INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Executive Board of the
School Cafeteria Employees Union
Local 634

We have performed the procedures enumerated below, which were agreed to by the School Cafeteria Employees Union Local 634 ("the Union") (the specified parties), solely to assist with allocating salaries and benefits between the Union and related Benefit Funds for the period beginning January 1, 2020. The related Benefit Funds consist of the School Cafeteria Workers Local 634 Health and Welfare Trust Fund (Health) and the School Cafeteria Workers Local 634 Legal Services Trust Fund. This allocation is effective January 1, 2020.

The sufficiency of the procedures is solely the responsibility of the specified parties of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

PROCEDURE 1:

We identified individuals who performed functions for both the Union and the related Benefit Funds. These are individuals who work in the Union office and who perform functions other than those performed by Associated Administrators, LLC, the third party fund administrator. We allocated their time from timesheets prepared by the individuals.

Finding:

Union Office	Health	Legal	Union	Total
Kiera Coleman	17.61%	16.20%	66.20%	100%
Nicole Hunt	23.01	11.96	65.03	100%
Renee Wilson	16.67	16.67	66.67	100%
Renee Alston	26.79	25.00	48.21	100%

PROCEDURE 2:

We allocated the wages and employee related expenses for the Union office in Procedure 1 based on the percentages from the individuals' timesheets and wages for the year ended December 31, 2019 to determine weighted average dollar amounts for the affected entities.

Finding:

	Health	Legal	Union	Total
Annual wages and employee related expenses	$ 22,910	$ 15,146	$ 66,433	$104,489

PROCEDURE 3:

We determined the percentage distribution for all fund office employees by the weighted average allocations developed in procedures 1 and 2.

Finding:

Allocation	Health	Legal	Union	Total
Total	$ 22,910	$ 15,146	$ 66,433	$104,489
Percentage	21.9%	14.5%	63.6%	100%

PROCEDURE 4:

We obtained a floor plan of the Union office space and allocated the space based on square footage.

Finding:

Allocation of office floor space based on square footage was determined to be:

Union Office	Dimension 1	Dimension 2	Total square feet	Percent of Total
Common	35.0	38.0	1,330.0	34.6 %
Reception	23.0	18.0	414.0	10.8 %
634 Office	12.0	12.0	144.0	3.7 %
Common	23.0	21.0	483.0	12.5 %
634 Office	23.0	12.0	276.0	7.2 %
634 Office	11.0	8.0	88.0	2.3 %
Common	16.0	20.0	320.0	8.3 %
Common	15.0	23.0	345.0	9.0 %
Storage	12.0	13.0	156.0	4.1 %
Storage	12.0	17.0	204.0	5.3 %
Open Space	7.0	12.0	84.0	2.2 %
			3,844.0	**100.0** %

PROCEDURE 5:

We allocated the annual rent expenses to the related Benefit Funds based on the employee utilizing the space developed in procedure 4. The 2019 lease amount is $16,537 per year. In cases where the space is used equally by all related funds, an overall allocation was applied.

Finding:

Allocation of annual rent expenses by office floor space was determined to be:

Union Office	Percent of Total	Amount	Health	Legal	Union
Common	34.6 %	$ 5,721	$ 1,253	$ 830	$ 3,638
Reception	10.8 %	1,786	391	259	1,136
634 Office	3.7 %	612	134	89	389
Common	12.5 %	2,066	452	300	1,314
634 Office	7.2 %	1,191	261	173	757
634 Office	2.3 %	380	83	55	242
Common	8.3 %	1,373	301	199	873
Common	9.0 %	1,488	326	216	946
Storage	4.1 %	678	148	98	432
Storage	5.3 %	876	192	127	557
Open Space	2.2 %	366	80	53	233
		$ 16,537	**$ 3,621**	**$ 2,399**	**$ 10,517**
	100.0 %	**100.0%**	**21.9%**	**14.5%**	**63.6%**

PROCEDURE 6:

We allocated the annual wages and annual rent expenses based upon the percentage developed in procedure 3 and 5 for each related Benefit Fund and the Union. We determined the monthly allocation for each related Benefit Fund.

Finding:

Allocation Basis	Health	Legal	Union	Total
Employee time	$ 22,910	$ 15,146	$ 66,433	$ 104,489
Square footage	3,621	2,399	10,517	16,537
	$ 26,531	$ 17,545	$ 76,950	$ 121,026
Monthly allocated expense	$ 2,211	$ 1,462		$ 3,673
Rounded to	$ 2,200	$ 1,500		$ 3,700

This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

We were not engaged to, and did not perform an audit or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the specified elements, accounts, or items. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified parties listed above and is not intended to be and should not be used by anyone other than those specified parties.

January 13, 2020