



February 2, 2024

Ms. Jacqueline K. White-Brown, Secretary-  
Treasurer/Business Manager  
Office and Professional Employees - Local 537  
3229 E Foothill Blvd.  
Pasadena, CA 91107

Case Number: 520-6027733( )  
LM Number: 530711

Dear Ms. White-Brown:

This office has recently completed an audit of Office and Professional Employees - Local 537 under the Compliance Audit Program (CAP) to determine your organization's compliance with the provisions of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). As discussed during the exit interview with Secretary-Treasurer/Business Manager Jacqueline K. White-Brown on February 5, 2024, no violations of the LMRDA were disclosed in areas of financial activity included in the CAP. This does not exhaust all possible problem areas, however, since the audit conducted was limited in scope and did not include all areas of your union's operation.

#### Other Issues

##### 1. Signing Blank Checks

Your union's bylaws require that all checks be signed by two officers. The two-signature requirement is an effective internal control of union funds. Its purpose is to attest to the authenticity of a completed document already signed. However, signing a blank check in advance does not attest to the authenticity of a completed check, and negates the purpose of the two-signature requirement. OLMS recommends that Local 537 review these procedures to improve internal control of union funds.

##### 2. Vehicle Policy

The audit revealed that Local 537 does not have a clear policy regarding the operation of union vehicles. OLMS recommends that unions adopt written guidelines concerning such matters.

I want to extend my personal appreciation to the Office and Professional Employees - Local 537 for the cooperation and courtesy extended during this compliance audit. I strongly recommend that you make sure this letter and the compliance assistance materials provided to you are passed on to future officers. If we can provide any additional assistance, please do not hesitate to call.

Sincerely,

[REDACTED]

Investigator