

Value-Added Services for Labor Organizations:

Audit  
Outsourced Accounting  
Tax Planning & Preparation  
Management and Strategic Consulting

### Who is Calibre CPA Group?

Founded on a mission to **provide services of a superior calibre**, Calibre CPA Group was established by several CPAs who have focused on providing a comprehensive array of audit, accounting, tax, and consulting services to not-for-profit organizations including international and local unions throughout the country. We're now one of the major "niche" CPA firms in the country that has devoted a large part of our practice to labor organizations.

### What is a CAP Audit?

The Labor-Management Reporting and Disclosure Act of 1959, as amended, (LMRDA) provides reporting and disclosure requirements for labor unions. As part of the Department of Labor's (DOL) efforts to monitor and ensure compliance with LMRDA, the DOL has developed a "Compliance Audit Program" (CAP) and an "International Compliance Audit Program" (ICAP). CAP relates to local unions and ICAP to international unions. In this document CAP refers to either program, as applicable.

Typically, the DOL will notify a labor union four to twelve weeks prior of its intention to perform a CAP audit. So the time to prepare for a CAP audit is now, before you receive notification from the DOL, and while there is still time to affect changes.

### How Can Calibre CPA Group Help Me?

Through our experience with hundreds of labor organizations at the local, regional, and national levels, we've developed an expertise with best practices in internal, administrative, and

accounting controls. While we can't assure your complete compliance with DOL reporting requirements, our professionals can help your organization prepare for a CAP audit by providing some or all of the following services:

Review your organization's general policies and procedures for:

- Appropriate authorization of disbursements
- Completeness of minutes
- Proper bonding coverage under LMRDA rules
- Compliance with investment policy guidelines
- Internal accounting controls over:
  - Cash disbursements
  - Payroll and related employee benefits
  - Cash receipts
  - Financial reporting

We can also review your policies and procedures for officer and employee expense reporting and credit card activity to identify:

- Controls in place requiring adequate supporting documentation (receipts) for expense reimbursements and credit card charges
- Controls over the reasonableness of expenses and their business purpose

We can also test compliance with these expense reporting procedures and make recommendations for improvement.

Our CAP services can also extend to a review of your Form LM-2 Labor Organization Annual Report for:

- Reasonableness of classifications within all Form LM-2 categories

- Reasonableness of information included in Schedules 11 & 12 (payments to officers and employees)
- Completeness and accuracy of reconciliations of loans, fixed assets, investments, and payroll taxes withheld
- Reasonableness of Form LM-2 disclosures

In addition, our professionals can assist your organization in developing or refining appropriate record retention, internal control, and financial policies.

### Why Should I Use Calibre CPA Group?

#### INDUSTRY EXPERIENCE

Over the years, our professionals have worked with clients ranging from small local unions to large Internationals in a variety of industries ... from printing, electrical, and transportation, to construction, food service, communications, and more. We've helped these clients maximize the efficiency of their operations, and improve their compliance with the various provisions of LMRDA. We can do the same for you.

#### INDUSTRY KNOWLEDGE

Our firm has dedicated professionals whose responsibility is to provide comprehensive services for our labor union clients. They work hard to stay abreast of the current legal, accounting, and regulatory issues affecting labor organizations.

### Want to Know More?

Contact us toll-free at 866.464.2839, drop a line to our company email ([info@calibrecpa.com](mailto:info@calibrecpa.com)), or visit our website at [www.calibrecpa.com](http://www.calibrecpa.com).



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