement B. When the receipts reported in Item 46 are transmitted the disbursement must be reported in related Item 65 (To Affiliates of Funds Collected on Their Behalf).

47. FROM MEMBERS FOR DISBURSEMENT ON THEIR BEHALF — Enter the total receipts from members which are specifically designated by them for disbursement on their behalf; for example, contributions from members for transmittal by the labor organization to charities. When receipts that are reported in Item 47 are transmitted, the disbursement must be reported in related Item 66 (On Behalf of Individual Members).

48. OTHER RECEIPTS — Enter the total reported on Summary Schedule 14, Line 3.

49. TOTAL RECEIPTS — Add Items 36 through 48 and enter the total in Item 49.

CASH DISBURSEMENTS

50. CONTRACT NEGOTIATION AND ADMINISTRATION – Enter the total from Summary Schedule 15, Line 3.

51. ORGANIZING – Enter the total from Summary Schedule 16, Line 3.

52. POLITICAL ACTIVITIES – Enter the total from Summary Schedule 17, Line 3.

53. LOBBYING – Enter the total from Summary Schedule 18, Line 3.

54. CONTRIBUTIONS, GIFTS, AND GRANTS – Enter the total from Summary Schedule 19, Line 3.

55. BENEFITS – Enter the total from Summary Schedule 20, Line 3.

56. GENERAL OVERHEAD – Enter the total from Summary Schedule 21, Line 3.

57. OTHER DISBURSEMENTS – Enter the total from Summary Schedule 22, Line 3.

58. PER CAPITA TAX — Enter the total from Schedule 13, Line 9, Column (F).

59. STRIKE BENEFITS – Enter the total amount of all disbursements made to, or on behalf of the members (or agency fee paying nonmembers) of the labor organization, and others, associated with strikes (including recognitional strikes), work stoppages and lockouts during the reporting period.

60. FEES, FINES, ASSESSMENTS, ETC. — Enter the total amount of fees, fines, assessments, and similar disbursements made by the labor organization to a parent body or other labor organization.

61. SUPPLIES FOR RESALE — Enter the labor organization's total disbursements for purchases of supplies for resale.

62. PURCHASE OF INVESTMENTS AND FIXED ASSETS — Enter the total reported on Line 8 of Schedule 4 (Purchase of Investments and Fixed Assets).

63. LOANS MADE — Enter the total reported on Line 6, Column (C) of Schedule 2 (Loans Receivable).

64. REPAYMENT OF LOANS OBTAINED — Enter the total reported on Line 6, Column (D)(1) of Schedule 9 (Loans Payable).

65. TO AFFILIATES OF FUNDS COLLECTED ON THEIR BEHALF — Enter the total disbursements of funds collected on behalf of affiliates by the labor organization. This amount usually is the same as the amount reported in related Item 46 (On Behalf of Affiliate for Transmittal to Them). Any such funds not disbursed by the end of the reporting

period are liabilities of the labor organization and must be reported in Schedule 10 (Other Liabilities).

66. ON BEHALF OF INDIVIDUAL MEMBERS — Enter the total disbursements of funds collected from members by the labor organization that were specifically designated by them for disbursement on their behalf. This amount usually is the same as the amount reported in related Item 47 (From Members for Disbursement on Their Behalf). Any such funds not disbursed by the end of the reporting period are liabilities of the labor organization and must be reported in Schedule 10 (Other Liabilities).

67. TOTAL DISBURSEMENTS — Add Items 50 through 66 and enter the total in Item 67.

NOTE: *The following worktable may be used to determine that the figures for receipts, disbursements, and cash are correctly reported on the labor organization's Form LM-2:*

A. Cash at Start of Reporting Period — Item 22, Column (A)	$
B. Add: Total Receipts — Item 49	$
C. Total of Lines A and B	$
D. Subtract: Total Disbursements — Item 67	$
E. Cash at End of Period	$

If Line E does not equal the amount reported in Item 22, Column (B), there is an error in the labor organization's report, which should be corrected.

ADDITIONAL INFORMATION AND SIGNATURES

68. ADDITIONAL INFORMATION — Use Item 68 to provide additional information as indicated on Form LM-2 and in these instructions. Enter the number of the item to which the information relates in the Item Number column. If there is not enough space in Item 68, report the additional information on a separate letter-size page(s). Be sure to include the following at the top of each page: the name of the labor organization, its 6-digit file number as reported in Item 1, and the ending date of the reporting period as reported on the second line of Item 2.

69-70. SIGNATURES — The completed Form LM-2 that is filed with OLMS must be signed by both the president and treasurer, or corresponding principal officers, of the labor organization. If an officer other than the president or treasurer performs the duties of the principal executive or principal financial officer, the other officer may sign the report. If an officer other than the president or treasurer signs the report, enter the correct title in Item 69 or 70, and explain in Item 68 (Additional Information) why the president or treasurer did not sign the report. OLMS has implemented a system to permit union officers to sign electronically submitted forms with digital signatures. Information about this system can be obtained on the OLMS website at http://www.dol.gov/esa/regs/compliance/olms/digital-signatures.htm.

Enter the date the report was signed and the telephone number at which the signatories conduct official business; a private, unlisted telephone number does not have to be reported. On a paper Form LM-2 submitted pursuant to an exemption, original signatures are required; stamped or mechanical signatures are not acceptable.

XII. LABOR ORGANIZATIONS THAT HAVE CEASED TO EXIST

If the labor organization has gone out of existence as a reporting labor organization, the last president and treasurer or the officials responsible for winding up the affairs of the labor organization must file a terminal financial report for the period from the beginning of

the fiscal year to the date of termination. A terminal financial report must be filed if the labor organization has gone out of business by disbanding, merging into another organization, or being merged and consolidated with one or more labor organizations to form a new labor organization. A terminal financial report is not required if the labor organization changed its affiliation but continues to function as a separate reporting labor organization.

The terminal financial report must be filed on Form LM-2 if the labor organization filed its previous annual report on Form LM-2 and must be submitted within 30 days after the date of termination to the following address:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, N.W.
Room N-5616
Washington, DC 20210-0001

To complete a terminal report on Form LM-2, follow the instructions in Section XI and, in addition:

- Enter the date the labor organization ceased to exist in Item 2 after the word "Through."

- Enter an "X" in the box in Item 3(c) indicating that the labor organization ceased to exist during the reporting period and that this is the labor organization's terminal Form LM-2.

- Enter "3(c)" in the Item Number column in Item 68 (Additional Information) and provide a detailed statement of the reason the labor organization ceased to exist. Also report in Item 68 plans for the disposition of the labor organization's cash and other assets, if any (for example, transfer of cash and assets to the parent body). Provide the name and address of the person or organization that will retain the records of the terminated organization. If the labor organization merged with another labor organization, report that organization's name, address, and 6-digit file number.

Contact the nearest OLMS field office listed below if you have questions about filing a terminal report.

If You Need Assistance

The Office of Labor-Management Standards has field offices located in the following cities to assist you if you have any questions concerning LMRDA and CSRA reporting requirements.

Atlanta, GA
*Birmingham, AL
Boston, MA
Buffalo, NY
Chicago, IL
Cincinnati, OH
Cleveland, OH
Dallas, TX
Denver, CO
Detroit, MI
*Grand Rapids, MI
Guaynabo, PR
Honolulu, HI
*Houston, TX
Kansas City, MO
Los Angeles, CA
Miami (Ft. Lauderdale), FL
Milwaukee, WI
Minneapolis, MN
Nashville, TN
*New Haven, CT
New Orleans, LA
New York, NY
*Newark (Iselin), NJ
Philadelphia, PA
Pittsburgh, PA
St. Louis, MO
San Francisco, CA
Seattle, WA
*Tampa, FL
Washington, DC

Consult local telephone directory listings under United States Government, Labor Department, Office of Labor-Management

Standards, for the address and telephone number of the nearest field office.

*These OLMS field offices do not maintain copies of reports for public disclosure.

Information about OLMS, including key personnel and telephone numbers, how to obtain LM reports, compliance assistance materials, the text of the LMRDA, and related Federal Register and Code of Federal Regulations (CFR) documents, is also available on the Internet at:

http://www.olms.dol.gov

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
Washington, DC 20210

FORM T-1 TRUST ANNUAL REPORT

MUST BE USED BY ALL UNIONS INTERESTED IN A TRUST

Form Approved
Office of Management and Budget
No. xxxxxxxx
Expires: xx-xx-xxxx

This report is mandatory under P.L. 86-257, as amended. Failure to comply may result in criminal prosecution, fines, or civil penalties as provided by 29 U.S.C. 439 or 440.

READ THE INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS REPORT.

For Official Use Only	1. FILE NUMBERS	2. PERIOD COVERED	3.
	UNION a) ___ – ___ TRUST b) ___ – ___	MO DAY YEAR From ___ ___ ___ Through ___ ___ ___	(a) AMENDED - If this is an amended report, check here: ☐ (b) HARDSHIP - If filing under the hardship procedures, check here: ☐ (c) TERMINAL - If this is a terminal report, check here: ☐

4. NAME OF UNION		10. NAME OF TRUST	
5. DESIGNATION (Local, Lodge, etc.)	6. DESIGNATION NUMBER	11. TAX STATUS OF TRUST	
7. UNIT NAME OF UNION (if any)		12. PURPOSE OF TRUST	
8. MAILING ADDRESS OF UNION (use capital letters)		13. MAILING ADDRESS OF TRUST (use capital letters)	
Last Name	First Name	Last Name	First Name
P.O. Box - Building and Room Number (if any)		P.O. Box - Building and Room Number (if any)	
Number and Street		Number and Street	
City		City	
State	Zip Code + 4	State	Zip Code + 4
9. Are the union's records kept at its mailing address? (If "No," provide address in Item 22.)	YES ☐ NO ☐	14. Are the trust's records kept at its mailing address? (If "No," provide address in Item 22.)	YES ☐ NO ☐

Each of the undersigned, duly authorized officers of the above labor organization, declares, under the applicable penalties of law, that all of the information submitted in this report (including the information contained in any accompanying documents) has been examined by the signatory and is, to the best of the undersigned's knowledge and belief, true, correct, and complete.

23. SIGNED:_____ PRESIDENT

___/___/___ Date ( ) - Telephone Number

24. SIGNED:_____ TREASURER

___/___/___ Date ( ) - Telephone Number

UNION FILE NUMBER a): ☐☐☐ – ☐☐☐

TRUST FILE NUMBER b): ☐☐☐ – ☐☐☐

Complete Items 15 Through 21

15. During the reporting period did the trust discover any loss or shortage of funds or other property? *(Answer "Yes" even if there has been repayment or recovery.)* ☐ YES ☐ NO

16. During the reporting period did the trust acquire or dispose of any goods or property in any manner other than by purchase or sale? ☐ YES ☐ NO

17. During the reporting period did the trust liquidate, reduce or write-off any liabilities without disbursement of cash? ☐ YES ☐ NO

(If the answer to any of the above is "Yes," provide details in Item 22 on this page as explained in the instructions for each item.)

18. Enter the total assets of the trust at the end of the reporting period. $

19. Enter the total liabilities (debts) of the trust at the end of the reporting period. $

20. Enter the total receipts of the trust during the reporting period. $

21. Enter the total disbursements of the trust during the reporting period. $

Please be sure to:

* Enter your labor organization's 6-digit file number in item 1.
* Have your labor organization's president and treasurer sign the Form T-1 in Items 23 and 24.
* Complete Schedules 1 through 4

22. ADDITIONAL INFORMATION *(if more space is needed, attach additional pages properly identified.)*

Item #	

SCHEDULE 1 - INDIVIDUALLY IDENTIFIED RECEIPTS

(List all entities from whom the trust received a total of $10,000 or more during the reporting period.)

UNION FILE NUMBER a): ___ - ___

TRUST FILE NUMBER b): ___ - ___

Page _____ of _____

Enter Whole Dollar Amounts Only - Do Not Enter Cents

LEGAL NAME AND BUSINESS ADDRESS (A)	TYPE OF BUSINESS OR JOB CLASSIFICATION (B)	PURPOSE OF THE RECEIPT (C)	DATE (D)	AMOUNT (E)

SUBTOTAL (CURRENT PAGE ONLY)	
TOTAL (ALL PAGES)	

SCHEDULE 2 - INDIVIDUALLY IDENTIFIED DISBURSEMENTS

(List all entities that received $10,000 or more in total disbursements from the trust during the reporting period.)

UNION FILE NUMBER a): ___ – ___

TRUST FILE NUMBER b): ___ – ___

Page _____ of _____

Enter Whole Dollar Amounts Only - Do Not Enter Cents

LEGAL NAME AND BUSINESS ADDRESS (A)	TYPE OF BUSINESS OR JOB CLASSIFICATION (B)	PURPOSE OF THE DISBURSEMENT (C)	DATE (D)	AMOUNT (E)

SUBTOTAL (CURRENT PAGE ONLY)	
TOTAL (ALL PAGES)	

Form T-1 (2002)

SCHEDULE 3— DISBURSEMENTS TO OFFICERS AND EMPLOYEES OF THE TRUST

UNION FILE NUMBER a): ___ - ___

TRUST FILE NUMBER b): ___ - ___

Page _____ of _____

	A	B	C	D	E	F	G	H
Full Name	LAST, FIRST, MIDDLE INITIAL	Salary Disbursements	All Taxes Disbursed	Disbursements for Other Deductions	Allowances	Disbursements for Official Business	Other Disbursements	TOTAL
Title	Treasurer, Trustee, Attorney, etc.							
1. Full Name								
Title								
2. Full Name								
Title								
3. Full Name								
Title								
4. Full Name								
Title								
5. Full Name								
Title								
6. Full Name								
Title								
7. Full Name								
Title								
8. Full Name								
Title								
9. Full Name								
Title								
10. Total Disbursements (Total of Lines 1 through 9)								

SCHEDULE 4 — LOANS RECEIVABLE

UNION FILE NUMBER a): ___ – ___

TRUST FILE NUMBER b): ___ – ___

Page _____ of _____

Enter Whole Dollar Amounts Only - Do Not Enter Cents

List below loans to officers, employees, or members which at any time during the reporting period exceeded $250. (A)	Loans Outstanding at Start of Period (B)	Loans Made During Period (C)	Repayments Received During Period		Loans Outstanding at End of Period (E)
			Cash (D)(1)	Other Than Cash (D)(2)	
1. Name: _____ Purpose: _____ Security: _____ Terms of Repayment: _____					
2. Name: _____ Purpose: _____ Security: _____ Terms of Repayment: _____					
3. Name: _____ Purpose: _____ Security: _____ Terms of Repayment: _____					
4. Name: _____ Purpose: _____ Security: _____ Terms of Repayment:					
5. Totals from additional pages (if any).					
6. Totals of Lines 1 through 5.					

Form T-1 (2002)

Public reporting burden for this collection of information is estimated to average 12 hours 53 minutes per response in the first year, 5 hours 47 minutes per response in the second year, and 5 hours 9 minutes per response in the third year. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. Reporting of this information is mandatory and is required by the Labor-Management Reporting and Disclosure Act of 1959, as amended, for the purpose of public disclosure. As this is public information, there are no assurances of confidentiality. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Employment Standards Administration, Office of Labor-Management Standards, Division of Interpretations and Standards, Room N-5605, 200 Constitution Avenue, NW, Washington, DC 20210.

INSTRUCTIONS FOR FORM T-1 TRUST ANNUAL REPORT

Proposed Instructions

GENERAL INSTRUCTIONS

I. WHO MUST FILE

Every labor organization subject to the Labor-Management Reporting and Disclosure Act, as amended (LMRDA), the Civil Service Reform Act (CSRA), or the Foreign Service Act (FSA), with total annual receipts of $200,000, must file Form T-1 each year for each trust in which it is interested, as defined in the LMRDA at 29 U.S.C. 402(l), if the union's financial contribution to the trust, or a contribution made on the union's behalf or as a result of a negotiated agreement to which the union is a party, was $10,000 or more during the reporting year. No Form T-1 should be filed for any labor organization that already files a Form LM-2, -3, or -4, nor should a report be filed for any entity that is expressly exempted from reporting in the Act. No separate report need be filed for Political Action Committee (PAC) funds if publicly available reports on the PAC funds are filed with a Federal or state agency, or for a political organization for which reports are filed with the Internal Revenue Service pursuant to 26 U.S.C. 527. No separate report is required for an employee benefit plan that filed a complete and timely annual report pursuant to the requirements of the Employee Retirement Income Security Act of 1974 (ERISA), 29 U.S.C. 1023, 1024(a), and 1030, and 29 C.F.R. 2520.103-1, for the plan year ending with or within the year preceding the year covered by the reporting union's LM-2, or if annual audits are freely available on demand under § 302(c)(5)(B) of the LMRA, 29 U.S.C.186(c)(5)(B).

This form must be filed with the Office of Labor-Management Standards (OLMS) of the U.S. Department of Labor's (Department) Employment Standards Administration. The labor organization must file a separate Form T-1 for each trust that meets the above requirements. The LMRDA, CSRA, and FSA cover labor organizations that represent employees who work in private industry, employees of the U.S. Postal Service, and most Federal government employees. Questions about whether a labor organization is required to file should be referred to the nearest OLMS field office listed on page XX of these instructions.

II. WHEN TO FILE

Form T-1 must be filed within 90 days of the end of the trust's fiscal year. The penalties for delinquency are described in Section VI (Officer Responsibilities And Penalties) of these instructions.

If a trust for which a labor organization was required to file a Form T-1 goes out of existence, a terminal financial report must be filed within 30 days after the date it ceased to exist. Similarly, if a trust for which a labor organization was required to file a Form T-1 continues in existence, but the labor organization's interest in that trust ceases, a terminal financial report must be filed within 30 days after the date that the labor organization's interest in the trust ceased. See Section IX (Trusts Which Have Ceased to Exist) of these instructions for information on filing a terminal financial report.

III. How to File

Form T-1 must be prepared using software obtained from the Department and must be submitted electronically to the Department. A Form T-1 filer will be able to file a report in paper format only if it applies for and is granted a continuing hardship exemption of up to one-year, but a paper format copy may be submitted initially if the filer asserts a temporary hardship and files electronically thereafter.

A detailed user manual for the electronic filing software is included on the CD-ROM accompanying the report package.

HARDSHIP EXEMPTIONS

A labor organization that must file Form T-1 may assert a temporary hardship exemption or apply for a continuing hardship exemption to prepare and submit the report in paper format. If a labor organization files both Form LM-2 and Form T-1, the exemption must be asserted for each report, although in appropriate circumstances the same reasons may be used to support both exemptions. If it is possible to file Form LM-2, or one or more Form T-1s electronically, no exemption should be claimed for those reports, even though an exemption is warranted for a related report.

TEMPORARY HARDSHIP EXEMPTION:

If the labor organization experiences unanticipated technical difficulties that prevent the timely preparation and submission of an electronic filing of Form T-1, it may be filed in paper format by the required due date. An electronic format copy of the filed paper format document shall be submitted to the Department within ten business days. Indicate in Item 3 (Amended, Hardship Exempted, or Terminal Report) that the labor organization is filing this form under the hardship exemption procedures. Unanticipated technical difficulties that may result in additional delays should be brought to the attention of the OLMS Division of Interpretations and Standards, which can be reached at the above address, by email at olms-mail@dol-esa.gov, by phone at 202-693-0123, or by fax at 202-693-1340.

Note: *If either the paper filing or the electronic filing is not received in the timeframe specified above, the report will be considered delinquent.*

CONTINUING HARDSHIP EXEMPTION:

(a) The labor organization may apply in writing for a continuing hardship exemption if Form T-1 cannot be filed electronically without undue burden or expense. Such written application shall be received at least thirty days prior to the required due date of the report(s). The written application shall contain the information set forth in paragraph (b).

The application must be mailed to the following address:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, N.W.
Room N-5605
Washington, DC 20210-0001

Questions regarding the application should be directed to the OLMS Division of Interpretations and Standards, which

can be reached at the above address, by email at olms-mail@dol-esa.gov, by phone at 202-693-0123, or by fax at 202-693-1340.

(b) The request for the continuing hardship exemption shall include, but not be limited to, the following: (1) the justification for the requested time period of the exemption; (2) the burden and expense that the union would incur if it was required to make an electronic submission; and (3) the reasons for not submitting the report(s) electronically. The applicant must specify a time period not to exceed one year.

(c) The continuing hardship exemption shall not be deemed granted until the Department notifies the applicant in writing. If the Department denies the application for an exemption, the labor organization shall file the report(s) in electronic format by the required due date. If the Department determines that the grant of the exemption is appropriate and consistent with the public interest and the protection of union members and so notifies the applicant, the labor organization shall follow the procedures set forth in paragraph (d).

(d) If the request is granted, the labor organization shall submit the report(s) in paper format by the required due date. The filer may be required to submit Form T-1 in electronic format upon the expiration of the period for which the exemption is granted. Indicate in Item 3 (Amended, Hardship Exempted, or Terminal Report) that the labor organization is filing under the hardship exemption procedures.

Note: *If either the paper filing or the electronic filing is not received in the timeframe specified above, the report will be considered delinquent.*

SPECIAL INSTRUCTIONS FOR SUBMITTING FORM T-1 IN PAPER FORMAT:

Those labor organizations that are granted an exemption will be provided with a report package in paper format, which must be completed and filed at the following address:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, N.W.
Room N-5616
Washington, DC 20210-0001

Number of Copies

Complete one of the two blank copies included in the report package; do not use a photocopy of the form. The completed report must be filed with OLMS. A copy should also be maintained in the labor organization's records.

Information Entry

Entries on the report should be typed or clearly printed in black ink. Do not use a pencil or any other color ink.

For items displaying separate boxes, enter only one letter or number in each box as illustrated below. Use all capital letters and print or type inside the boxes. Leave a blank box between words and/or numbers as appropriate. Print clearly so the information can be accurately scanned.

Entering Number and Street:

1404 REDWOOD COURT

In all Items and Schedules dealing with monetary values, report amounts in dollars only. Do not enter cents. Round cents to the nearest dollar. Enter a single "0" in the boxes for reporting dollars if the labor organization has nothing to report.

Entering Dollars:

$1,573,844 – do not enter cents

Entering Zero:

$ _, _ _ _, _ _ 0

For items requiring a "Yes" or "No" answer, enter an "X" in the appropriate box. Do not use check marks or other marks.

Entering X:

Yes	No
X	

Schedules 1 Through 4 Continuation Pages

If there is not enough space to report all the required information and amounts in Schedules 1 and 2, report any additional information and amounts on the copies of the schedules that are included in the report package. Ten copies of each schedule are provided for this purpose. More copies of these schedules may be ordered from any OLMS office.

If there is not enough space to report all the required information in Schedules 3 and 4, report additional information on the preprinted continuation pages that are included in the report package. Two copies of such pages are included for this purpose. More copies of these continuation pages may be ordered from any OLMS office.

In the space provided at the top of the page, enter: the 6-digit file numbers of the labor organization and the trust as reported in Item 1 (File Number), the page number for each continuation page, and the total number of additional pages attached. Totals from any additional pages must be entered on the line provided in each schedule.

Additional Pages

Some of the items on the report require that further details be provided in Item 22 (Additional Information). If there is not enough space in Item 22, enter the additional information on a separate letter-size page(s), giving the number of the item to which the information applies. At the top of the page, enter: the 6-digit file numbers of the labor organization and the trust as reported in Item 1 (File Number), the page number for each continuation page, and the total number of additional pages attached.

IV. Public Disclosure

The LMRDA requires that the Department make reports filed by labor organizations available for inspection by the public. Reports may be viewed and downloaded from the OLMS website at http://union-reports.dol.gov. Reports may also be examined and copies purchased at the OLMS Public Disclosure Room (202-693-0125) at the following address or at the OLMS field office in whose jurisdiction the reporting organization is located. See page XX of these instructions for a list of OLMS field offices.

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, NW
Room N-5608
Washington, DC 20210-0001

V. Officer Responsibilities and Penalties

The president and treasurer or the corresponding principal officers of the labor organization required to sign Form T-1 are personally responsible for its filing and accuracy. Under the LMRDA, officers are subject to criminal penalties for willful failure to file a required report and for false reporting. False reporting includes making any false statement or misrepresentation of a material fact while knowing it to be false, or for knowingly failing to disclose a material fact in a required report or in the information required to be contained in the report or in any information required to be submitted with it. Under the CSRA and FSA and implementing regulations, false reporting

and failure to report may result in administrative enforcement action and litigation. The officers responsible for signing Form T-1 are also subject to criminal penalties for false reporting under Section 1001 of Title 18 of the United States Code.

The reporting labor organization and the officers required to sign Form T-1 are also subject to civil prosecution for violations of the filing requirements. According to Section 210 of the LMRDA (29 U.S.C. 440), "whenever it shall appear that any person has violated or is about to violate any of the provisions of this title, the Secretary may bring a civil action for such relief (including injunctions) as may be appropriate."

VI. Recordkeeping

The officers required to file Form T-1 are responsible for maintaining records that will provide in sufficient detail the information and data necessary to verify the accuracy and completeness of the report. The records must be kept for at least 5 years after the date the report is filed. Any record necessary to verify, explain or clarify the report must be retained, including, but not limited to, vouchers, worksheets, receipts, applicable resolutions, and any electronic documents used to complete and file the report.

SPECIAL INSTRUCTIONS FOR CERTAIN ORGANIZATIONS

VII. Labor Organizations in Trusteeship

Any labor organization that has placed a subordinate labor organization in trusteeship is responsible for filing the subordinate's annual financial reports. This obligation includes the requirement to file Form T-1 for any trusts in which the subordinate labor organization is interested. A trusteeship is defined in section 3(h) of the LMRDA (29 U.S.C. 402) as "any receivership, trusteeship, or other method of supervision or control whereby a labor organization suspends the autonomy otherwise available to a subordinate body under its constitution or bylaws."

The report must be signed by the president and treasurer or corresponding principal officers of the labor organization that imposed the trusteeship and by the trustees of the subordinate labor organization. Trustees must sign and date Form T-1 in the space below the officers' signatures and telephone numbers in Items 23 and 24 (Signatures).

VIII. Completing Form T-1

ITEMS 1 THROUGH 17

Answer Items 1 through 17 as instructed. Enter an "X" in the appropriate box for those questions requiring a "Yes" or "No" answer; do not leave both boxes blank.

1. FILE NUMBER — Enter in "(a)" the 6-digit file number that OLMS assigned to the labor organization. If the labor organization does not have the number on file and cannot obtain the number from prior reports filed with the Department, contact the nearest OLMS field office listed on page XX of these instructions to obtain the labor organization's file number. The labor organization's 6-digit file number must also be entered in the File Number boxes at the top of pages 2 through 6 of Form T-1.

Enter in "(b)" the 6-digit file number that OLMS assigned to the trust. For an initial filing of a Form T-1, this number may be obtained by contacting OLMS at the following address:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, N.W.
Room N-5616
Washington, DC 20210-0001

For future filings, if the labor organization does not have the number on file and cannot obtain the number from the trust or from prior reports filed with the Department, contact the nearest OLMS field office listed on page XX of these instructions to obtain the trust's file number. The trust's 6-digit file number must also be entered in the File Number boxes at the top of pages 2 through 6 of Form T-1.

2. PERIOD COVERED — Enter the beginning and ending dates of the period covered by this report. The report should never cover more than a 12-month period. For example, if the trust's 12-month fiscal year begins on January 1 and ends on December 31, enter these dates as 01/01/20XX and 12/31/20XX. It would be incorrect to enter January 1 of one year through January 1 of the next year.

If the fiscal year changed, enter in Item 2 (Period Covered) the ending date for the period of less than 12 months, which is the new fiscal year ending date, and report in Item 22 (Additional Information) that the trust changed its fiscal year. For example, if the fiscal year ending date changes from June 30 to December 31, a report must be filed for the partial year from July 1 to December 31. Thereafter, the annual report should cover a full 12-month period from January 1 to December 31.

3. AMENDED, HARDSHIP EXEMPTED, OR TERMINAL REPORT — Enter an "X" in the box in Item 3(a) if the labor organization is filing an amended Form T-1 correcting a previously filed Form T-1. Enter an "X" in the box in Item 3(b) if the labor organization is filing under the hardship exemption procedures defined in Section IV. Enter an "X" in the box in Item 3(c) if the trust has gone out of business by disbanding, merging into another organization, or being merged and consolidated with one or more trusts to form a new trust, and this is the trust's terminal report. Be sure the date the trust ceased to exist is entered in Item 2 (Period Covered) after the word "Through." See Section X (Trusts Which Have Ceased to Exist) of these instructions for more information on filing a terminal report.

4. AFFILIATION OR ORGANIZATION NAME — Enter the name of the national or international labor organization that granted the labor organization a charter.

If the labor organization has no such affiliation, enter the name of the labor organization as currently identified in the labor organization's constitution and bylaws or other organizational documents.

5. DESIGNATION — Enter the specific designation that is used to identify the labor organization, such as Local, Lodge, Branch, Joint Board, Joint Council, District Council, etc.

6. DESIGNATION NUMBER — Enter the number or other identifier, if any, by which the labor organization is known.

7. UNIT NAME — Enter any additional or alternate name by which the labor organization is known, such as "Chicago Area Local."

8. MAILING ADDRESS OF UNION— Enter the current address where mail is most likely to reach the labor organization as quickly as possible. Be sure to indicate the first and last name of the person, if any, to whom such mail should be sent and include any building and room number.

9. PLACE WHERE UNION RECORDS ARE KEPT — If the records required to be kept by the labor organization to verify this report are kept at the address reported in Item 8 (Mailing Address of Union), answer "Yes." If not, answer "No" and provide in Item 22 (Additional Information) the address where the labor organization's records are kept.

10. NAME OF TRUST — Enter the name of the trust.

11. TAX STATUS OF TRUST — Enter the tax status of the trust. For instance, a nonprofit trust may have a 501(C)(3) tax designation.

12. PURPOSE — Enter the purpose of the trust. For example, if the trust is a credit union that provides loans to union members, the purpose may be "credit union."

13. MAILING ADDRESS OF TRUST — Enter the current address where mail is most likely to reach the trust as quickly as possible. Be sure to indicate the first and last name of the person, if any, to whom such mail should be sent and include any building and room number.

14. PLACE WHERE TRUST RECORDS ARE KEPT — If the records required to be kept by the labor organization to verify this report are kept at the address reported in Item 13 (Mailing Address of Trust), answer "Yes." If not, answer "No" and provide in Item 22 (Additional Information) the address where the trust's records are kept. The labor organization need not keep separate copies of these records at its own location, as long as members have the same access to such records from the trust as they would be entitled to have from the labor organization.

Note: The president and treasurer of the labor organization are liable for maintaining the records used to prepare the report.

15. LOSSES OR SHORTAGES — Answer "Yes" to Item 15 if the trust experienced a loss, shortage, or other discrepancy in its finances during the period covered. Describe the loss or shortage in detail in Item 22 (Additional Information), including such information as the amount of the loss or shortage of funds or a description of the property that was lost, how it was lost, and to what extent, if any, there has been an agreement to make restitution or any recovery by means of repayment, fidelity bond, insurance, or other means.

16. ACQUISITION OR DISPOSITION OF PROPERTY — If Item 16 is answered "Yes," describe in Item 22 (Additional Information) the manner in which the trust acquired or disposed of property, such as donating office furniture or equipment to charitable organizations, trading in assets, or giving away other tangible property of the trust. Include the type of property, its value, and the identity of the recipient or donor, if any. Also report in Item 22 the cost or other basis at which any acquired assets were entered on the trust's books or the cost or other basis at which any assets disposed of were carried on the trust's books.

For assets that were traded in, enter in Item 22 the cost, book value, and trade-in allowance.

17. LIQUIDATION OF LIABILITIES – If Item 17 is answered "Yes," provide in Item 22 (Additional Information) all details in connection with the liquidation, reduction, or writing off of the trust's liabilities without the disbursement of cash.

FINANCIAL DETAILS

REPORT ONLY DOLLAR AMOUNTS

Report all amounts in dollars only. Round cents to the nearest dollar. Amounts ending in $.01 through $.49 should be rounded down. Amounts ending in $.50 through $.99 should be rounded up.

Enter a single "0" in the boxes for items requiring a dollar amount if there is nothing to report.

REPORTING CLASSIFICATIONS

Complete all items and lines on the form as given. Do not use different accounting classifications or change the wording of any item or line.

ITEMS 18 THROUGH 21

18. ASSETS – Enter the total value of all the trust's assets at the end of the reporting period including, for example, cash on hand and in banks, property, loans owed to the trust, investments, office furniture, automobiles, and anything else owned by the trust. Enter "0" if the trust had no assets at the end of the reporting period.

19. LIABILITIES – Enter the total amount of all the trust's liabilities at the end of the reporting period including, for example, unpaid bills, loans owed, total amount of mortgages owed, and other debts of the trust. Enter "0" if the trust had no liabilities at the end of the reporting period.

20. RECEIPTS – Enter the total amount of all receipts of the trust during the reporting period including, for example, interest, dividends, rent, money from the sale of assets, and loans received by the trust. Enter "0" if the trust had no receipts during the reporting period.

21. DISBURSEMENTS – Enter the total amount of all disbursements made by the trust during the reporting period including, for example, payments to officers and employees of the trust, payments for administrative expenses, loans made by the trust, and taxes paid. Enter "0" if the trust made no disbursements during the reporting period.

SCHEDULES 1 THROUGH 4

SCHEDULES 1 AND 2 – RECEIPTS AND DISBURSEMENTS

Schedules 1 and 2 provide detailed information on the financial operations of the trust. These schedules will be populated for the filer by the electronic filing software as long as the trust uses a properly configured electronic recordkeeping system that is compatible with the software provided by the Department. The Department's software will be compatible with all commonly used electronic recordkeeping systems. The system will determine whether a receipt or disbursement will be individually identified or aggregated. The operations of the electronic filing software are described in the user manual.

All "major" receipts during the reporting period must be separately identified in Schedule 1. A "major" receipt includes: 1) any individual receipt of $10,000 or more; or 2) total receipts from any single entity or individual that aggregate to $10,000 or more during the reporting period. This process is discussed further below.

All "major" disbursements during the reporting period must be separately identified in Schedule 2. A "major" disbursement includes: 1) any individual disbursement of $10,000 or more; or 2) total disbursements to any single entity or individual that aggregate to $10,000 or more during the reporting period. This process is discussed further below.

Note: Disbursements to officers and employees of the trust who received more than $10,000 from the trust during the reporting period should be reported in Schedule 3, and need not also be reported in Schedule 2.

Example 1: The trust has an ongoing contract with a law firm that provides a wide range of legal services to which a single payment of $10,000 is made each month. Each payment would be listed in Schedule 2.

Example 2: The trust received a settlement of $14,000 in a small claims lawsuit. The receipt would be individually identified in Schedule 1.

Example 3: The trust made three payments of $4,000 each to an office supplies vendor for office supplies during the reporting period. The $12,000 in disbursements to the vendor would be identified in Schedule 2.

Procedures for Completing Schedules 1 and 2

For each major receipt/disbursement, provide the full name and business address of the entity or individual, type of business or job classification of the entity or individual, purpose of the receipt/disbursement, date, and amount of the receipt/disbursement. Receipts/disbursements must be listed in chronological order; aggregated receipts/disbursements should be listed as having occurred on the last day of the reporting period.

Enter in Column (A) the full name and business address of the entity or individual from which the receipt was received or to which the disbursement was made. Do not abbreviate the name of the entity or individual.

Enter in Column (B) the type of business or job classification of the entity or individual, such as printing company, office supplies vendor, lobbyist, think tank, marketing firm, bookkeeper, receptionist, shop steward, legal counsel, union member, etc.

Enter in Column (C) the purpose of the receipt/disbursement, which means a brief statement or description of the reason the receipt/disbursement was made.

Enter in Column (D) the date that the receipt/disbursement was made. The date of receipt/disbursement for reporting purposes is the date the trust actually receives or disburses the money, rather than the date that the right to receive, or the obligation to disburse, is incurred. As noted above, aggregated receipts/disbursements shall be reported on the last day of the reporting period.

Enter in Column (E) the amount of the receipt/disbursement.

SCHEDULE 3 – DISBURSEMENTS TO OFFICERS AND EMPLOYEES OF THE TRUST – Report all direct and indirect disbursements to officers and employees of the trust who received more than $10,000 in gross salaries, allowances, and other direct and indirect disbursements from the trust during the reporting period.

NOTE: *A "direct disbursement" to an officer or employee is a payment made by the trust to the officer or employee in the form of cash, property, goods, services, or other things of value.*

An "indirect disbursement" to an officer or employee is a payment made by the trust to another party for cash, property, goods, services, or other things of value received by or on behalf of the officer or employee. "On behalf of the officer or employee" means received by a party other than the officer or employee of the trust for the personal interest or benefit of the officer or employee. Such payments include payments made by the trust for charges on an account of the trust for credit extended to or purchases by, or on behalf of, the officer or employee.

Column A: Enter in the boxes in Column (A), the last name, first name, and middle initial of all persons who received $10,000 or more in total disbursements from the trust during the reporting period, as well as the title or the position held by each officer or employee listed. If an officer or employee held more than one position during the reporting period, list each position and the dates during which the person held the position.

Column (B): Enter the total of all net salary disbursements during the reporting period for the salary of each officer or employee.

Column (C): Enter the total of all disbursements during the reporting period for the transmittal of taxes paid on behalf of the officer or employee, including withholding taxes and direct taxes.

Withholding taxes include all disbursements to federal, state, county

and municipal government agencies for the transmittal of taxes withheld from the salaries of officers and employees.

Direct taxes include all taxes assessed against and paid by the trust, including the trust's FICA taxes as an employer.

Column (D): Enter the total of all disbursements during the reporting period for other payroll deductions (other than for taxes).

Column (E): Enter the total allowances made by direct and indirect disbursements to each officer or employee on a daily, weekly, monthly, or other periodic basis. Do not include allowances paid on the basis of mileage or meals which must be reported in Column (F) or (G), as applicable.

Column (F): Enter all direct and indirect disbursements to each officer or employee that were necessary for conducting official business of the trust, except salaries or allowances which must be reported in Columns (B) and (E), respectively.

Examples of disbursements to be reported in Column (F) include: all expenses that were reimbursed directly to an officer or employee, meal allowances and mileage allowances, expenses for officers' or employees' meals and entertainment, and various goods and services furnished to officers or employees but charged to the trust. Such disbursements should be included in Column (F) only if they were necessary for conducting official business; otherwise, report them in Column (G). Also include in Column (F) travel advances that are not considered loans as explained in the instructions for Schedule 4 (Loans Receivable).

Do not report the following disbursements in Schedule 3:

- Reimbursements to an officer or employee for the purchase of investments or fixed assets, such as reimbursing an officer or employee for a file cabinet purchased for office use;
- Indirect disbursements for temporary lodging (room rent charges only) or transportation by public carrier necessary for conducting official business while the officer or employee is in travel status away from his or her home and principal place of employment with the trust if payment is made by the trust directly to the provider or through a credit arrangement;
- Disbursements made by the trust to someone other than an officer or employee as a result of transactions arranged by an officer or employee in which property, goods, services, or other things of value were received by or on behalf of the trust rather than the officer or employee, such as rental of offices and meeting rooms, purchase of office supplies, refreshments and other expenses of meetings, and food and refreshments for the entertainment of groups other than the officers or employees on official business;
- Office supplies, equipment, and facilities furnished to officers or employees by the trust for use in conducting official business; and
- Maintenance and operating costs of the trust's assets, including buildings, office furniture, and office equipment; however, see "Special Rules for Automobiles" below.

Column (G): Enter all other direct and indirect disbursements to each officer or employee. Include all disbursements for which cash, property, goods, services, or other things of value were received by or on behalf of each officer or employee and were essentially for the personal benefit of the officer or employee and not necessary for conducting official business of the trust.

Include in Column (G) all disbursements for transportation by public carrier between the officer or employee's home

and place of employment or for other transportation not involving the conduct of official business. Also, include the operating and maintenance costs of all the trust's assets (automobiles, etc.) furnished to officers or employees essentially for the officers or employees' personal use rather than for use in conducting official business.

Do not include in Column (G) loans to officers or employees, which must be reported in Schedule 4 (Loans Receivable).

Column (H): Add Columns (B) through (G) of each Line and enter the totals in Column (H).

Enter the totals of lines 1 through 9 for each Column on Line 10.

SPECIAL RULES FOR AUTOMOBILES

Include in Column (G) of Schedule 3 that portion of the operating and maintenance costs of any automobile owned or leased by the trust to the extent that the use was for the personal benefit of the officer or employee to whom it was assigned. This portion may be computed on the basis of the mileage driven on official business compared with the mileage for personal use. The portion not included in Column (G) must be reported in Column (F).

Alternatively, rather than allocating these operating and maintenance costs between Columns (F) and (G), if 50% or more of the officer or employee's use of the vehicle was for official business, the trust may enter in Column (F) all disbursements relative to that vehicle with an explanation in Item 22 (Additional Information) indicating that the vehicle was also used part of the time for personal business. Likewise, if less than 50% of the officer or employee's use of the vehicle was for official business, the trust may report all disbursements relative to the vehicle in Column (G) with an explanation in Item 22 indicating that the vehicle was also used part of the time on official business.

The amount of decrease in the market value of an automobile used over 50% for the personal benefit of an officer or employee must also be reported in Item 22.

SCHEDULE 4 – LOANS RECEIVABLE – Report details of all direct and indirect loans (whether or not evidenced by promissory notes or secured by mortgages) owed to the trust at any time during the reporting period by officers, employees or members of the reporting labor organization whose indebtedness to the trust during the reporting period exceeded $250. An example of an indirect loan is a disbursement by the trust to an educational institution for the tuition expense of an officer, employee, or member that must be repaid to the trust by that individual. Be sure to report all loans that were made and repaid in full during the reporting period.

NOTE: *Advances, including salary advances, are considered loans and must be reported in Schedule 4 (Loans Receivable). However, advances to officers and employees of the trust for travel expenses necessary for conducting official business are not considered loans if the following conditions are met:*

- *The amount of an advance for a specific trip does not exceed the amount of expenses reasonably expected to be incurred for official travel in the near future, and the amount of the advance is fully repaid or fully accounted for by vouchers or paid receipts within 30 days after the completion or cancellation of the travel.*

- *The amount of a standing advance to an officer or employee who must frequently travel on official business does not unreasonably exceed the average monthly travel expenses for which the individual is separately reimbursed after submission of vouchers or paid receipts, and the individual does not exceed 60*

days without engaging in official travel.

See the instructions for Schedule 3 (Disbursements to Officers and Employees of the Trust) for reporting travel advances that meet these criteria.

Column (A): For each loan to each officer and employee or member of the union, enter the following information on Lines 1 through 4 (and on additional pages if necessary):

- The name of each officer, employee, or member of the union whose total loan indebtedness to the trust at any time during the reporting period exceeded $250;
- The purpose of each loan;
- The security given for each loan; and
- The terms of repayment for each loan.

For each officer or employee listed, indicate after each name either "O" (officer) or "E" (employee).

Column (B): Enter on Lines 1 through 4 the loan amounts outstanding at the start of the reporting period from each listed individual. Enter on Line 5 the total from any additional pages. Add Lines 1 through 5 and enter the total on Line 6.

Column (C): Enter on Lines 1 through 4 the amount of loans made during the reporting period to each listed individual and business enterprise. Enter on Line 5 the total from any additional pages. Add Lines 1 through 5 and enter the total on Line 6.

Columns (D)(1) and (D)(2): Enter on Lines 1 through 4 the amount of loan repayments during the reporting period from each listed individual and business enterprise. Use Column (D)(1) to report repayments received in cash. Use Column (D)(2) to report repayments made in a manner other than cash, such as repayments made by officers or employees by means of deductions from their salaries. Enter on Line 5 the totals from any additional pages. Add Lines 1 through 5, Columns (D)(1) and (D)(2), and enter the totals on Line 6. Explain in Item 22 (Additional Information) any non-cash amounts reported in Column (D)(2).

Column (E): Enter on Lines 1 through 4 the loan amounts outstanding at the end of the reporting period for each listed individual and business enterprise. Enter on Line 5 the total from any additional pages. Add Lines 1 through 5 and enter the total on Line 6. If any loans receivable were liquidated, reduced or written off during the reporting period, the reason and the amount must be reported in Item 22 (Additional Information).

ADDITIONAL INFORMATION AND SIGNATURES

22. ADDITIONAL INFORMATION — Use Item 22 to provide additional information as indicated on Form T-1 and in these instructions. Enter the number of the item to which the information relates in the Item Number column. If there is not enough space in Item 22, report the additional information on a separate letter-size page(s). Be sure to include the following at the top of each page: the name of the labor organization, its 6-digit file number and that of the trust as reported in Item 1, and the ending date of the reporting period as reported on the second line of Item 2.

23-24. SIGNATURES — The completed Form T-1 that is filed with OLMS must be signed by both the president and treasurer, or corresponding principal officers, of the labor organization. If an officer other than the president or treasurer performs the duties of the principal executive or principal financial officer, the other officer may sign the report. If an officer other than the president or treasurer signs the report, enter the correct title in Item 23 or 24, and explain in Item 22 (Additional Information) why the president or treasurer did not sign

the report. OLMS has implemented a system to permit individuals to sign electronically submitted forms with digital signatures. Information about this system can be obtained on the OLMS website at http://www.dol.gov/esa/regs/compliance/olms/digital-signatures.htm. Enter the date the report was signed and the telephone number at which the signatories conduct official business; a private, unlisted telephone number does not have to be reported. On a paper Form T-1 submitted pursuant to an exemption, original signatures are required; stamped or mechanical signatures are not acceptable.

IX. Trusts That Have Ceased to Exist

If the trust has gone out of existence as a trust in which a labor organization is interested, the president and treasurer of the labor organization must file a terminal financial report for the period from the beginning of the fiscal year to the date of termination. A terminal financial report must be filed if the trust has gone out of business by disbanding, merging into another organization, or being merged and consolidated with one or more trusts to form a new trust. Similarly, if a trust in which a labor organization previously was interested continues in existence, but the labor organization interest terminates, the labor organization must file a terminal financial report for that trust.

The terminal financial report must be filed within 30 days after the date of termination to the following address:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, N.W.
Room N-5616
Washington, DC 20210-0001

To complete a terminal report on Form T-1, follow the instructions in Section VIII and, in addition:

- Enter the date the trust, or the labor organization's interest in the trust, ceased to exist in Item 2 after the word "Through."
- Enter an "X" in the box in Item 3(c) indicating that the trust, or the labor organization's interest in the trust, ceased to exist during the reporting period and that this is the terminal Form T-1 for the trust.
- Enter "3(c)" in the Item Number column in Item 22 (Additional Information) and provide a detailed statement of the reason the trust, or the labor organization's interest in the trust, ceased to exist. If the trust ceased to exist, also report in Item 22 plans for the disposition of the trust's cash and other assets, if any. Provide the name and address of the person or organization that will retain the records of the terminated organization. If the trust merged with another trust, report that organization's name and address.

Contact the nearest OLMS field office listed below if you have questions about filing a terminal report.

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
Washington, DC 20210

FORM LM-3 LABOR ORGANIZATION ANNUAL REPORT

FOR USE BY LABOR ORGANIZATIONS WITH LESS THAN $200,000 IN TOTAL ANNUAL RECEIPTS

Form Approved
Office of Management and Budget
No. 1215-0188
Expires: XX-XX-XXXX

This report is mandatory under RL. 86-257, as amended. Failure to comply may result in criminal prosecution, fines, or civil penalties as provided by 29 U.S.C. 439 or 440.

READ THE INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS REPORT.

For Official Use Only

1. FILE NUMBER

2. PERIOD COVERED
MO DAY YEAR
From
Through

3. (a) AMENDED - If this is an amended report correcting a previously filed report, check here:

(b) TERMINAL - If your organization ceased to exist and this is its terminal report, see Section XII of the instructions and check here:

IMPORTANT

Peel off the address label from the back of the package and place it here.

If the label information is correct, leave Items 4 through 8 blank.

If any of the label information is incorrect, complete Items 4 through 8.

4. AFFILIATION OR ORGANIZATION NAME

5. DESIGNATION (Local, Lodge, etc.)

6. DESIGNATION NUMBER

7. UNIT NAME (if any)

9. Are your organization's records kept at its mailing address? (If "No." provide address in Item 55.) Yes ___ No ___

8. MAILING ADDRESS *(type or print in capital letters.)*

First Name

Last Name

P.O. Box - Building and Room Number (if any)

Number and Street

City

State

ZIP Code + 4

55. ADDITIONAL INFORMATION *(If more space is needed, attach additional pages properly identified.)*

Item Number

Each of the undersigned, duly authorized officers of the above labor organization, declares, under the applicable penalties of law, that all of the information submitted in this report (including the information contained in any accompanying documents) has been examined by the signatory and is, to the best of the undersigned's knowledge and belief, true, correct, and complete. *(See Section VI on penalties in the instructions.)*

56. SIGNED: _____ PRESIDENT *(if other title, see instructions.)*
/ / Date ( ) - Telephone Number

57. SIGNED: _____ TREASURER *(if other title, see instructions.)*
/ / Date ( ) - Telephone Number

FILE NUMBER ___ - ___

During the Reporting Period Did Your Organization:

	Yes	No
10. Create or participate in the administration of a trust or other fund or organization, as defined in the instructions, which provides benefits for members or their beneficiaries?		
11. Have a political action committee (PAC) fund?		
12. Acquire or dispose of any goods or property in any manner other than by purchase or sale?		
13. Have an audit or review of its books and records by an outside accountant or by a parent body auditor/representative?		
14. Discover any loss or shortage of funds or other property? *(Answer "Yes" even if there has been repayment or recovery.)*		
15. Have any officer who was paid $10,000 or more by your organization and also received $10,000 or more as an officer or employee of another labor organization or of an employee benefit plan?		
16. Pay any employee salary, allowances, and other expenses which, together with any payments from affiliates, totaled more than $10,000?		
17. Have loans totaling more than $250 to any officer, employee, or member, or make any loans to a business enterprise?		

(if the answer to any of the above questions is "Yes," provide details in Item 55 on page 1 as explained in the instructions for each item.)

18. How many members did your organization have at the end of the reporting period? ___

19. What is the maximum amount recoverable under your organization's fidelity bond for a loss caused by any officer or employee of your organization? $ ___

20. During the reporting period, did your organization have any changes in its constitution and bylaws (other than rates of dues and fees) or in practices/procedures listed in the instructions? Yes ☐ No ☐
(If the constitution and bylaws have changed, attach two new dated copies. If practices procedures have changed, see the instructions.)

21. What is the date of your organization's next regular election of officers? MO ___ YEAR ___

22. What are your organization's rates of dues and fees? *(Enter a minimum and maximum if more than one rate applies for any line.)*

	Rates of Dues and Fees
(a) Regular Dues/Fees	$ _____ per _____ *(Month, Year, etc.)*
(b) Initiation Fees	$ _____
(c) Transfer Fees	$ _____
(d) Work Permits	$ _____ per _____ *(Month, Year, etc.)*

23. ALL OFFICERS AND DISBURSEMENTS TO OFFICERS

Enter Amounts in Dollars Only - Do Not Enter Cents

FILE NUMBER: ___ - ___

(A) Name *(List all persons who held office during the reporting period even if they received no salary or other disbursements. Use all capital letters.)* / (B) Title *(Enter title of officer, such as PRESIDENT or TREASURER.)*	Status (C)*	Gross Salary (before taxes and other deductions) (D)	Allowances and Other Disbursements (E)	Total (F)
1. Last Name / First Name / MI Title	Status			
2. Last Name / First Name / MI Title	Status			
3. Last Name / First Name / MI Title	Status			
4. Last Name / First Name / MI Title	Status			
5. Last Name / First Name / MI Title	Status			
6. Last Name / First Name / MI Title	Status			
7. Last Name / First Name / MI Title	Status			
8. Totals from additional pages *(if any)*				
9. Totals of Lines 1 through 8				
			10. Less Deductions	
Enter the Total from Line 11 in ..... Item 44 ⇨			11. Net Disbursements	

*Code for Status (C): past officer - P; continuing officer - C; new officer during the reporting period - N.

(If any officer was not elected at a regular election in accordance with your organization's constitution and bylaws, explain in Item 55 on page 1.)

Enter Amounts in Dollars Only - Do Not Enter Cents

FILE NUMBER: ___ - ___

STATEMENT A ASSETS AND LIABILITIES

ASSETS Item	Start of Reporting Period (A)	End of Reporting Period (B)	LIABILITIES Item	Start of Reporting Period (C)	End of Reporting Period (D)
24. Cash			31. Accounts Payable		
25. Loans Receivable			32. Loans Payable		
26. U.S. Treasury Securities			33. Mortgages Payable		
27. Investments			34. Other Liabilities		
28. Fixed Assets			35. TOTAL LIABILITIES		
29. Other Assets					
30. TOTAL ASSETS			36. NET ASSETS *(Item 30 less Item 35)*		

STATEMENT B RECEIPTS AND DISBURSEMENTS

CASH RECEIPTS Item	AMOUNT	CASH DISBURSEMENTS Item	AMOUNT
37. Dues		44. To Officers *(from Item 23)*	
38. Per Capita Tax		45. To Employees *(less deductions)*	
39. Fees, Fines, Assessments & Work Permits		46. Per Capita Tax	
40. Interest & Dividends		47. Office & Administrative Expense	
41. Sale of Investments & Fixed Assets		48. Professional Fees	
42. Other Receipts		49. Benefits	
43. TOTAL RECEIPTS		50. Contributions, Gifts& Grants	
If total receipts reported in Item 43 are $200,000 or more, your organization must file Form LM-2 instead of this form.		51. Purchase of Investments & Fixed Assets	
		52. Loans Made	
		53. Other Disbursements	
		54. TOTAL DISBURSEMENTS	

ORGANIZATION NAME:

ENDING DATE OF PERIOD COVERED:

FILE NUMBER: ___ - ___

PAGE ____ OF ____ ADDITIONAL PAGES

23. ALL OFFICERS AND DISBURSEMENTS TO OFFICERS *(continued)*

(A) Name *(List all persons who held office during the reporting period even if they received no salary or other disbursements. Use all capital letters.)*	(B) Title *(Enter title of officer, such as PRESIDENT or TREASURER,)*	Status (C)*	Gross Salary (before taxes and other deductions) (D)	Allowances and Other Disbursements (E)	Total (F)
Last Name / First Name / MI	Title	Status			
Last Name / First Name / MI	Title	Status			
Last Name / First Name / MI	Title	Status			
Last Name / First Name / MI	Title	Status			
Last Name / First Name / MI	Title	Status			
Last Name / First Name / MI	Title	Status			
Last Name / First Name / MI	Title	Status			
Last Name / First Name / MI	Title	Status			
		Totals			

Form LM-3 (Revised 2002)

Public reporting burden for this collection of information is estimated to average 6 hours 38 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. Reporting of this information is mandatory and is required by the Labor-Management Reporting and Disclosure Act of 1959, as amended, for the purpose of public disclosure. As this is public information, there are no assurances of confidentiality. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Employment Standards Administration, Office of Labor-Management Standards, Division of Interpretations and Standards, Room N-5605, 200 Constitution Avenue, NW, Washington, DC 20210.

Instructions For Form LM-3 Labor Organization Annual Report

Proposed Instructions

GENERAL INSTRUCTIONS

I. Who Must File

Every labor organization subject to the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), the Civil Service Reform Act (CSRA), or the Foreign Service Act (FSA) must file a financial report, Form LM-2, LM-3, or LM-4, each year with the Office of Labor-Management Standards (OLMS) of the U.S. Department of Labor's Employment Standards Administration. These laws cover labor organizations that represent employees who work in private industry, employees of the U.S. Postal Service, and most Federal government employees. Labor organizations that represent only state, county, or municipal government employees are not covered by these laws and, therefore, are not required to file, except that any "conference, general committee, joint or system board, or joint council" that is subordinate to a national or international labor organization is a labor organization under the LMRDA and therefore is required to file a financial report if the national or international labor organization is a labor organization engaged in an industry affecting commerce within the meaning of section 3(j) of the LMRDA. If you have a question about whether the labor organization is required to file, contact the nearest OLMS field office listed at the end of these instructions.

II. What Form to File

Every labor organization subject to the LMRDA, CSRA, or FSA with total annual receipts of less than $200,000 may file the simplified annual report Form LM-3, if not in trusteeship as defined in Section IX of these instructions. The term "total annual receipts" means all financial receipts of the labor organization during its fiscal year, regardless of the source, including receipts of any special funds as described in Section VIII (Funds to be Reported) of these instructions. Funds of a trust in which the labor organization is interested should not be included in the total annual receipts considered when determining which form to file.

Labor organizations with total annual receipts of $200,000 or more and those in trusteeship must file the more detailed Form LM-2. Labor organizations with less than $10,000 in total annual receipts may file the abbreviated annual report Form LM-4, if not in trusteeship.

NOTE: Certain labor organizations are required to file Form 990, Return of Organization Exempt from Income Tax, with the Internal Revenue Service (IRS). The IRS will accept a copy of the labor organization's Form LM-3 to provide some of the information required by Form 990. See the instructions for the current Form 990 for details. Filing Form LM-3 with the IRS does <u>not</u> satisfy the labor organization's reporting requirement with the U.S. Department of Labor.

III. When to File

Form LM-3 must be filed within 90 days after the end of the labor organization's fiscal year (12-month reporting period). The law does not authorize the U.S. Department of Labor to grant an extension of time for filing reports for any reason.

If the labor organization went out of existence during its fiscal year, a terminal financial report must be filed within 30 days after the date it ceased to exist. See Section XII (Labor Organizations Which Have Ceased to Exist) of these instructions for information on filing a terminal financial report.

IV. Where to File

One completed Form LM-3 and any required attachments must be filed with the U.S. Department of Labor at the following address:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, NW, Room N-5616
Washington, DC 20210

If available, use the pre-addressed envelope enclosed with this report package to file Form LM-3.

Number of Copies

Complete one of the two blank copies included in the report package; do not use a photocopy of the form. The completed report must be filed with OLMS. A copy should also be maintained in the labor organization's records.

Address Label

If the report package was mailed to the labor organization with an address label, peel off the label and place it in the designated box on page 1 of the form. Use the preprinted label even if the information on it is incorrect. If any of the information on the label is incorrect, complete Items 4 through 8 in their entirety. If the label information is correct, leave Items 4 through 8 blank.

The labor organization's file number is the 6-digit number on the first line of the label. If the labor organization does not have a label and the number cannot be obtained from prior reports filed with the Department, the number can be obtained from the OLMS website at www.union-reports.dol.gov or by contacting the nearest OLMS field office listed on page XX of these instructions. The labor organization's 6-digit file number must also be entered in the File Number boxes at the top of each page of Form LM-3.

V. Public Disclosure

The LMRDA requires that the Department make labor organization financial reports available for inspection by the public. Reports may be viewed and downloaded from the OLMS website at www.union-reports.dol.gov. Copies of reports and union constitutions and bylaws can also be ordered at the same website. Reports may also be examined and copies purchased at the OLMS Public Disclosure Room at the above address in Section IV (How To File) or at the OLMS field office in whose jurisdiction the reporting organization is located. See page XX of these instructions for a list of OLMS field offices.

VI. Officer Responsibilities and Penalties

The president and treasurer or the corresponding principal officers of the labor organization required to sign Form LM-3 are personally responsible for its filing and accuracy. Under the LMRDA, officers are subject to criminal penalties for willful failure to file a required report and for false reporting. False reporting includes making any false statement or misrepresentation of a material fact while knowing it to be false, or for knowingly failing to disclose a material fact in a required report or in the information required to be contained in it or in any information

required to be submitted with it. Under the CSRA and FSA and implementing regulations, false reporting and failure to report may result in administrative enforcement action and litigation. The officers responsible for signing Form LM-3 are also subject to criminal penalties for false reporting under Section 1001 of Title 18 of the United States Code.

The reporting labor organization and the officers required to sign Form LM-3 are also subject to civil prosecution for violations of the filing requirements. According to Section 210 of the LMRDA (29 U.S.C. 440), "whenever it shall appear that any person has violated or is about to violate any of the provisions of this title, the Secretary may bring a civil action for such relief (including injunctions) as may be appropriate."

VII. Recordkeeping

The officers required to file Form LM-3 are responsible for maintaining records that will provide in sufficient detail the information and data necessary to verify the accuracy and completeness of the report. The records must be kept for at least 5 years after the date the report is filed. Any record necessary to verify, explain or clarify the report must be retained, including, but not limited to, vouchers, worksheets, receipts, applicable resolutions, and any electronic documents used to complete and file the report.

VIII. Funds To Be Reported

The labor organization's Form LM-3 must report financial information for all funds of the labor organization. Include any special purpose funds or accounts, such as strike funds, vacation funds, and scholarship funds even if they are not part of the labor organization's general treasury.

All labor organization political action committee (PAC) funds are considered to be labor organization funds. However, to avoid duplicate reporting, PAC funds which are kept separate from the labor organization's treasury are not required to be included in the labor organization's Form LM-3 if publicly available reports on the PAC funds are filed with a Federal or state agency.

The labor organization is required to report information about any trust in which it is interested on the Form T-1. See Section X (Trusts In Which A Labor Organization Is Interested).

SPECIAL INSTRUCTIONS FOR CERTAIN ORGANIZATIONS

IX. Labor Organizations in Trusteeship

Any labor organization that has placed a subordinate labor organization in trusteeship is responsible for filing the subordinate's annual financial report. A trusteeship is defined in section 3(h) of the LMRDA as "any receivership, trusteeship, or other method of supervision or control whereby a labor organization suspends the autonomy otherwise available to a subordinate body under its constitution or bylaws."

Annual financial reports filed for any labor organization in trusteeship must be filed on Form LM-2 rather than Form LM-3. The report must be signed by the president and treasurer or corresponding principal officers of the labor organization which imposed the trusteeship and by the trustees of the subordinate labor organization.

X. Trusts In Which A Labor Organization Is Interested

The labor organization must disclose the existence of all trusts in which the labor organization is interested in Item 55 as required by the instructions for Item 10. The

labor organization must also file a Form T-1 disclosing the assets, liabilities, receipts, and disbursements of a significant trust in which the labor organization is interested.

A trust in which a labor organization is interested is defined by statute as

> ...a trust or other fund or organization (1) which was created or established by a labor organization, or one or more of the trustees or one or more members of the governing body of which is selected or appointed by a labor organization, and (2) a primary purpose of which is to provide benefits for the members of such labor organization or their beneficiaries.

29 U.S.C. 402(l). The definition of a trust in which a labor organization is interested may include, but is not limited to, joint funds administered by a union and an employer pursuant to a collective bargaining agreement, educational or training institutions, banks or credit unions created for the benefit of union members, and redevelopment or investment groups established by the union for the benefit of its members. The determination whether a particular entity is a trust in which a labor organization is interested must be based on the facts in each case. A trust will be considered significant, and therefore must be reported on Form T-1, if (1) it has annual receipts of $200,000 or more during the trust's most recent fiscal year, and (2) the labor organization's financial contribution to the trust or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party, is $10,000 or more annually.

If a trust has annual receipts of less than $200,000 or if the labor organization's financial contribution to a trust, or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party, is less than $10,000 annually, the labor organization need only report the existence of the trust and the amount of the labor organization's contribution or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party. This information should be reported in Item 55 as required by the instructions for Item 10 and, if the contribution was made by the labor organization itself, in the appropriate disbursement item in Statement B.

No Form T-1 should be filed for any labor organization that already files a Form LM-2, LM-3, or LM-4, nor should a report be filed for any entity that is expressly exempted from reporting in the Act. No separate report need be filed for Political Action Committee (PAC) funds if publicly available reports on the PAC funds are filed with a Federal or state agency, or for a political organization for which reports are filed with the Internal Revenue Service pursuant to 26 U.S.C. 527. No separate report is required for an employee benefit plan that filed a complete and timely annual report pursuant to the requirements of the Employee Retirement Income Security Act of 1974 (ERISA), 29 U.S.C. 1023, 1024(a), and 1030, and 29 C.F.R. 2520.103-1, for the plan year ending with or within the year preceding the year covered by the reporting union's LM-3, or if annual audits are freely available on demand under § 302(c)(5)(B) of the LMRA, 29 U.S.C.186(c)(5)(B).

Form T-1 must be filed within 90 days after the expiration of the trust's fiscal year. If the trust's fiscal year is not the same as the labor organization's fiscal year, report when the trust's fiscal year ends in Item 55 as required by the instructions for Item 10. See Instructions for Form T-1, Trust Annual Report.

Questions regarding these reporting requirements should be directed to the OLMS Division of Interpretations and Standards, which can be reached at the above address, by email at olms-mail@dol-esa.gov, by phone at 202-693-0123 or by fax at 202-693-1340. The Department will publish additional information giving further practical guidance on the reporting requirements for trusts on the OLMS website at .www.olms.dol.gov

Examples of a trust in which a labor organization is interested may include, but are not limited to, the following entities:

Example A: The Redevelopment Corporation – A labor organization creates an entity named the Redevelopment Corporation, or appoints one or more of the members of the governing board of the Corporation, which is established primarily to enable members of the labor organization to obtain low cost housing constructed with federal Housing and Urban Development (HUD) grants. The Redevelopment Corporation must be reported as a trust in which the labor organization or organizations that created it, or that appointed members to its governing board, have an interest. A labor organization that neither participated in the creation of the Corporation, nor appointed members of its governing board, but loaned money to the Corporation to use as matching money for HUD grants need not report the Corporation as a trust in which it is interested.

Example B: The Educational Institute – Five reporting labor organizations form the Educational Institute to provide educational services primarily for the benefit of their members. Similar services are also provided to the general public. Each labor organization contributes funds to start the Educational Institute, which will then offer various educational programs that will generate revenue. Each labor organization that participated in forming the Institute, or that appoints a member to its governing body, must report the Educational Institute as a trust in which it is interested.

Example C: The Bank – A reporting labor organization forms a bank that is chartered and licensed under Federal and state laws, or selects a member of the board of directors of a bank that is already in existence, for the purpose of ensuring that banking services are available to members at reasonable cost, or as an investment for the purpose of increasing funds available for union activities for the benefit of union members. Any labor organization that participated in forming the bank, or that appoints a member to the bank's board of directors, must report the bank as a trust in which it has an interest.

Example D: Joint Funds – A reporting labor organization that forms a "joint fund" with a large national manufacturer to offer a variety of training and jobs skills programs for members of the labor organization, or appoints a member to the governing body of such a fund, must report the joint fund as a trust in which the labor organization has an interest.

Example E: 302(c)(5) through (9) Plans – A reporting labor organization forms a plan permitted under Section 302(c)(5) through (9) of the LMRA (29 U.S.C. 186 (c)(5) through (9)), and files a complete annual financial report as required under ERISA. The labor organization reports only that the plan exists and states where the ERISA annual financial report may be viewed. This information should be reported in Item 55. No Form T-1 need be filed even if the labor organization contributes more than $10,000 to the plan.

XI. Completing Form LM-3

Information Entry

Entries on the report should be typed or clearly printed in black ink. Do not use a pencil or any other color ink.

For items displaying separate boxes, enter only one letter or number in each box as illustrated below. Use all capital letters and print or type inside the boxes. Leave a blank box between words and/or numbers as appropriate. Print clearly so the information can be accurately scanned.

Entering Number and Street:

1404 REDWOOD COURT

Report amounts in Items 19 and 23 through 54 in dollars only. Do not enter cents. Round cents to the nearest dollar. Enter a single "0" in the boxes for reporting dollars if the labor organization has nothing to report.

Entering Dollars:

$1,573,844 – do not enter cents

Entering Zero:

$ _ , _ _ _ , _ _ 0

For items requiring a "Yes" or "No" answer, enter an "X" in the appropriate box. Do not use check marks or other marks.

Entering X:

Yes	No
X	

Continuation Pages

The Form LM-3 includes preprinted continuation pages for Item 23 (All Officers and Disbursements to Officers). These continuation pages must be used if additional space is needed to report all required information.

Additional Pages

Some of the items on the report require that further details be provided in Item 55 (Additional Information). If there is not enough space in Item 55, enter the additional information on a separate letter-size page(s), giving the number of the item to which the information applies. Print clearly at the top of each attached page the name of the labor organization, its 6-digit file number as reported in Item 1 (File Number), and the ending date of the reporting period as reported on the second line of Item 2 (Period Covered), the page number for each attachment page and the total number of additional pages attached.

Affiliates

"Affiliates," within the meaning of these instructions, are labor organizations chartered by the same parent body, governed by the same constitution and bylaws, or having the relationship of parent and subordinate. For example, a parent body is an affiliate of all its subordinate bodies, and all subordinate bodies of the same parent body are affiliates of each other.

INFORMATION ITEMS 1–22

Answer Items 1 through 22 as instructed. Enter an "X" in the appropriate box for those questions requiring a "Yes" or "No" answer; do not leave both boxes blank. Enter a single "0" in the boxes for items requiring a number or dollar amount if there is nothing to report.

1. FILE NUMBER — Enter the 6-digit file number that OLMS assigned to the labor organization. If this Form LM-3 was mailed to you with an address label, the labor organization's file number is the 6-digit number on the first line of the label. If you do not have a label and cannot obtain the number from prior reports filed by the labor organization, the number can be obtained from the OLMS Web site at www.union-reports.dol.gov, or by contacting the nearest OLMS field office listed on page XX of these instructions.

2. PERIOD COVERED — Enter the beginning and ending dates of the period covered by this report. The labor organization's report should never cover more than a 12-month period. For example, if your organization's 12-month fiscal year begins on January 1 and ends on December 31, enter these dates as 01 01 20XX and 12 31 20XX. It would be incorrect to enter January 1 of one year through January 1 of the next year.

If the labor organization changed its fiscal year, enter in Item 2 the ending date for the period of less than 12 months, which is the labor organization's new fiscal year ending date, and report in Item 55 that the labor organization changed its fiscal year. For example, if the labor organization's fiscal year ending date changes from June 30 to December 31, a report must be filed for the partial year from July 1 to December 31. Thereafter, the labor organization's report should cover a full

12-month period from January 1 to December 31.

3. AMENDED OR TERMINAL REPORT

— Enter an "X" in the box in Item 3(a) if the labor organization is filing an amended report correcting a previously filed report. Enter an "X" in the box in Item 3(b) if the labor organization has gone out of business by disbanding, merging into another labor organization, or being merged and consolidated with one or more labor organizations to form a new labor organization, and this is the labor organization's terminal report. Be sure the date the labor organization ceased to exist is entered in Item 2 after the word "Through." See Section XII of these instructions for more information on filing a terminal report.

4. AFFILIATION OR ORGANIZATION NAME — Enter the name of the national or international labor organization that granted the reporting labor organization a charter. If the reporting labor organization has no such affiliation, enter the name of the labor organization as currently identified in the labor organization's constitution and bylaws or other organizational documents.

5. DESIGNATION — Enter the designation that specifically identifies the labor organization, such as Local, Lodge, Branch, Joint Board, Joint Council, District Council, etc.

6. DESIGNATION NUMBER — Enter the number or other identifier, if any, by which the labor organization is known.

7. UNIT NAME — Enter any additional or alternate name by which the labor organization is known, such as "Chicago Area Local."

8. MAILING ADDRESS — Enter the current address where mail is most likely to reach the labor organization as quickly as possible. Be sure to indicate the first and last name of the person, if any, to whom such mail should be sent and include any building and room number.

9. PLACE WHERE RECORDS ARE KEPT — If the records required to be kept by the labor organization to verify this report are kept at the address reported in Item 8, answer "Yes." If not, answer "No" and provide in Item 55 the address where the labor organization's records are kept.

10. TRUSTS OR FUNDS — Answer "Yes" to Item 10, if the labor organization has an interest in a trust as defined in 29 U.S.C. 402(l) (see Section X of these instructions). Provide in Item 55 (Additional Information) the full name, address, and purpose of each trust. Also include in Item 55 the fiscal year ending date for any trust for which a Form T-1 is filed if the trust's fiscal year is different from that of the labor organization. If no Form T-1 is required to be filed on the trust because (1) the trust had annual receipts of less than $200,000 during the trust's most recent fiscal year or (2) the labor organization's financial contribution to the trust or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party, is less than $10,000, the labor organization should also report the amount of the contribution in Item 55 and, if the contribution was made by the labor organization itself, in the appropriate disbursement item in Statement B. Additionally, if no Form T-1 is filed because financial information is already available as a result of the disclosure requirements of another federal statute, list the name of any government agency, such as the Securities and Exchange Commission (SEC) or the Pension and Welfare Benefits Administration (PWBA) of the Department of Labor, with which the trust files a publicly available report, and the relevant file number of the trust, or otherwise indicate where the relevant report may be viewed. See Instructions for Form T-1, Trust Annual Report, for guidance on reporting the assets, liabilities, receipts, and disbursements of these entities.

11. POLITICAL ACTION COMMITTEE FUNDS —If Item 11 is answered "Yes," provide in Item 55 the full name of each separate political action committee (PAC)

and list the name of any government agency, such as the Federal Election Commission or a state agency, with which the PAC has filed a report. (PAC funds which are kept separate from the labor organization's treasury are not required to be included in your organization's Form LM-3 if publicly available reports on the PAC funds are filed with a Federal or state agency. See Section VIII of these instructions for additional information on PAC funds.)

12. ACQUISITION OR DISPOSITION OF PROPERTY — If Item 12 is answered "Yes," describe in Item 55 the manner in which the labor organization acquired or disposed of property, such as donating office furniture or equipment to charitable organizations or trading in assets. Include the type of property, its value, and the identity of the recipient or donor, if any. Also report in Item 55 the cost or other basis at which any acquired assets were entered on the labor organization's books or the cost or other basis at which any assets disposed of were carried on the labor organization's books.

For assets that were traded in, enter in Item 55 the cost, book value, and trade-in allowance.

13. AUDIT OR REVIEW OF BOOKS AND RECORDS — If Item 13 is answered "Yes," indicate in Item 55 whether the audit or review was performed by an outside accountant or a parent body auditor/representative. If the audit or review was performed by an outside accountant, provide the name of the accountant or accounting firm. Report any audit or review by an outside accountant or a parent body auditor/representative in which the labor organization's books and records were examined to verify their accuracy and validity. The term "audit or review" does not include providing assistance in developing a bookkeeping system, providing routine bookkeeping services, or merely compiling information from the labor organization's books and records to prepare Form LM-3 or other financial reports. Also, do not answer Item 13 "Yes" if the audit or review was performed by an audit committee or trustees of the labor organization.

NOTE: The LMRDA does not require an audit or review.

14. LOSSES OR SHORTAGES — If Item 14 is answered "Yes," describe the loss or shortage in detail in Item 55, including such information as the amount of the loss or shortage of funds or a description of the property that was lost, how it was lost, and to what extent, if any, there has been an agreement to make restitution or any recovery by means of repayment, fidelity bond, insurance, or other means.

15. ADDITIONAL POSITIONS OF OFFICERS — Answer Item 15 "Yes" only if an officer of the labor organization was paid $10,000 or more in salary, wages, and allowances by the labor organization <u>and</u> was paid $10,000 or more in salary, wages, and allowances as an officer or employee of another labor organization or of an employee benefit plan. In calculating whether an officer was paid $10,000 or more, include allowances paid on a daily, weekly, monthly, or other periodic basis. Do not include allowances paid on the basis of mileage or meals or amounts officers received as reimbursed expenses. If Item 15 is answered "Yes," provide in Item 55 the name of each officer, the name of the other labor organization(s) or employee benefit plan(s), and the officer's position in the other labor organization(s) or employee benefit plan(s).

16. EMPLOYEES — Answer Item 16 "Yes" if any employee of the labor organization received more than $10,000 in gross salaries, allowances, and other direct and indirect disbursements during the reporting period (direct and indirect disbursements are defined in the instructions for Item 23). In computing the total, add together all disbursements made to each employee by the labor organization (including any subsidiary organization) and any affiliates.

("Affiliates" means labor organizations chartered by the same parent body, governed by the same constitution and bylaws, or having the relationship of parent and subordinate.)

If Item 16 is answered "Yes," report in Item 55 the name and position of each employee and the names of the other affiliated labor organizations which made disbursements to or on behalf of the employee. Also report in Item 55 the total disbursements made to each employee or on the employee's behalf by the labor organization, including all salary and allowances (before any deductions) and other disbursements (including reimbursed expenses).

17. LOANS — Answer Item 17 "Yes" if any officer, employee, or member owed the labor organization more than $250 at any time during the reporting period; or if the labor organization made a loan, regardless of amount, to any business enterprise during the reporting period. Include any direct or indirect loans whether or not evidenced by a promissory note or secured by a mortgage. An example of an indirect loan is a disbursement by the labor organization to an educational institution for the tuition expense of an officer, employee, or member that must be repaid to the labor organization by that individual.

If Item 17 is answered "Yes," report in Item 55 the name of each individual and business enterprise, the amount each individual owed at the end of the reporting period, and the amount loaned to each business enterprise during the reporting period. Also report in Item 55 the purpose, terms for repayment, and any security for each such loan.

NOTE: Advances, including salary advances, are considered loans and must be reported in Item 25 (Loans Receivable) and Item 52 (Loans Made). However, advances to officers and employees of the labor organization for travel expenses necessary for conducting official business are not considered loans if the following conditions are met:

- the amount of an advance for a specific trip does not exceed the amount of expenses reasonably expected to be incurred for official travel in the near future, and the amount of the advance is fully repaid or fully accounted for by vouchers or paid receipts within 30 days after the completion or cancellation of the travel.
- the amount of a standing advance to an officer or employee who must frequently travel on official business does not unreasonably exceed the average monthly travel expenses for which the individual is separately reimbursed after the submission of vouchers or paid receipts, and the individual does not exceed 60 days without engaging in official travel.

See the instructions for Item 23, Column (E), Item 29, and Item 45 for reporting travel advances that meet these criteria.

18. NUMBER OF MEMBERS — Enter the number of members in the labor organization at the end of the reporting period. Include all categories of members who pay dues. Do not include nonmember employees who make payments in lieu of dues as a condition of employment under a union security provision in a collective bargaining agreement.

19. FIDELITY BOND — Enter the maximum amount recoverable for a loss caused by any officer, employee, or agent of the labor organization who handled the labor organization's funds. Enter "0" if the labor organization was not covered by a fidelity bond during the reporting period.

NOTE: If the labor organization had property and annual financial receipts which totaled more than $5,000, each of the labor organization's officers, employees, and agents who handles funds or other property of the labor

organization must be bonded. The amount of the bond must be at least 10% of the value of the funds handled by the individual during the last reporting period, up to a maximum bond of $500,000. The bond must be obtained from a surety company approved by the Secretary of the Treasury. If you have any questions or need more information about bonding requirements, contact the nearest OLMS field office listed at the end of these instructions.

20. CHANGES IN CONSTITUTION AND BYLAWS OR PRACTICES/ PROCEDURES — If Item 20 is answered "Yes" because the labor organization's constitution and bylaws were changed during the reporting period (other than rates of dues and fees), attach two dated copies of the new constitution and bylaws to the Form LM-3 the labor organization submits to OLMS.

If the labor organization is governed by a uniform constitution and bylaws prescribed by the labor organization's parent national or international body, the labor organization's parent body may file the constitution and bylaws on the reporting organization's behalf. If the parent body files a constitution and bylaws on the labor organization's behalf, answer Item 20 "Yes" and state that fact in Item 55.

If Item 20 is answered "Yes" because the labor organization changed any of the practices/procedures listed below during the reporting period and the practices/procedures are not described in the labor organization's constitution and bylaws, the labor organization must file an amended Form LM-1 (Labor Organization Information Report) to update information on file with OLMS:

- qualifications for or restrictions on membership;
- levying assessments;
- participating in insurance or other benefit plans;
- authorizing disbursement of labor organization funds;
- auditing financial transactions of the labor organization;
- calling regular and special meetings;
- authorizing bargaining demands;
- ratifying contract terms;
- authorizing strikes;
- disciplining or removing officers or agents for breaches of their trust;
- imposing fines and suspending or expelling members including the grounds for such action and any provision made for notice, hearing, judgment on the evidence, and appeal procedures;
- selecting officers and stewards and any representatives to other bodies composed of labor organizations' representatives;
- invoking procedures by which a member may protest a defect in the election of officers (including not only all procedures for initiating an election protest but also all procedures for subsequently appealing an adverse decision, e.g., procedures for appeals to superior or parent bodies, if any); and
- issuing work permits.

Contact the nearest OLMS field office listed at the end of these instructions to obtain blank copies of Form LM-1.

NOTE: Federal employee labor organizations subject solely to the Civil Service Reform Act or Foreign Service Act are not required to submit an amended Form LM-1 to describe revised or changed practices/procedures.

21. NEXT REGULAR ELECTION — Enter the month and year of the labor organization's next regular election of general officers (president, vice president, treasurer, secretary, etc.). Do not report the date of any interim election to fill vacancies.

22. DUES AND FEES — Enter the dues and fees established by the labor organization. If more than one rate applies, enter the minimum and maximum rates. Enter "None" where appropriate.

Line (a): Enter the regular dues or fees or other periodic payments that a member must pay to be in good standing in the labor organization and enter the calendar basis for the payment (per month, per year, etc.). If the labor organization requires members to pay "working" dues as a part of regular dues, also report the amount or percent of "working" dues and enter the basis for the payment (per hour, per month, etc.). Include only the dues or fees of regular members and not dues or fees of members with special rates, such as apprentices, retirees, or unemployed members.

Line (b): Enter the initiation fees required from new members.

Line (c): Enter the fees other than dues required from transferred members. Such fees are those charged to persons applying for a transfer of membership to the labor organization from another labor organization with the same affiliation. Do not report fees charged to members transferring from one class of membership to another within the labor organization.

Line (d): If the labor organization issues work permits, enter the fees required and enter the calendar basis for the payment (per month, per year, etc.). Work permit fees are fees charged to nonmembers of the labor organization who work within its jurisdiction. Do not report as work permit fees those fees charged to nonmember applicants for membership pending acceptance of their membership application, or fees charged to persons applying for transfer of membership to the labor organization pending acceptance of their application for transfer.

FINANCIAL DETAILS

REPORT ONLY DOLLAR AMOUNTS

Report all amounts in dollars only. Round cents to the nearest dollar.

REPORTING CLASSIFICATIONS

Complete all items and lines on the form as given. Do not use different accounting classifications or change the wording of any item or line.

BEGINNING AND ENDING AMOUNTS

Entries in Statement A must report amounts for both the start and the end of the reporting period. The amounts entered for the start of the reporting period on the labor organization's report should be identical to the amounts entered for the end of the reporting period on last year's report. If the amounts are not the same, fully explain the difference in Item 55

COMPLETE ALL ITEMS 23 THROUGH 54

Complete Item 23 and all items in Statement A and Statement B.

ITEM 23 — ALL OFFICERS AND DISBURSEMENTS TO OFFICERS — List all the labor organization's officers and report all salaries and other direct and indirect disbursements to officers during the reporting period. However, direct and indirect disbursements not involving the payment of some form of cash (cash, checks, money orders, etc.) should not be reported in Item 23 but must be explained in Item 55. Any direct or indirect cash disbursement required to be included in Item 23 should not be reported in other disbursement items.

NOTE: A "direct disbursement" to an officer is a payment made by the labor

organization to the officer in the form of cash, property, goods, services, or other things of value.

An "indirect disbursement" to an officer is a payment made by the labor organization to another party for cash, property, goods, services, or other things of value received by or on behalf of the officer. "On behalf of the officer" means received by a party other than the officer or the labor organization for the personal interest or benefit of the officer. Such payments include those made through a credit arrangement under which charges are made to the account of the labor organization and are paid by the organization.

Column (A), (B), and (C): Enter in the appropriate boxes the last name, first name, and title of every person who held office in the labor organization at any time during the reporting period. Include all the labor organization's officers whether or not any salary or other disbursements were made to them or on their behalf by the labor organization. "Officer" is defined in section 3(n) of the LMRDA as "any constitutional officer, any person authorized to perform the functions of president, vice president, secretary, treasurer, or other executive functions of a labor organization, and any member of its executive board or similar governing body."

In the box labeled "Status," enter the appropriate letter to show the status of each officer: "N" for a new officer who took office during the reporting period; "P" for a past officer who was not in office at the end of the reporting period; or "C" for a continuing officer who was in office before the reporting period and was still in office at the end of the reporting period. If any officer was not elected at a regular election in accordance with the labor organization's constitution and bylaws or other governing documents on file with OLMS, explain the manner in which the officer was chosen in Item 55.

Column (D): Enter the gross salary of each officer (before tax withholdings and other payroll deductions). Include disbursements for "lost time" or time devoted to union activities.

Column (E): Enter the total of all other direct and indirect disbursements to each officer other than salary, including allowances, disbursements that were necessary for conducting official business of the labor organization, and disbursements essentially for the personal benefit of the officer and not necessary for conducting official business of the labor organization.

Examples of disbursements to be reported in Column (E) include: allowances made by direct and indirect disbursements to each officer on a daily, weekly, monthly, or other periodic basis; allowances paid on the basis of mileage or meals; all expenses that were reimbursed directly to an officer; expenses for officers' meals and entertainment; and various goods and services furnished to officers but charged to the labor organization. Column (E) must also include:

- the total maintenance and operating costs of any automobile owned or leased by the labor organization and assigned to an officer regardless of whether the use was for official business or for the personal benefit of the officer. If more than 50% of the use of the automobile was for the personal benefit of the officer, the amount of decrease in the market value attributable to the officer's personal use must be reported in Item 55.
- all disbursements for transportation by public carrier between the officer's home and place of employment or for other transportation not involving the conduct of official business.
- all other direct and indirect disbursements to each officer not included elsewhere in this report. Include all direct and indirect

disbursements which were essentially for the personal benefit of the officer and not necessary for conducting official business of the labor organization. However, disbursements for occasional non-cash gifts of insubstantial value need not be included in Column (E) if reported in Item 50 (Contributions, Gifts, and Grants).

- travel advances that are not considered loans as explained in the instructions for Item 17.

Do not report the following disbursements in Item 23:

- loans to officers which must be reported in Item 25 (Loans Receivable) and Item 52 (Loans Made);
- benefits to officers which must be reported in Item 49 (Benefits);
- reimbursements to an officer for the purchase of investments or fixed assets, such as reimbursing an officer for a file cabinet purchased for office use, which must be reported in Item 51 (Purchase of Investments and Fixed Assets) and explained in Item 55;
- indirect disbursements for temporary lodging (room rent charges only) or transportation by public carrier necessary for conducting official business while the officer is in travel status away from his or her home and principal place of employment with the labor organization if payment is made by the organization directly to the provider or through a credit arrangement and these disbursements are reported in Item 47 (Office and Administrative Expense); however, charges other than room rent on hotel bills must be reported in Column (E);
- disbursements made by the labor organization to someone other than an officer as a result of transactions arranged by an officer in which property, goods, services, or other things of value were received by or on behalf of the labor organization rather than the officer, such as rental of offices and meeting rooms, purchase of office supplies, refreshments and other expenses of membership banquets or meetings, and food and refreshments for the entertainment of groups other than the officers and membership on official business;
- office supplies, equipment, and facilities furnished to officers by the labor organization for use in conducting official business; and
- maintenance and operating costs of the labor organization's assets other than automobiles owned or leased by the labor organization and assigned to officers.

Enter on Line 8, Columns (D) and (E) the totals from any continuation pages for Item 23.

Column (F): Add Columns (D) and (E) for each of Lines 1 through 8 and enter the totals in Column (F).

Add Lines 1 through 8, Columns (D) through (F), and enter the totals on Line 9.

Enter on Line 10 the total amount of withheld taxes, payroll deductions, and other deductions. Disbursements for the transmittal of withheld taxes, payroll deductions, and other deductions must be reported in Item 53 (Other Disbursements). Any portion of withheld taxes or any payroll or other deductions that have not been transmitted at the end of the reporting period are liabilities of the labor organization and must be reported in Item 34. Payroll or other deductions retained by the labor organization (such as repayments of loans made) must be fully explained in Item 55.

Subtract Line 10, from Line 9, Column (F), and enter the difference on Line 11. Enter the total from Line 11 in Item 44 (To Officers).

STATEMENT A – ASSETS AND LIABILITIES

ASSETS

24. CASH — Enter the total of all the labor organization's cash on hand and on deposit at the start and end of the reporting period in Columns (A) and (B), respectively. Include all cash on hand, such as undeposited cash, checks, and money orders; petty cash; and cash in safe deposit boxes. Cash on deposit includes funds in banks, credit unions, and other financial institutions, such as checking accounts, savings accounts, certificates of deposit, and money market accounts. Also include any interest credited to the labor organization's account during the reporting period.

NOTE: The checking account balances reported should be obtained from the labor organization's books as reconciled with the balances shown on bank statements.

25. LOANS RECEIVABLE — Enter the total of all loans owed to the labor organization at the start and end of the reporting period in Columns (A) and (B), respectively. Include all direct and indirect loans (whether or not evidenced by promissory notes or secured by mortgages) owed to the labor organization by individuals, business enterprises, benefit plans, and other entities including labor organizations. An example of an indirect loan is a disbursement by the labor organization to an educational institution for the tuition expense of an officer, employee, or member that must be repaid to the labor organization by that individual. Do not include investments in corporate bonds or mortgages purchased on a block basis through a bank or similar institution which must be reported in Item 27 (Investments).

26. U.S. TREASURY SECURITIES — Enter the total value of all U.S. Treasury securities as shown on the labor organization's books at the start and end of the reporting period in Columns (A) and (B), respectively. If the value reported is different from the original cost, the original cost must be reported in Item 55. Other U.S. Government obligations, state and municipal bonds, and foreign government securities must be reported in Item 27 (Investments).

27. INVESTMENTS — Enter in Columns (A) and (B), respectively, the total book value at the start and end of the reporting period of all investments other than U.S. Treasury securities. The book value of these investments is the lower of cost or market value.

28. FIXED ASSETS — Enter in Columns (A) and (B), respectively, the book value at the start and end of the reporting period of all fixed assets, such as land, buildings, automobiles, and office furniture and equipment owned by the labor organization. The book value of fixed assets is cost less depreciation.

29. OTHER ASSETS — Enter in Columns (A) and (B), respectively, the total value as shown on the labor organization's books at the start and end of the reporting period of all assets (such as accounts receivable, utility deposits, or travel advances which are not considered loans as explained in the instructions for Item 17) which have not been reported in Items 24 through 28.

30. TOTAL ASSETS — Add Items 24 through 29, Columns (A) and (B), and enter the respective totals in Item 30.

LIABILITIES

31. ACCOUNTS PAYABLE — Enter the total amount of the labor organization's accounts payable at the start and end of the reporting period in Columns (C) and (D), respectively. Ordinarily, accounts payable are those obligations incurred on

an open account for goods and services rendered.

32. LOANS PAYABLE — Enter in Columns (C) and (D), respectively, the total amount of all loans owed by the labor organization at the start and end of the reporting period, including those represented by notes. Do not include loans secured by mortgages or similar liens on real property (land or buildings) which must be reported in Item 33 (Mortgages Payable).

33. MORTGAGES PAYABLE — Enter the total amount of the labor organization's obligations that were secured by mortgages or similar liens on real property (land or buildings) at the start and end of the reporting period in Columns (C) and (D), respectively.

34. OTHER LIABILITIES — Enter in Columns (C) and (D), respectively, the total amount as shown on the labor organization's books at the start and end of the reporting period of all other liabilities not reported in Items 31 through 33.

35. TOTAL LIABILITIES – Add Items 31-34, Columns (C) and (D), and enter the respective totals in Item 35.

36. NET ASSETS — Subtract Item 35, Column (C) from Item 30, Column (A) and enter the difference in Item 36, Column (C). Subtract Item 35, Column (D) from Item 30, Column (B), and enter the difference in Item 36, Column (D).

STATEMENT B
RECEIPTS AND DISBURSEMENTS

Under Statement B, receipts must be recorded when money is actually received by the labor organization and disbursements must be recorded when money is actually paid out by the labor organization.

The purpose of Statement B is to report the flow of cash in and out of the labor organization during the reporting period. Transfers between separate bank accounts or between special funds of the labor organization, such as vacation or strike funds, do not represent the flow of cash in and out of the organization. Therefore, these transfers should not be reported as receipts and disbursements of the labor organization. For example, do not report a transfer of cash from the labor organization's savings account to its checking account. Likewise, the use of funds reported in Item 24 (Cash) to purchase certificates of deposit and the redemption of certificates of deposit should not be reported in Statement B.

Since Statement B reports all cash flowing in and out of the labor organization, "netting" is not permitted. "Netting" is the offsetting of receipts against disbursements and reporting only the balance (net) as either a receipt or disbursement. For example, if an officer received $1,000 from the labor organization for convention expenses, used only $800 and returned the remaining $200, the $1,000 disbursement must be reported in Item 23 and the $200 receipt must be reported in Item 42. It would be incorrect to report only an $800 net disbursement to the officer.

Receipts and disbursements by an agent on behalf of the labor organization are considered receipts and disbursements of the organization and must be reported in the same detail as other receipts and disbursements. For example, if the labor organization owns a building managed by a rental agent, the agent's rental receipts and disbursements for expenses must be reported on the organization's Form LM-3. Also, if the labor organization's parent body or an intermediate body functions as an agent receiving and disbursing funds of the labor organization to third parties, these receipts and disbursements must be reported on the labor organization's Form LM-3.

CASH RECEIPTS

37. DUES — Enter the total dues received by the labor organization. Include dues

received directly by the labor organization from members, dues received from employers through a checkoff arrangement, and dues transmitted to the organization by a parent body or other affiliate. Report the full dues received, including any portion that will later be transmitted to an intermediate or parent body as per capita tax. Also report in Item 37 payments in lieu of dues received from any nonmember employees as a condition of employment under a union security provision in a collective bargaining agreement.

If an intermediate or parent body receives dues checkoff directly from an employer on behalf of the labor organization, do not report in Item 37 the portion retained by that organization for per capita tax or other purposes, such as a special assessment. Any amounts retained by the intermediate body or parent body other than per capita tax must be explained in Item 55. For example, if the intermediate body or parent body retained $500 of the labor organization's dues checkoff as payment for supplies purchased from that body by the labor organization, this should be explained in Item 55 of the labor organization's Form LM-3 but the $500 should not be reported as a receipt or a disbursement on the labor organization's Form LM-3. However, if the intermediate body or parent body disbursed part of the labor organization's dues checkoff on the labor organization's behalf, this amount should be included in Item 37 and in the appropriate disbursement item on the labor organization's Form LM-3. For example, if the intermediate body or parent body disbursed $500 of the labor organization's dues checkoff to an attorney who had provided legal services to the labor organization, this amount should be reported in Item 37 and as a disbursement in Item 48 (Professional Fees) of the labor organization's Form LM-3.

Do not report in Item 37 dues that the labor organization collected on behalf of other organizations for transmittal to them. For example, if the labor organization received dues from a member of an affiliate who worked in the labor organization's jurisdiction, the dues collected on the affiliate's behalf must be reported in Item 42.

38. PER CAPITA TAX — Enter the total per capita tax received by the labor organization if the organization is an intermediate or parent body. Include the per capita tax portion of dues received directly by the labor organization from members of affiliates, per capita tax received from subordinates, either directly or through intermediaries, and the per capita tax portion of dues received through a checkoff arrangement whereby local dues are remitted directly to an intermediate or parent body by employers. Do not include dues collected on behalf of subordinate organizations for transmittal to them. For example, if a parent body received dues checkoff directly from an employer and returned the local's portion of the dues, the parent body must report the dues received on behalf of the local in Item 42 (Other Receipts).

39. FEES, FINES, ASSESSMENTS, AND WORK PERMITS — Enter your organization's receipts from fees, fines, assessments, and work permits. Receipts by the labor organization on behalf of affiliates for transmittal to them must be reported in Item 42 (Other Receipts).

40. INTEREST AND DIVIDENDS — Enter the total amount of interest and dividends received by the labor organization from savings accounts, bonds, mortgages, loans, investments, and all other sources.

41. SALE OF INVESTMENTS AND FIXED ASSETS — Enter the net amount received by the labor organization for all investments (including U.S. Treasury securities) and fixed assets sold. Do not include amounts received from the sale or redemption of investments that were promptly reinvested (i.e., "rolled over") during the reporting period.

The amount to be excluded for each reinvestment is the lower of the following:

- the original cost of the investment sold;
- the amount reinvested when the amount received from the sale was less than the investment's original cost; or
- the amount reinvested when only a portion of the amount received from the sale was actually reinvested.

Interest and dividends received during the reporting period must be reported in Item 40.Any portion of the amount due the labor organization (gross sales price less deductions for selling expenses) from sales of investments and fixed assets that has not been received by the end of the reporting period must be reported in Item 29 (Other Assets). However, if a mortgage or note is taken back, it must be reported in Item 25 (Loans Receivable).

42. OTHER RECEIPTS — Enter all receipts of the labor organization other than those reported in Items 37 through 41, including proceeds from the sale of supplies, loans obtained, repayments of loans made, rents, and funds collected for transmittal to third parties.

43. TOTAL RECEIPTS — Add Items 37 through 42 and enter the total in Item 43.

CASH DISBURSEMENTS

44. TO OFFICERS – Enter the total reported on Line 11 of Item 23.

45. TO EMPLOYEES — Enter the total of all salaries, allowances, travel advances which are not considered loans as explained in the instructions for Item 17, and other direct and indirect disbursements (less deductions for FICA, withheld taxes, etc.) to employees of the labor organization during the reporting period. Include disbursements to individuals other than officers who receive lost time payments even if the labor organization does not consider them to be employees or does not make any other direct or indirect disbursements to them.

NOTE: The following worktable may be used to determine the amount to be reported in Item 45:

A. Total Gross Salaries, Allowances, and Other Disbursements to Employees (before withheld taxes and other deductions)	$ _____ ___
B. Subtract: Total Withheld Taxes	$ _____
and Other Deductions	___
	$ _____
C. Net Disbursements to Employees	___

The amount on Line C should agree with the amount reported in Item 45.

46. PER CAPITA TAX — Enter the labor organization's total amount of per capita tax paid as a condition or requirement of affiliation with the labor organization's parent national or international union, state and local central bodies, a conference, joint or system board, joint council, federation, or other labor organization.

47. OFFICE AND ADMINISTRATIVE EXPENSE — Enter the labor organization's total disbursements for its ordinary office and administrative expenses, for example, rent, utilities, office supplies, postage, subscriptions, fidelity bond premiums, etc.

As explained in the instructions for Item 23, Column (E), disbursements for hotel rooms or for transportation by public carrier of officers and employees on official business may be reported in Item 47 when payment is made directly to the provider or through a credit arrangement. Do not include in Item 47 salaries, allowances, or other direct and indirect disbursements to officers and employees,

which must be reported in Items 44 and 45.

Also report in Item 47 all taxes assessed against and paid by the labor organization, including the labor organization's FICA taxes as an employer. Do not include disbursements for the transmittal of taxes withheld from the salaries of officers and employees, which must be reported in Item 53. Also, do not include indirect taxes, such as sales and excise taxes, for purchases reported in other disbursement items.

48. PROFESSIONAL FEES — Enter the labor organization's total disbursements for "outside" legal and other professional services (auditing, economic research, computer consulting, arbitration, etc.). Include any disbursements made for the expenses of individuals or firms providing professional services to the labor organization. Do not include direct and indirect disbursements to officers and employees, which must be reported in Items 44 and 45.

49. BENEFITS — Enter the total of all direct and indirect benefit disbursements made by the labor organization. Direct benefit disbursements are those made to officers, employees, members, and their beneficiaries from the labor organization's funds. Indirect benefit disbursements are those made from the labor organization's funds to a separate and independent entity, such as a trust or insurance company, which in turn and under certain conditions will pay benefits to the covered individuals. An example of an indirect benefit disbursement is the premium on group life insurance.

50. CONTRIBUTIONS, GIFTS, AND GRANTS — Enter the total of all disbursements for contributions, gifts, and grants made by the labor organization.

51. PURCHASE OF INVESTMENTS AND FIXED ASSETS — Enter the total disbursements for all investments and fixed assets purchased by the labor organization. Do not include any unpaid balances still owed which should be reported in Item 32 (Loans Payable) or Item 33 (Mortgages Payable). Also, do not include disbursements for reinvestment in U.S. Treasury securities and investments of amounts received from sales of U.S. Treasury securities and investments as explained in the instructions for Item 41 (Sale of Investments and Fixed Assets). The amount to be excluded from Item 51 for reinvestment must be the same as the amount that was excluded from Item 41 for reinvestment.

52. LOANS MADE — Enter the total disbursements for loans made by the labor organization. Include all direct and indirect loans made to individuals, business enterprises, and other organizations, regardless of amount.

NOTE: Section 503(a) of the LMRDA prohibits labor organizations from making direct or indirect loans to any officer or employee of the labor organization that results in a total indebtedness on the part of such officer or employee to the labor organization in excess of $2,000 at any time.

53. OTHER DISBURSEMENTS — Enter all disbursements made by the labor organization not reported in Items 44 through 52 including fees, fines, assessments, supplies for resale, repayments of loans obtained, transmittals of funds collected for third parties, educational and publicity expenses, withholding taxes, and payments for the account of affiliates and other third parties.

54. TOTAL DISBURSEMENTS – Add Items 44 through 53 and enter the total in Item 54.

NOTE: The following worktable may be used to determine that the figures for receipts, disbursements, and cash are correctly reported on the labor organization's Form LM-3:

A. Cash at Start of Reporting $

Period — Item 24, Column (A)	_____
B. Add: Total Receipts — Item 43	$ _____
C. Total of Lines A and B	$ _____
D. Subtract: Total Disbursements — Item 54	$ _____
E. Cash at End of Period	$ _____

If Line E does not equal the amount reported in Item 24, Column (B), there is an error in the labor organization's report which should be corrected, or the cash shortage or overage must be explained in Item 55.

ADDITIONAL INFORMATION AND SIGNATURES

55. ADDITIONAL INFORMATION — Use Item 55 to provide additional information as indicated on Form LM-3 and in these instructions. Enter the number of the item to which the information relates in the Item Number column. If there is not enough space in Item 55, report the additional information on a separate letter-size page(s). Be sure to include the following at the top of each page: the name of your organization, its 6-digit file number as reported in Item 1, and the ending date of the reporting period as reported on the second line of Item 2.

56 - 57. SIGNATURES — The completed Form LM-3 which is filed with OLMS must be signed by both the president and treasurer or corresponding principal officers of the labor organization. Original signatures are required on the Form LM-3 filed with OLMS; stamped or mechanical signatures are not acceptable. If the duties of the principal executive or principal financial officer are performed by an officer other than the president or treasurer, the report may be signed by the other officer. If the report is signed by an officer other than the president or treasurer, cross out the printed title, enter the correct title in Item 56 or 57, and explain in Item 55 why the president or treasurer did not sign the report. Enter the date the report was signed and the telephone number at which the signatories conduct official business; you do not have to report a private, unlisted telephone number.

XII. Labor Organizations That Have Ceased To Exist

If the labor organization has gone out of existence as a reporting labor organization, the last president and treasurer or the officials responsible for winding up the affairs of the labor organization must file a terminal financial report for the period from the beginning of the fiscal year to the date of termination. A terminal financial report must be filed if the labor organization has gone out of business by disbanding, merging into another organization, or being merged and consolidated with one or more labor organizations to form a new labor organization. A terminal financial report is not required if the labor organization changed its affiliation but continues to function as a separate reporting labor organization.

The terminal financial report may be filed on Form LM-3 if the labor organization filed its previous annual report on Form LM-3 and the labor organization's total annual receipts, as defined in Section II of these instructions, were less than $200,000 for the part of the last fiscal year during which the labor organization existed. (If total annual receipts were $200,000 or more, the labor organization must use Form LM-2 to file its terminal financial report.) The labor organization's terminal financial report must be submitted to the U.S. Department of Labor, Employment Standards Administration,

Office of Labor-Management Standards, 200 Constitution Avenue, NW, Room N-5616, Washington, DC 20210, within 30 days after the date of termination.

To complete a terminal report on Form LM-3, follow the instructions in Section XI and, in addition:

- Enter the date the labor organization ceased to exist in Item 2 after the word "Through."
- Enter an "X" in the box in Item 3(b) indicating that the labor organization ceased to exist during the reporting period and that this is the labor organization's terminal Form LM-3.
- Enter "3(b)" in the Item Number column in Item 55 and provide a detailed statement of the reason the labor organization ceased to exist. Also report in Item 55 plans for the disposition of the labor organization's cash and other assets, if any (for example, transfer of cash and assets to the parent body). Provide the name and address of the person or organization that will retain the records of the terminated organization. If the labor organization merged with another labor organization, report that organization's name, address, and 6-digit file number.

Contact the nearest OLMS field office listed below if you have questions about filing a terminal report.

IF YOU NEED ASSISTANCE

The Office of Labor-Management Standards has field offices located in the following cities to assist you if you have any questions concerning LMRDA and CSRA reporting requirements.

Atlanta, GA

Birmingham, AL*

Boston, MA

Buffalo, NY

Chicago, IL

Cincinnati, OH

Cleveland, OH

Dallas, TX

Denver, CO

Detroit, MI

Grand Rapids, MI*

Guaynabo, PR

Honolulu, HI

Houston, TX

Kansas City, MO

Los Angeles, CA

Miami (Ft. Lauderdale), FL

Milwaukee, WI

Minneapolis, MN

Nashville, TN

New Haven, CT*

New Orleans, LA

New York, NY

Newark (Iselin), NJ*

Philadelphia, PA

Pittsburgh, PA

St. Louis, MO

San Francisco, CA

Seattle, WA

Tampa, FL*

Washington, DC

Consult local telephone directory listings under United States Government, Labor Department, Office of Labor-Management

Standards, for the address and telephone number of the nearest field office.

*These OLMS field offices do not maintain copies of reports for public disclosure.

Information about OLMS, including key personnel and telephone numbers, how to obtain LM reports, compliance assistance materials, the text of the LMRDA, and related Federal Register and Code of Federal Regulations (CFR) documents, is also available on the Internet at: http://www.olms.dol.gov

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
Washington, DC 20210

FORM LM-4 LABOR ORGANIZATION ANNUAL REPORT

FOR USE ONLY BY LABOR ORGANIZATIONS WITH LESS THAN $10,000 IN TOTAL ANNUAL RECEIPTS

Form Approved
Office of Management and Budget
No. 1215-0188
Expires: XX-XX-XXXX

This report is mandatory under RL. 86-257, as amended. Failure to comply may result in criminal prosecution, fines, or civil penalties as provided by 29 U.S.C. 439 or 440.

READ THE INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS REPORT.

For Official Use Only

1. FILE NUMBER

2. PERIOD COVERED
MO DAY YEAR
From
Through

3. (a) AMENDED - If this is an amended report correcting a previously filed report, check here:
(b) TERMINAL - If your organization ceased to exist and this is its terminal report, see Section X of the instructions and check here:

IMPORTANT

Peel off the address label from the back of the package and place it here.

If the label information is correct, leave items 4 through 8 blank.

If any of the label information is incorrect, complete items 4 through 8.

4. AFFILIATION OR ORGANIZATION NAME

5. DESIGNATION *(Local, Lodge, etc.)*

6. DESIGNATION NUMBER

7. UNIT NAME *(if any)*

8. MAILING ADDRESS *(Type or print in capital letters.)*

First Name

Last Name

P.O. Box or Building and Room Number *(if any)*

Number and Street

City

State

ZIP Code + 4

20. ADDITIONAL INFORMATION *(If more space is needed, attach additional pages properly identified.)*

Item Number

Each of the undersigned, duly authorized officers of the above labor organization, declares, under the applicable penalties of law, that all of the information submitted in this report (including the information contained in any accompanying documents) has been examined by the signatory and is, to the best of the undersigned's knowledge and belief, true, correct, and complete. *(See Section VI on penalties in the instructions.)*

21. SIGNED: _____ PRESIDENT *(If other title, see instructions.)*
/ / Date ( ) - Telephone Number

22. SIGNED: _____ TREASURER *(If other title, see instructions.)*
/ / Date ( ) - Telephone Number

Enter Amounts in Dollars Only - Do Not Enter Cents

FILE NUMBER: ___ – ___

Complete Items 9 through 19.

9. During the reporting period did the labor organization create or participate in the administration of a trust or other fund or organization, as defined in the instructions, which provides benefits for members or their beneficiaries? ..... Yes ☐ No ☐

10. During the reporting period, did your organization have any changes in its constitution and bylaws (other than rates of dues and fees) or in practices/procedures listed in the instructions? ..... Yes ☐ No ☐
(If the constitution and bylaws have changed, attach two new dated copies. If practices/procedures have changed, see the instructions.)

11. Did your organization change its rates of dues and fees during the reporting period? ..... Yes ☐ No ☐
(If "Yes," report the new rates in Item 20 on page 1.)

12. Did your organization discover any loss or shortage of funds or property during the reporting period? ..... Yes ☐ No ☐
(If "Yes," provide details in Item 20 on page 1. Answer "Yes" even if there has been repayment or recovery.)

13. Was your organization insured by a fidelity bond during the reporting period? ..... Yes ☐ No ☐

If "Yes:" enter the maximum amount recoverable under the bond for loss caused by any person. $ ☐☐☐☐☐☐

14. How many members did your organization have at the end of the reporting period? ☐☐☐☐☐☐

15. Enter the total value of your organization's assets at the end of the reporting period (cash, bank accounts, equipment, etc.). $ ☐☐☐☐☐☐

16. Enter the total liabilities (debts) of your organization at the end of the reporting period (unpaid bills, loans owed, etc.). $ ☐☐☐☐☐☐

17. Enter the total receipts of your organization during the reporting period (dues, fees, interest received, etc.). *(If $10,000 or more, your organization must file Form LM-2 or LM-3 instead of this form.)* $ ☐☐☐☐☐☐

18. Enter the total disbursements made by your organization during the reporting period (per capita tax, loans made, net payments to officers, payments for office supplies, etc.). $ ☐☐☐☐☐☐

19. Enter the total payments to officers and employees during the reporting period (gross salaries, lost time payments, allowances, expenses, etc.). $ ☐☐☐☐☐☐

Please be sure to:

- *Enter your union's 6-digit file number in Item 1.*
- *Report a time period of no more than one year in Item 2.*
- *Have your union's president and treasurer sign the Form LM-4 in items 21 and 22.*
- ***FILE ON TIME.** Form LM-4 must be filed within 90 days after the end of your union's fiscal year*

Public reporting burden for this collection of information is estimated to average 54 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. Reporting of this information is mandatory and is required by the Labor-Management Reporting and Disclosure Act of 1959, as amended, for the purpose of public disclosure. As this is public information, there are no assurances of confidentiality. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the U.S. Department of Labor, Employment Standards Administration, Office of Labor-Management Standards, Division of Interpretations and Standards, Room N-5605, 200 Constitution Avenue, NW, Washington, DC 20210.

INSTRUCTIONS FOR FORM LM-4 LABOR ORGANIZATION ANNUAL REPORT

Proposed Instructions

GENERAL INSTRUCTIONS

I. Who Must File

Every labor organization subject to the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), the Civil Service Reform Act (CSRA), or the Foreign Service Act (FSA) must file a financial report, Form LM-2, LM-3, or LM-4, each year with the Office of Labor-Management Standards (OLMS) of the U.S. Department of Labor's Employment Standards Administration. These laws cover labor organizations that represent employees who work in private industry, employees of the U.S. Postal Service, and most Federal government employees. Labor organizations that represent only state, county, or municipal government employees are not covered by these laws and, therefore, are not required to file, except that any "conference, general committee, joint or system board, or joint council" that is subordinate to a national or international labor organization is a labor organization under the LMRDA and therefore is required to file a financial report if the national or international labor organization is a labor organization engaged in an industry affecting commerce within the meaning of section 3(j) of the LMRDA. If you have a question about whether the labor organization is required to file, contact the nearest OLMS field office listed on page X of these instructions.

II. What Form to File

Labor organizations with total annual receipts of less than $10,000 may file the abbreviated 2-page annual report Form LM-4, if not in trusteeship as defined in Section VIII of these instructions. The term "total annual receipts" means all financial receipts of the labor organization during its fiscal year, regardless of the source, including receipts of any special funds. Funds of a trust in which the labor organization is interested should not be included in the total annual receipts considered when determining which form to file.

Labor organizations with $10,000 or more in total annual receipts cannot use Form LM-4. However, labor organizations with total annual receipts less than $200,000 and not in trusteeship may file the simplified 4-page Form LM-3. Labor organizations with $200,000 or more in total annual receipts and those in trusteeship must file the more detailed Form LM-2.

III. When to File

Form LM-4 must be filed within 90 days after the end of the labor organization's fiscal year (12-month reporting period). The law does not authorize the U.S.

Department of Labor to grant an extension of time for filing reports for any reason.

If the labor organization went out of existence during its fiscal year, a terminal financial report must be filed within 30 days after the date it ceased to exist. See Section X of these instructions for information on filing a terminal financial report.

IV. Where to File

One completed Form LM-4 and any required attachments must be filed with the U.S. Department of Labor at the following address:

U.S. Department of Labor
Employment Standards Administration
Office of Labor-Management Standards
200 Constitution Avenue, NW, Room N-5616
Washington, DC 20210

If available, use the pre-addressed envelope enclosed with this report package to file Form LM-4.

V. Public Disclosure

The LMRDA requires that the U.S. Department of Labor make labor organization financial reports available for inspection by the public. Reports may be viewed and downloaded from the OLMS Web site at www.union-reports.dol.gov. Copies of reports and union constitutions and bylaws can also be ordered at the same Web site. Reports may also be examined and copies purchased at the OLMS Public Disclosure Room at the above address in Section IV (How To File) or at the OLMS field office in whose jurisdiction the reporting organization is located. See page X of these instructions for a list of OLMS field offices.

VI. Officer Responsibilities and Penalties

The president and treasurer or the corresponding principal officers of the labor organization required to sign Form LM-4 are personally responsible for its filing and accuracy. Under the LMRDA, officers are subject to criminal penalties for willful failure to file a required report and for false reporting. False reporting includes making any false statement or misrepresentation of a material fact while knowing it to be false, or for knowingly failing to disclose a material fact in a required report or in the information required to be contained in it or in any information required to be submitted with it. Under the CSRA and FSA and implementing regulations, false reporting and failure to report may result in administrative enforcement action and litigation. The officers responsible for signing Form LM-4 are also subject to criminal penalties for false reporting under section 1001 of Title 18 of the United States Code.

VII. Recordkeeping

The officers required to file Form LM-4 are responsible for maintaining records that will provide in sufficient detail the information and data necessary to verify the accuracy and completeness of the report. The records must be kept for at least 5 years after the date the report is filed. Any record necessary to verify, explain, or clarify the report must be retained, including, but not limited to, vouchers, worksheets, receipts, and applicable resolutions.

VIII. Labor Organizations in Trusteeship

Any labor organization that has placed a

subordinate labor organization in trusteeship is responsible for filing the subordinate's annual financial report. A trusteeship is defined in section 3(h) of the LMRDA as "any receivership, trusteeship, or other method of supervision or control whereby a labor organization suspends the autonomy otherwise available to a subordinate body under its constitution or bylaws."

Annual financial reports filed for any labor organization in trusteeship must be filed on Form LM-2 rather than Form LM-4. The report must be signed by the president and treasurer or corresponding principal officers of the labor organization that imposed the trusteeship and by the trustees of the subordinate labor organization. Information on filing Form LM-2 can be obtained on the OLMS Web site at www.olms.dol.gov or from the nearest OLMS field office listed on page X of these instructions.

IX. Trusts In Which A Labor Organization Is Interested

The labor organization must disclose the existence of all trusts in which the labor organization is interested in Item 20 as required by the instructions for Item 9. The labor organization must also file a Form T-1 disclosing the assets, liabilities, receipts, and disbursements of a significant trust in which the labor organization is interested.

A trust in which a labor organization is interested is defined by statute as

> ...a trust or other fund or organization (1) which was created or established by a labor organization, or one or more of the trustees or one or more members of the governing body of which is selected or appointed by a labor organization, and (2) a primary purpose of which is to provide benefits for the members of such labor organization or their beneficiaries.

29 U.S.C. 402(l). The definition of a trust in which a labor organization is interested may include, but is not limited to, joint funds administered by a union and an employer pursuant to a collective bargaining agreement, educational or training institutions, banks or credit unions created for the benefit of union members, and redevelopment or investment groups established by the union for the benefit of its members. The determination whether a particular entity is a trust in which a labor organization is interested must be based on the facts in each case. A trust will be considered significant, and therefore must be reported on Form T-1, if (1) it has annual receipts of $200,000 or more during the trust's most recent fiscal year, and (2) the labor organization's financial contribution to the trust or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party, is $10,000 or more annually.

If a trust has annual receipts of less than $200,000 or if the labor organization's financial contribution to a trust, or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party, is less than $10,000 annually, the labor organization need only report the existence of the trust and the amount of the labor organization's contribution or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party. This information should be reported in Item 20 as required by the instructions for Item 9 and, if the contribution was made by the labor organization itself, in Item 18.

No Form T-1 should be filed for any labor organization that already files a Form LM-2, LM-3, or LM-4, nor should a report be filed for any entity that is expressly

exempted from reporting in the Act. No separate report need be filed for Political Action Committee (PAC) funds if publicly available reports on the PAC funds are filed with a Federal or state agency, or for a political organization for which reports are filed with the Internal Revenue Service pursuant to 26 U.S.C. 527. No separate report is required for an employee benefit plan that filed a complete and timely annual report pursuant to the requirements of the Employee Retirement Income Security Act of 1974 (ERISA), 29 U.S.C. 1023, 1024(a), and 1030, and 29 C.F.R. 2520.103-1, for the plan year ending with or within the year preceding the year covered by the reporting union's LM-4, or if annual audits are freely available on demand under § 302(c)(5)(B) of the LMRA, 29 U.S.C.186(c)(5)(B).

Form T-1 must be filed within 90 days after the expiration of the trust's fiscal year. If the trust's fiscal year is not the same as the labor organization's fiscal year, state when the trust's fiscal year ends in item 20 as required by the instructions for Item 9. See Instructions for Form T-1, Trust Annual Report.

Questions regarding these reporting requirements should be directed to the OLMS Division of Interpretations and Standards, which can be reached at the above address, by email at olms-mail@dol-esa.gov, by phone at 202-693-0123 or by fax at 202-693-1340. The Department will publish additional information giving further practical guidance on the reporting requirements for trusts on the OLMS Web site at www.olms.dol.gov.

Examples of a trust in which a labor organization is interested may include, but are not limited to, the following entities:

Example A: The Redevelopment Corporation – A labor organization creates an entity named the Redevelopment Corporation, or appoints one or more of the members of the governing board of the Corporation, which is established primarily to enable members of the labor organization to obtain low cost housing constructed with federal Housing and Urban Development (HUD) grants. The Redevelopment Corporation must be reported as a trust in which the labor organization or organizations that created it, or that appointed members to its governing board, have an interest. A labor organization that neither participated in the creation of the Corporation, nor appointed members of its governing board, but loaned money to the Corporation to use as matching money for HUD grants need not report the Corporation as a trust in which it is interested.

Example B: The Educational Institute – Five reporting labor organizations form the Educational Institute to provide educational services primarily for the benefit of their members. Similar services are also provided to the general public. Each labor organization contributes funds to start the Educational Institute, which will then offer various educational programs that will generate revenue. Each labor organization that participated in forming the Institute, or that appoints a member to its governing body, must report the Educational Institute as a trust in which it is interested.

Example C: The Bank – A reporting labor organization forms a bank that is chartered and licensed under Federal and state laws, or selects a member of the board of directors of a bank that is already in existence, for the purpose of ensuring that banking services are available to members at reasonable cost, or as an investment for the purpose of increasing funds available for union activities for the benefit of union members. Any labor organization that participated in forming the bank, or that appoints a member to the bank's board of directors must report the bank as a trust in which it has an interest.

Example D: Joint Funds – A reporting labor organization that forms a "joint fund" with a large national manufacturer to offer a variety of training and jobs skills programs for members of the labor organization, or appoints a member to the governing body of such a fund, must report the joint fund as a trust in which the labor organization has an interest.

Example E: 302(c)(5) through (9) Plans – A reporting labor organization forms a plan permitted under Section 302(c)(5) through (9) of the LMRA (29 U.S.C. 186 (c)(5) through (9)), and files a complete annual financial report as required under ERISA. The labor organization reports only that the plan exists and states where the ERISA annual financial report may be viewed. This information should be reported in Item 20. No Form T-1 need be filed even if more than $10,000 was contributed to the plan on the labor organization's behalf.

X. Completing Form LM-4

Number of Copies

Complete one of the two blank copies of Form LM-4 included in this report package; do not use a photocopy of this form. The completed Form LM-4 must be filed with OLMS. A copy should also be maintained in the labor organization's records.

Address Label

If this report package was mailed to you with an address label, peel off the label and place it in the designated box on page 1 of the form. Use the pre-printed label even if the information on it is incorrect.

If this report package does not have an address label or if any of the information on the label is incorrect, complete Items 4 through 8 in their entirety. If the label information is correct, leave Items 4 through 8 blank.

Information Entry

Entries on Form LM-4 should be typed or clearly printed in black ink. Do not use a pencil or any other color ink.

For items displaying separate boxes, enter only one letter or number in each box as illustrated below. Use all capital letters and print or type inside the boxes. Leave a blank box between words and/or numbers as appropriate. Print clearly so the information can be accurately scanned.

Entering Number and Street:

1404 REDWOOD COURT

Report amounts in Items 15 through 19 in dollars only. Do not enter cents. Round cents to the nearest dollar. Enter a single "0" in the boxes for reporting dollars if the labor organization has nothing to report.

Entering Dollars:

do not enter cents

Entering Zero:

For items requiring a "Yes" or "No" answer, enter an "X" in the appropriate box. Do not use check marks or other marks.

Entering X:

Yes	No
X	

ITEMS 1–22

1. FILE NUMBER — Enter the 6-digit file number that OLMS assigned to the labor organization. If this Form LM-4 was mailed to you with an address label, the

labor organization's file number is the 6-digit number on the first line of the label. If you do not have a label and you cannot obtain the number from prior reports filed by the labor organization, the number can be obtained from the OLMS Web site at www.union-reports.dol.gov or by contacting the nearest OLMS field office listed on page X of these instructions. The labor organization's 6-digit file number must also be entered in the File Number boxes at the top of page 2 of Form LM-4.

2. PERIOD COVERED — Enter the beginning and ending dates of the period covered by this report. The labor organization's report should never cover more than a 12-month period. For example, if your organization's 12-month fiscal year begins on January 1 and ends on December 31, enter these dates as 01 01 20XX and 12 31 20XX. It would be incorrect to enter January 1 of one year through January 1 of the next year.

If the labor organization changed its fiscal year, enter in Item 2 the ending date for the period of less than 12 months, which is the labor organization's new fiscal year ending date, and report in Item 20 that the labor organization changed its fiscal year. For example, if the labor organization's fiscal year ending date changes from June 30 to December 31, a report must be filed for the partial year from July 1 to December 31. Thereafter, the labor organization's report should cover a full 12-month period from January 1 to December 31.

3. AMENDED OR TERMINAL REPORT — Enter an "X" in the box in Item 3(a) if the labor organization is filing an amended report correcting a previously filed report. Enter an "X" in the box in Item 3(b) if the labor organization has gone out of business by disbanding, merging into another labor organization, or being merged and consolidated with one or more labor organizations to form a new labor organization, and this is the labor organization's terminal report. Be sure the date the labor organization ceased to exist is entered in Item 2 after the word "Through." See Section X of these instructions for more information on filing a terminal report.

4. AFFILIATION OR ORGANIZATION NAME — Enter the name of the national or international labor organization that granted the reporting organization a charter. If the reporting organization has no such affiliation, enter the name of the labor organization as currently identified in the organization's constitution and bylaws or other organizational documents.

5. DESIGNATION — Enter the designation that specifically identifies the labor organization, such as Local, Lodge, Branch, Joint Board, Joint Council, District Council, etc.

6. DESIGNATION NUMBER — Enter the number or other identifier, if any, by which the labor organization is known.

7. UNIT NAME — Enter any additional or alternate name by which the labor organization is known, such as "Chicago Area Local."

8. MAILING ADDRESS — Enter the current address where mail is most likely to reach the labor organization as quickly as possible. Be sure to indicate the first and last name of the person, if any, to whom such mail should be sent and include any building and room number.

9. TRUSTS OR FUNDS — Answer "Yes" to Item 9, if the labor organization has an interest in a trust as defined in 29 U.S.C. 402(l) (See Section IX of these instructions). Provide in Item 20 (Additional Information) the full name, address, and purpose of each trust. Also include in Item 20 the fiscal year ending

date for any trust for which a Form T-1 is filed if the trust's fiscal year is different from that of the labor organization. If no Form T-1 is required to be filed on the trust because (1) the trust had annual receipts of less than $200,000 during the trust's most recent fiscal year or (2) the labor organization's financial contribution to the trust or the contribution made on the labor organization's behalf, or as a result of a negotiated agreement to which the labor organization is a party, is less than $10,000, the labor organization should also report the amount of the contribution in Item 20 and, if the contribution was made by the labor organization itself, in Item 18. Additionally, if no Form T-1 is filed because financial information is already available as a result of the disclosure requirements of another federal statute, list the name of any government agency, such as the Securities and Exchange Commission (SEC) or the Pension and Welfare Benefits Administration (PWBA) of the Department of Labor, with which the trust files a publicly available report, and the relevant file number of the trust, or otherwise indicate where the relevant report may be viewed. See Instructions for Form T-1, Trust Annual Report, for guidance on reporting the assets, liabilities, receipts, and disbursements of these entities.

10. CHANGES IN CONSTITUTION AND BYLAWS OR PRACTICES/PROCEDURES — If Item 10 is answered "Yes" because the labor organization's constitution and bylaws were changed during the reporting period (other than rates of dues and fees), attach two dated copies of the new constitution and bylaws to the Form LM-4 the labor organization submits to OLMS.

If the labor organization is governed by a uniform constitution and bylaws prescribed by the labor organization's parent national or international body, the organization's parent body may file the constitution and bylaws on the reporting organization's behalf. If the parent body files a constitution and bylaws on behalf of the reporting organization, answer Item 10 "Yes" and state that fact in Item 20.

If Item 10 is answered "Yes" because the labor organization changed any of the practices/procedures listed below during the reporting period and the practices/procedures are not described in the labor organization's constitution and bylaws, the organization must file an amended Form LM-1 (Labor Organization Information Report) with its Form LM-4 to update information on file with OLMS:

- qualifications for or restrictions on membership;
- levying assessments;
- participating in insurance or other benefit plans;
- authorizing disbursement of labor organization funds;
- auditing financial transactions of the labor organization;
- calling regular and special meetings;
- authorizing bargaining demands;
- ratifying contract terms;
- authorizing strikes;
- disciplining or removing officers or agents for breaches of their trust;
- imposing fines and suspending or expelling members including the grounds for such action and any provision made for notice, hearing, judgment on the evidence, and appeal procedures;
- selecting officers and stewards and any representatives to other bodies composed of labor organizations' representatives;
- invoking procedures by which a member

may protest a defect in the election of officers (including not only procedures for initiating an election protest but also all procedures for subsequently appealing an adverse decision, e.g., procedures for appeals to superior or parent bodies, if any); and

- issuing work permits.

Contact the nearest OLMS field office listed on page X of these instructions to obtain blank copies of Form LM-1.

NOTE: *Federal employee labor organizations subject solely to the Civil Service Reform Act or Foreign Service Act are not required to submit an amended Form LM-1 to describe revised or changed practices/procedures.*

11. CHANGES IN RATES OF DUES AND FEES — Answer Item 11 "Yes" if the labor organization changed its rates of dues and fees during the reporting period. If Item 11 is answered "Yes," report the rates of dues and fees in Item 20. If more than one rate applies, report the minimum and maximum rates. Also report the calendar basis for payment (per month, per year, etc.).

Dues and fees include initiation fees charged to new members, fees (other than dues) from transferred members, fees for work permits, and regular dues or fees. Include only the dues and fees of regular members and not the dues and fees of members with special rates, such as apprentices, retirees, or unemployed members. Answer "No" if the labor organization did not change its rates of dues and fees during the reporting period.

12. LOSSES OR SHORTAGES — Answer Item 12 "Yes" if any loss or shortage of funds or other property of the labor organization was discovered during the reporting period whether or not there has been repayment or an agreement to make restitution. If Item 12 is answered "Yes," describe the loss or shortage in detail in Item 20 including such information as the amount of the loss or shortage of funds or a description of the property that was lost, how it was lost, and to what extent, if any, there has been an agreement to make restitution or any recovery by means of repayment, fidelity bond, insurance, or other means. Answer "No" if no losses or shortages were discovered.

13. FIDELITY BOND — Answer Item 13 "Yes" if the labor organization was insured by a fidelity bond against losses through fraud or dishonesty during the reporting period. If Item 13 is answered "Yes," enter the maximum amount recoverable for a loss caused by any officer, employee, or agent of the labor organization who handled the organization's funds. Answer "No" if the labor organization was not insured by a fidelity bond during the reporting period.

NOTE: *Section 502(a) of the LMRDA requires every officer, employee, or agent of a labor organization (which has property and annual financial receipts over $5,000 in value) who handles funds or other property of the organization to be bonded. The amount of the bond must be at least 10% of the value of the funds handled by the individual during the last reporting period. The bond must be obtained from a surety company approved by the Secretary of the Treasury. If you have any questions or need more information about bonding requirements, contact the nearest OLMS field office listed on page X of these instructions.*

14. NUMBER OF MEMBERS — Enter the number of members in the labor organization at the end of the reporting period. Include all categories of members who pay dues. Do not include nonmember employees who make payments in lieu of dues as a condition of employment under a union security

provision in a collective bargaining agreement.

15. ASSETS — Enter the total value of all the labor organization's assets at the end of the reporting period including, for example, cash on hand and in banks, property, loans owed to the labor organization, investments, office furniture, automobiles, and anything else owned by the labor organization. Enter "0" if the labor organization had no assets at the end of the reporting period.

16. LIABILITIES — Enter the total amount of all the labor organization's liabilities at the end of the reporting period including, for example, unpaid bills, loans owed, total amount of mortgages owed, and other debts of the labor organization. Enter "0" if the labor organization had no liabilities at the end of the reporting period.

17. RECEIPTS — Enter the total amount of all receipts of the labor organization during the reporting period including, for example, dues, fees, fines, assessments, interest, dividends, rent, money from the sale of assets, and loans received by the labor organization. Also include payments in lieu of dues received from any nonmember employees as a condition of employment under a union security provision in a collective bargaining agreement. Enter "0" if the labor organization had no receipts during the reporting period.

NOTE: *If the labor organization's annual receipts were $10,000 or more, the labor organization is not eligible to file Form LM-4 and must report on Form LM-2 or Form LM-3 as explained in Section II of these instructions.*

18. DISBURSEMENTS — Enter the total amount of all disbursements made by the labor organization during the reporting period including, for example, net payments to officers and employees, per capita tax and any other fees or assessments which the labor organization paid to any other organization, payments for administrative expenses, loans made by the labor organization, and taxes paid. Enter "0" if the labor organization made no disbursements during the reporting period.

19. PAYMENTS TO OFFICERS AND EMPLOYEES — Enter the total amount of all payments to officers and employees made by the labor organization during the reporting period. The amount should include, for example, gross salaries (before tax withholdings and other payroll deductions); lost time pay; monthly, weekly, or daily allowances; and disbursements for conducting official business of the organization as well as disbursements which were essentially for the personal benefit of the officer or employee. Enter "0" if the labor organization made no payments to officers or employees during the reporting period.

NOTE: *Section 503(a) of the LMRDA prohibits labor organizations from making direct or indirect loans to any officer or employee of the labor organization that results in a total indebtedness on the part of such officer or employee to the labor organization in excess of $2,000 at any time.*

20. ADDITIONAL INFORMATION — Use Item 20 to provide additional information as indicated in Items 9, 10, 11, 12, 21, and 22 and in Section X of these instructions. Enter the number of the item to which the information relates in the Item Number column. If there is not enough space in Item 20, report the additional information on a separate letter-size page(s). At the top of each page

clearly print the name of the labor organization, its 6-digit file number as reported in Item 1, and the ending date of the reporting period as reported on the second line of Item 2.

21–22. SIGNATURES — The completed Form LM-4 which is filed with OLMS must be signed by both the president and treasurer or corresponding principal officers of the labor organization. Original signatures are required on the Form LM-4 filed with OLMS; stamped or mechanical signatures are not acceptable. If an officer other than the president or treasurer performs the duties of the principal executive or principal financial officer, the other officer may sign the report. If an officer other than the president or treasurer signs the report, cross out the printed title, enter the correct title in Item 21 or 22, and explain in Item 20 why the president or treasurer did not sign the report. Enter the date the report was signed and the telephone number at which the signatories conduct official business; you do not have to report a private, unlisted telephone number.

XI. Labor Organizations That Have Ceased to Exist

If the labor organization has gone out of existence as a reporting labor organization, the last president and treasurer or the officials responsible for winding up the affairs of the labor organization must file a terminal financial report for the period from the beginning of the fiscal year to the date of termination. A terminal financial report must be filed if the labor organization has gone out of business by disbanding, merging into another organization, or being merged and consolidated with one or more labor organizations to form a new labor organization. A terminal financial report is not required if the labor organization changed its affiliation but continues to function as a separate reporting labor organization.

The terminal financial report may be filed on Form LM-4 if the labor organization filed its previous annual report on Form LM-4 and the labor organization's total annual receipts, as defined in Section II of these instructions, were less than $10,000 for the part of the last fiscal year during which the labor organization existed. (If total annual receipts were $10,000 or more, the labor organization must use Form LM-2 or LM-3 to file its terminal financial report as explained in Section II of these instructions.) The labor organization's terminal financial report must be submitted to the U.S. Department of Labor, Employment Standards Administration, Office of Labor-Management Standards, 200 Constitution Avenue, NW, Room N-5616, Washington, DC 20210, within 30 days after the date of termination.

To complete a terminal report on Form LM-4, follow the instructions in Section X and, in addition:

- Enter the date the labor organization ceased to exist in Item 2 after the word "Through."
- Enter an "X" in the box in Item 3(b) indicating that the labor organization ceased to exist during the reporting period and that this is the labor organization's terminal Form LM-4.
- Enter "3(b)" in the Item Number column in Item 20 and provide a detailed statement of the reason the labor organization ceased to exist. Also report in Item 20 plans for the disposition of the labor organization's cash and other assets, if any (for example, transfer of cash and assets to the parent body). Provide the name and address of the person or organization that will retain the records of the terminated organization. If the labor organization merged with another labor

organization, give that organization's name, address, and 6-digit file number.

Contact the nearest OLMS field office listed below if you have questions about filing a terminal report.

If You Need Assistance

The Office of Labor-Management Standards has field offices located in the following cities to assist you if you have any questions concerning LMRDA and CSRA reporting requirements.

Atlanta, GA
*Birmingham, AL
Boston, MA
Buffalo, NY
Chicago, IL
Cincinnati, OH
Cleveland, OH
Dallas, TX
Denver, CO
Detroit, MI
*Grand Rapids, MI
Guaynabo, PR
Honolulu, HI
*Houston, TX
Kansas City, MO
Los Angeles, CA
Miami (Ft. Lauderdale), FL
Milwaukee, WI
Minneapolis, MN
Nashville, TN
*New Haven, CT
New Orleans, LA
New York, NY
*Newark (Iselin), NJ
Philadelphia, PA
Pittsburgh, PA
St. Louis, MO
San Francisco, CA
Seattle, WA
*Tampa, FL
Washington, DC

Consult local telephone directory listings under United States Government, Labor Department, Office of Labor-Management Standards, for the address and telephone number of the nearest field office.

*These OLMS field offices do not maintain copies of reports for public disclosure.

Information about OLMS, including key personnel and telephone numbers, how to obtain LM reports, compliance assistance materials, the text of the LMRDA, and related Federal Register and Code of Federal Regulations (CFR) documents, is also available on the Internet at:

http://www.olms.dol.gov

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