

**Carpenters Local No. 491
Training Fund**

Board of Trustees Meeting

September 24, 2018

CARPENTERS LOCAL NO. 491 TRAINING FUND
AGENDA
SEPTEMBER 24, 2018

A. ROLL CALL

B. MINUTES OF THE JUNE 19, 2018 BOARD MEETING

C. ADMINISTRATIVE REPORTS

1. Statement of Changes In Fund Balance (Apr - Jun, 2018)
2. Bills to be Approved and Paid (September 24, 2018)

D. UNFINISHED BUSINESS

1. Delinquent Employer Listing
2. Payroll Audits

E. NEW BUSINESS

1. Annual Audit - December 31, 2017
2. Questions
3. Date of Next Meeting - Nov. 16, 2018

CARPENTERS LOCAL NO. 491
TRAINING FUND

REGULAR MEETING OF THE BOARD OF TRUSTEES

June 19, 2018

MINUTES

A regular meeting of the Trustees of the Carpenters Local No. 491 Training Fund was held at 9:00 a.m. on June 19, 2018, at the office of the Administrative Manager, Associated Administrators, LLC, 911 Ridgebrook Road, Sparks, Maryland 21152. Present were the following Trustees:

UNION TRUSTEES

Michael Capelli
Troy Singleton
Bill Waterkotte

EMPLOYER TRUSTEES

Ken Bisch
Marty Cymbal was absent
Larry Barron

Also present were Albert Kroll, Esq., Counsel for the Union; David J. Jensen and Dawn Welch, Administrative Manager; Ira Marc Miller, CPA; Pete Tonia; Ted Hoffman, business agent; and Steven I. Batoff, Attorney.

New Trustees Michael Capelli and Bill Waterkotte were welcomed.

The following matters were discussed with the indicated action taken:

1. The minutes of the meeting of March 28, 2018, were approved as read.
2. The Administrative Manager reviewed with the Trustees the Administrative Manager's report for three months ending March 31, 2018. The Fund balance as of March 31, 2018, was \$23,184.48. Upon motion duly made by Mr. Singleton and seconded by Mr. Barron, the Administrative Manager's report was unanimously approved by the Trustees.

3. The Administrative Manager then reviewed with the Trustees the bills to be paid, as listed in an attachment to these minutes. The Trustees unanimously approved payment of the aforementioned checks.
4. The following Delinquent Contractor Listing was reviewed by the Trustees and the Administrative Manager:

NONE

5. The Administrative Manager, Mr. Batoff, the Trustees, and Ira Miller, of Ira Marc Miller & Co., P.A., then discussed with the Trustees payroll audits. Mr. Batoff reported the following:

- Arata – Dave Jensen will be sending out the initial demand letter based on the final report provided by David Letushko. The letter that was to go out in November 2017 was postponed.
- Build Task – David Letushko informed Mr. Batoff that he will be sending David Jensen his report shortly.
- Czarnowski – Dave Jensen will be sending out the initial demand letter based on the final report provided by David Letushko. The letter that was to go out in November 2017 was postponed.
- Willwork – The audit has been completed and David Letushko sent the final billing and report to David Jensen.
- Green Festival – Green Festival has not responded to David Letushko's numerous requests to conduct an audit. Mr. Batoff's firm discovered that the company was no longer in existence because the assets, but not the liabilities, of the Delaware corporation were purchased by a Georgia corporation of the same name. In fact,

the Georgia corporation ceased the use of the Delaware assets. Accordingly, David Letushko noted the corporation no longer exists and closed the file on the audit.

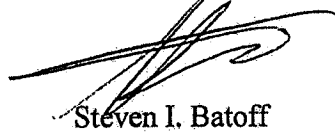
- Nationwide Services – Ted Hoffman informed the Trustees and Mr. Batoff that the owner of Nationwide Services died and the company is no longer in business. The last time work was performed was in 2013. Mr. Batoff forwarded this information to David Letushko.
- Wide Ark – David Letushko informed Mr. Batoff's firm that the audit of Wide Ark was handled through the audit of Expo Labor Procurement due to the fact that all of the activity in Carpenters Local No. 491's area is handled by Expo Labor Procurement. The arrangement was confirmed by both the owner and Ted Hoffman. Consequently, David Letushko closed the Wide Ark audit and sent the final report for Expo Labor Procurement to David Jensen.

The Administrative Manager and Pete Tonia then reviewed with the Trustees, Mr. Batoff, and Ira Miller, a payroll audit update.

David Jensen was directed by the Trustees to send letters to those employers who owe money as a result of the payroll audit and to provide copies of the letters to Mr. Batoff. If the employers are not responsive to Mr. Jensen's letters, Mr. Jensen should notify Mr. Batoff, who should then send demand letters to the nonresponsive employers.

There being no further business, the meeting was thereupon adjourned at 9:18 a.m. with the next meeting scheduled for September 24, 2018, at 9:00 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Batoff', with a stylized flourish extending from the end.

Steven I. Batoff
Secretary of the Meeting

CARPENTERS LOCAL NO. 491 TRAINING FUND
STATEMENT OF CHANGE IN FUND BALANCE - CASH BASIS
FOR THE SIX MONTHS ENDED JUNE 30, 2018

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Year To Date</u>
Additions				
Employer Contributions - Baltimore	\$ 8,423.08	\$ 7,490.08	\$ 11,169.89	\$ 37,837.26
Employer Contributions - Washington	35,280.96	30,259.25	27,540.71	139,208.14
Interest Income - Checking	-	-	-	-
Total Additions	<u>43,704.04</u>	<u>37,749.33</u>	<u>38,710.60</u>	<u>177,045.40</u>
Deductions				
Administration	513.00	-	-	1,006.00
Advertising	-	-	-	-
Audit Fees	-	-	4,385.80	4,385.80
Committee Meeting Expenses	-	-	-	-
Conference	-	-	-	-
Drug Testing	-	-	-	-
Fidelity Bond	-	-	-	500.00
Fiduciary Liability Insurance	-	-	-	362.13
Cyber Liability Insurance	-	-	-	-
Legal Fees	1,475.50	67.00	369.40	2,279.05
Settlement	-	-	-	-
Office Expenses	-	-	-	-
Dues	-	-	-	-
Petty Cash	-	-	-	-
Postage	-	-	-	-
Printing	-	-	-	1.45
School Supplies	-	-	-	-
Training Class Expense	-	-	-	-
Trainee Committee Fees	-	-	-	-
Transfer to JCAE	41,715.54	37,682.33	38,341.20	172,896.77
Transfer to BCJAC	-	-	-	-
Bank Service Charges	-	-	-	-
Total Deductions	<u>43,704.04</u>	<u>37,749.33</u>	<u>43,096.40</u>	<u>181,431.20</u>
Net Increase (Decrease)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (4,385.80)</u>	<u>\$ (4,385.80)</u>
Fund Balance - December 31, 2017				23,184.48
Fund Balance - June 30, 2018				<u>\$ 18,798.68</u>
Statement of Fund Balance - Cost Basis				
Cash - Bank of America - Operating				\$ 18,798.68
Due to Benefit Fund				-
Due To JCAC				-
				<u>\$ 18,798.68</u>

UNAUDITED FINANCIAL REPORT

CARPENTERS LOCAL NO. 491 TRAINING FUND
BILLS TO BE APPROVED AND PAID
OPERATING ACCOUNT
September 24, 2018

<u>Payee/Purpose</u>	<u>Period</u>	<u>Check #</u>	<u>Amount</u>
1. Batoff Associates, P.A. Legal Fees	5/18	1221	369.40
2. Carpenters Health & Welfare Fund Payroll Audits	12/16 - 3/18	1222	4,385.80
3. Joint Carpentry Apprenticeship Committee Contributions	6/18	1223	38,341.20
4. Associated Administrators, LLC 3rd Quarter Administration Fee	7/18 - 9/18	1224	513.00
5. Associated Administrators, LLC Printing - Signature Stamp		1225	11.96
6. Batoff Associates, P.A. Legal Fees	6/18	1226	2,146.70
7. Joint Carpentry Apprenticeship Committee Contributions	7/18	1227	31,755.77
8. Ira Marc Miller & Company, P.A. Progress Billing - Audit - 12/17		1228	1,000.00
9. Void		1229	-
10. Associated Administrators, LLC Printing - 1099 Misc Envelopes		1230	1.57
11. Void		1231	-
12. Joint Carpentry Apprenticeship Committee Contributions	8/18	1232	25,213.05
13. Batoff Associates, P.A. Legal Fees	8/18	1233	1,075.60
14. Ira Marc Miller & Company, P.A. Progress Billing - Audit - 12/17		1234	1,000.00
15. Sage Checks & Forms Printing - Checks		1235	146.95
			<u>\$ 105,961.00</u>

1) If Local has "X" in a block, please indicate "Worked" or "No Men"
2) Please fax updates to Ramona at 410-683-7794

Emailed 09/18/18

Email received by AALLC from Balt. On
Email received by AALLC from Wash. on

