



WASHINGTON STATE
COUNCIL OF COUNTY AND CITY EMPLOYEES
AFSCME AFL-CIO

Affiliated with:
American Federation of State, County & Municipal Employees
Washington State Labor Council

April 12, 2019

CHRIS DUGOVICH President/Executive Director

Jael Komac President
Shayla Francis, Vice-President
Andrew Wojciechowski, Treasurer
AFSCME WA Local 114
Address On File

RE: AFSCME WA Local 114 - Affiliate Review

Jael, Shayla and Andrew:

AFSCME WA Council 2 in accordance with Article IX, Section 31 of the International Constitution, has scheduled a review of AFSCME WA Local 114. The items listed below will need to be available to be picked up or delivered to Council 2 no later than Wednesday April 17th. Please call Barbara Corcoran at 1-800-775-6418 or email her at barc@council2.com. The review will cover the time period 1/1/2017 through the present.

Based on the initial review of this information we may expand the scope as needed.

Please arrange to have the following records available for review:

1. All accounting records, including any electronic/computerized accounting data or manual records, such as general ledgers, cash receipts and disbursements journals, etc. for the period January 1, 2017 through the present.
2. Bank statements, canceled checks (or copies of canceled checks-front and back), deposit slips and bank reconciliations for all bank accounts for the period January 1, 2017 through the present.
3. Paid bills, including expense reports and records of payments to local officers and staff and all supporting documentation for these payments for 2017 through the present.
4. All union credit card statements if any, including quarterly and annual summaries for 2017 through the present.
5. Any contracts with attorneys, consultants and any other vendors that provided professional services.
6. Records of salary, stipends, and lost time payments, such as payroll registers for 2017 through the present.

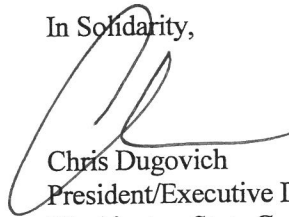
7. If any officers are compensated a copy of any policies governing their compensation if applicable.
8. Any IRS Form W-2s, W-3 and/or 1099s for any officers or members for 2017 and 2018. Please also include Surety Bonds Report filed for 2017, 2018 and 2019.
9. Monthly financial reports, Local 114 budget and copies of Trustee Audit reports and CPA audits if applicable for the year 2017 through the present.
10. Supporting documentation for all deposits and payments for the period January 2017 through the present including dues related.
11. Minutes of executive board meeting and membership meetings for the period January 2017 through the present. Documentation that a Quorum was present to conduct business.

The actual review and audit will be conducted by Todd Stokes, CPA of the firm Lindquist LLP and assisted by Council 2 Staff.

Any documents that are in electronic format can be emailed to barc@council2.com. The auditors may have questions during the review and audit and will be in contact prior to the completion of this process.

We appreciate your cooperation in assisting our staff in completing the review of AFSCME WA Local 114. Please contact us at 1-800-775-6418 should you have any further questions.

In Solidarity,



Chris Dugovich
President/Executive Director
Washington State Council of
County and City Employees
AFSCME, AFL-CIO

cc: Ron Fredin, Council 2 Vice-President
Kathleen McConnell, Council 2 Secretary-Treasurer
Ed Stemler, Council 2 General Counsel
J. Pat Thompson, Council 2 Deputy Director