



Kentucky Equal Justice Center  
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## Memorandum

**DATE:** April 14, 2017  
**TO:** Kentucky Equal Justice Center Board  
**FROM:** Rich Seckel, Director  
**RE:** Financial report through March 31

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The following financial reports are attached:

**Profit and Loss Budget Overview:** budget for 2017 anticipates a loss of \$16,273.

**Profit and Loss through March 31:** shows a loss of \$88,052 compared to the expected loss of \$88,250—a positive variance of \$199.

**Balance Sheet as of March 31:** shows Total Current Assets of \$223,867, down from \$311,418 on December 31 and down 39% percent from \$365,046 on March 31, 2016.

**Income and Expense Charts:** 76% of spending was payroll. 73% of income was from legal services programs.

### Carryover Prediction

<b>Total Current Assets December 31, 2016</b>		\$311,418
Budgeted Profit & Loss for the Year	-	\$ 16,273
<b>Projected Balance December 31, 2017</b>		<b>\$295,145</b>

### Unrestricted Funds

<b>Audited</b>	<b>12/31/12</b>	<b>\$24,254</b>
Audited	12/31/13	\$66,405
Audited	12/31/14	\$87,994
<b>Audited</b>	<b>12/31/15</b>	<b>\$93,513</b>
Estimated	6/30/16	\$61,201
Estimated	12/31/16	\$55,565
Estimated	3/31/17	\$45,384

## KEJC Unrestricted Funds Balance

March 31, 2017

	<b>Balance</b>
<b>Total Current Assets</b>	<b>223,866.54</b>
 <b>Restricted Funds</b>	
AILA Midsouth	1,847.75
BGCF Citizenship	8,069.17
BGCF Capacity	2,135.20
Catholic Diocese of Lexington	0.00
CLINIC Fellowship	19,079.48
Fayette County Bar Foundation	3,225.95
Foundation for a Healthy KY Boots	0.00
Health Law Fellowship	52,060.44
Health Gains Communications	0.00
Kentucky Bar Foundation	4,122.84
Mason Fund	52,000.00
KEJC Endowment	16,287.79
Public Welfare Foundation	18,373.40
United Way of the Bluegrass	5,371.90
	<b>Total Restricted 182,573.92</b>
	<b>Subtotal Unrestricted 41,292.62</b>
 <b>Obligated Funds</b>	
Client Trust	5,911.00
Undistributed Attorneys Fees	3,991.00
<b>Client Funds</b>	<b>1,920.00</b>
	<b>Total Unrestricted 45,283.62</b>

**Kentucky Equal Justice Center**  
**Profit & Loss Budget Overview**  
 January through December 2017

	<b>Jan - Dec 17</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Other Donations	42,000.00
Grants	335,800.00
Miscellaneous Income	25,000.00
Program Income	180,000.00
Program Services	37,840.00
<b>Total Income</b>	620,640.00
<b>Expense</b>	
Audit	4,882.50
Capital Additions	3,000.00
Case Management	2,720.00
Consultants	17,610.00
Contract Labor	9,750.00
Dues	4,440.00
Equipment Rental	6,612.56
Insurance	4,000.00
Library	2,100.00
Litigation expense	2,880.00
Miscellaneous	1,440.00
Office Supplies	7,320.00
Payroll Expenses	500,477.85
Postage and Delivery	3,810.00
Printing and Reproduction	4,620.00
Professional Fees	300.00
Rent	22,500.00
Repairs	840.00
Task Forces and Meetings	3,180.00
Telephone	13,010.00
Travel	22,200.00
<b>Total Expense</b>	637,692.91
<b>Net Ordinary Income</b>	-17,052.91
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	780.00
<b>Total Other Income</b>	780.00
<b>Net Other Income</b>	780.00
<b>Net Income</b>	-16,272.91

Kentucky Equal Justice Center  
**Profit & Loss**  
January through March 2017

	<u>Jan - Mar 17</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Other Donations	10,114.90
Grants	2,250.00
Program Income	45,000.00
Program Services	3,940.00
<b>Total Income</b>	<u>61,304.90</u>
<b>Expense</b>	
Consultants	400.00
Contract Labor	500.00
Dues	2,321.90
Equipment Rental	1,886.16
Insurance	5,222.21
Library	624.26
Litigation expense	520.95
Miscellaneous	428.98
Office Supplies	2,197.78
Payroll Expenses	113,699.39
Postage and Delivery	910.18
Printing and Reproduction	205.62
Rent	6,300.00
Repairs	75.00
Telephone	4,497.69
Travel	9,946.40
<b>Total Expense</b>	<u>149,736.52</u>
<b>Net Ordinary Income</b>	-88,431.62
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	379.90
<b>Total Other Income</b>	<u>379.90</u>
<b>Net Other Income</b>	379.90
<b>Net Income</b>	<u><u>-88,051.72</u></u>

## Kentucky Equal Justice Center Profit & Loss Budget vs. Actual January through March 2017

	<u>Jan - Mar 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Other Donations	10,114.90	5,200.00	4,914.90	194.52%
<b>Grants</b>				
Catholic Diocese of Lexington	250.00	250.00	0.00	100.0%
Restricted	0.00	9,000.00	-9,000.00	0.0%
Unrestricted	2,000.00	450.00	1,550.00	444.44%
<b>Total Grants</b>	2,250.00	9,700.00	-7,450.00	23.2%
Program Income	45,000.00	45,000.00	0.00	100.0%
Program Services	3,940.00	9,460.00	-5,520.00	41.65%
<b>Total Income</b>	61,304.90	69,360.00	-8,055.10	88.39%
<b>Expense</b>				
Capital Additions	0.00	750.00	-750.00	0.0%
Consultants	400.00	1,402.50	-1,002.50	28.52%
Contract Labor	500.00	750.00	-250.00	66.67%
Dues	2,321.90	2,190.00	131.90	106.02%
Equipment Rental	1,886.16	1,653.14	233.02	114.1%
Insurance	5,222.21	4,000.00	1,222.21	130.56%
Library	624.26	525.00	99.26	118.91%
Litigation expense	520.95	720.00	-199.05	72.35%
Miscellaneous	428.98	360.00	68.98	119.16%
Office Supplies	2,197.78	1,830.00	367.78	120.1%
Payroll Expenses	113,699.39	125,334.65	-11,635.26	90.72%
Postage and Delivery	910.18	952.50	-42.32	95.56%
Printing and Reproduction	205.62	1,155.00	-949.38	17.8%
Professional Fees	0.00	75.00	-75.00	0.0%
Rent	6,300.00	6,300.00	0.00	100.0%
Repairs	75.00	210.00	-135.00	35.71%
Task Forces and Meetings	0.00	795.00	-795.00	0.0%
Telephone	4,497.69	3,252.50	1,245.19	138.28%
Travel	9,946.40	5,550.00	4,396.40	179.21%
<b>Total Expense</b>	149,736.52	157,805.29	-8,068.77	94.89%
<b>Net Ordinary Income</b>	-88,431.62	-88,445.29	13.67	99.99%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Interest Income	379.90	195.00	184.90	194.82%
<b>Total Other Income</b>	379.90	195.00	184.90	194.82%
<b>Net Other Income</b>	379.90	195.00	184.90	194.82%
<b>Net Income</b>	<u><u>-88,051.72</u></u>	<u><u>-88,250.29</u></u>	<u><u>198.57</u></u>	<u><u>99.78%</u></u>

Kentucky Equal Justice Center  
**Balance Sheet**  
As of March 31, 2017

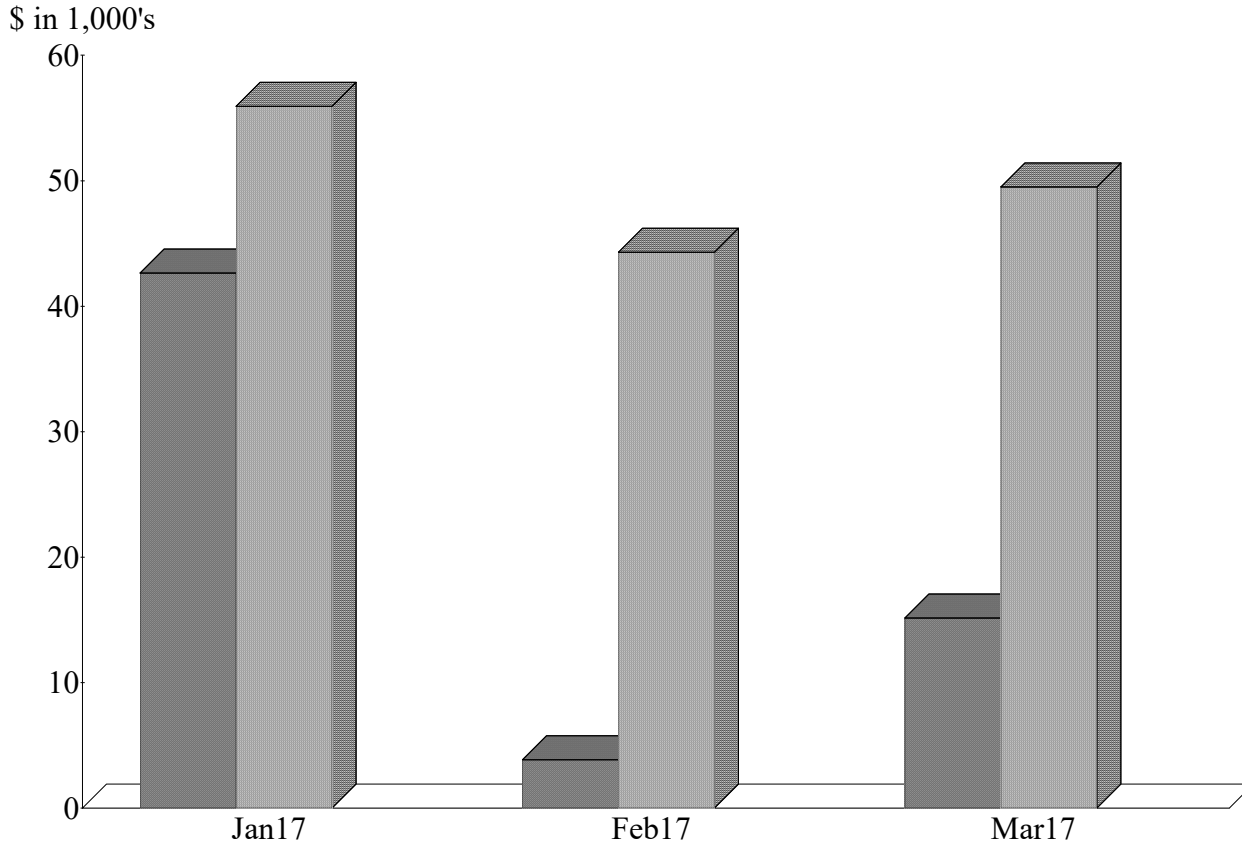
	<u>Mar 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Chase Savings	89,909.16
Chase IOLTA	3,620.00
Chase Checking	95,523.59
<b>Total Checking/Savings</b>	<u>189,052.75</u>
<b>Accounts Receivable</b>	
Accounts Receivable	18,526.00
<b>Total Accounts Receivable</b>	<u>18,526.00</u>
<b>Other Current Assets</b>	
KEJC Endowment Fund	16,287.79
<b>Total Other Current Assets</b>	<u>16,287.79</u>
<b>Total Current Assets</b>	223,866.54
<b>Other Assets</b>	
Rental Deposit	715.00
Accumulated Depreciation - Comp	-44,719.97
Computer and Phone Equipment	55,396.80
<b>Total Other Assets</b>	<u>11,391.83</u>
<b>TOTAL ASSETS</b>	<u><u>235,258.37</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Client Trust Funds	5,911.00
Direct Deposit Liabilities	172.97
Payroll Liabilities	496.12
<b>Total Other Current Liabilities</b>	<u>6,580.09</u>
<b>Total Current Liabilities</b>	6,580.09
<b>Long Term Liabilities</b>	
Accrued leave	26,584.33
<b>Total Long Term Liabilities</b>	<u>26,584.33</u>
<b>Total Liabilities</b>	33,164.42
<b>Equity</b>	
Temporarily Restricted Net Asse	253,856.75
Opening Bal Equity	62,900.79
Retained Earnings	-26,611.87
Net Income	-88,051.72
<b>Total Equity</b>	<u>202,093.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>235,258.37</u></u>

**Kentucky Equal Justice Center**  
**Balance Sheet Prev Year Comparison**  
As of March 31, 2017

	<u>Mar 31, 17</u>	<u>Mar 31, 16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Chase Savings	89,909.16	141,783.45	-51,874.29	-36.59%
Chase IOLTA	3,620.00	3,720.00	-100.00	-2.69%
Chase Checking	95,523.59	147,635.87	-52,112.28	-35.3%
<b>Total Checking/Savings</b>	<u>189,052.75</u>	<u>293,139.32</u>	<u>-104,086.57</u>	<u>-35.51%</u>
Accounts Receivable				
Accounts Receivable	18,526.00	59,054.40	-40,528.40	-68.63%
<b>Total Accounts Receivable</b>	<u>18,526.00</u>	<u>59,054.40</u>	<u>-40,528.40</u>	<u>-68.63%</u>
Other Current Assets				
KEJC Endowment Fund	16,287.79	10,000.00	6,287.79	62.88%
Undeposited Funds	0.00	2,852.00	-2,852.00	-100.0%
<b>Total Other Current Assets</b>	<u>16,287.79</u>	<u>12,852.00</u>	<u>3,435.79</u>	<u>26.73%</u>
<b>Total Current Assets</b>	<u>223,866.54</u>	<u>365,045.72</u>	<u>-141,179.18</u>	<u>-38.67%</u>
Other Assets				
Rental Deposit	715.00	0.00	715.00	100.0%
Accumulated Depreciation - Comp	-44,719.97	-37,169.73	-7,550.24	-20.31%
Computer and Phone Equipment	55,396.80	55,396.80	0.00	0.0%
<b>Total Other Assets</b>	<u>11,391.83</u>	<u>18,227.07</u>	<u>-6,835.24</u>	<u>-37.5%</u>
<b>TOTAL ASSETS</b>	<u><u>235,258.37</u></u>	<u><u>383,272.79</u></u>	<u><u>-148,014.42</u></u>	<u><u>-38.62%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	0.00	139.72	-139.72	-100.0%
<b>Total Accounts Payable</b>	<u>0.00</u>	<u>139.72</u>	<u>-139.72</u>	<u>-100.0%</u>
Other Current Liabilities				
Client Trust Funds	5,911.00	5,911.00	0.00	0.0%
Direct Deposit Liabilities	172.97	172.97	0.00	0.0%
Payroll Liabilities	496.12	165.11	331.01	200.48%
<b>Total Other Current Liabilities</b>	<u>6,580.09</u>	<u>6,249.08</u>	<u>331.01</u>	<u>5.3%</u>
<b>Total Current Liabilities</b>	<u>6,580.09</u>	<u>6,388.80</u>	<u>191.29</u>	<u>2.99%</u>
Long Term Liabilities				
Accrued leave	26,584.33	26,584.33	0.00	0.0%
<b>Total Long Term Liabilities</b>	<u>26,584.33</u>	<u>26,584.33</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Liabilities</b>	<u>33,164.42</u>	<u>32,973.13</u>	<u>191.29</u>	<u>0.58%</u>
Equity				
Temporarily Restricted Net Asse	253,856.75	253,856.75	0.00	0.0%
Opening Bal Equity	62,900.79	62,900.79	0.00	0.0%
Retained Earnings	-26,611.87	40,612.00	-67,223.87	-165.53%
Net Income	-88,051.72	-7,069.88	-80,981.84	-1,145.45%
<b>Total Equity</b>	<u>202,093.95</u>	<u>350,299.66</u>	<u>-148,205.71</u>	<u>-42.31%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>235,258.37</u></u>	<u><u>383,272.79</u></u>	<u><u>-148,014.42</u></u>	<u><u>-38.62%</u></u>

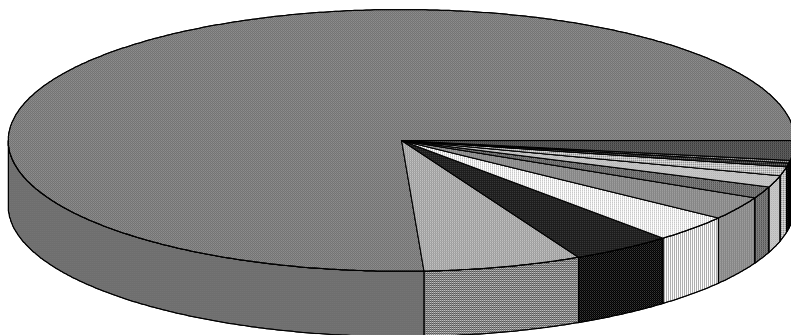
Income and Expense by Month  
January through March 2017

Income  
Expense



Expense Summary  
January through March 2017

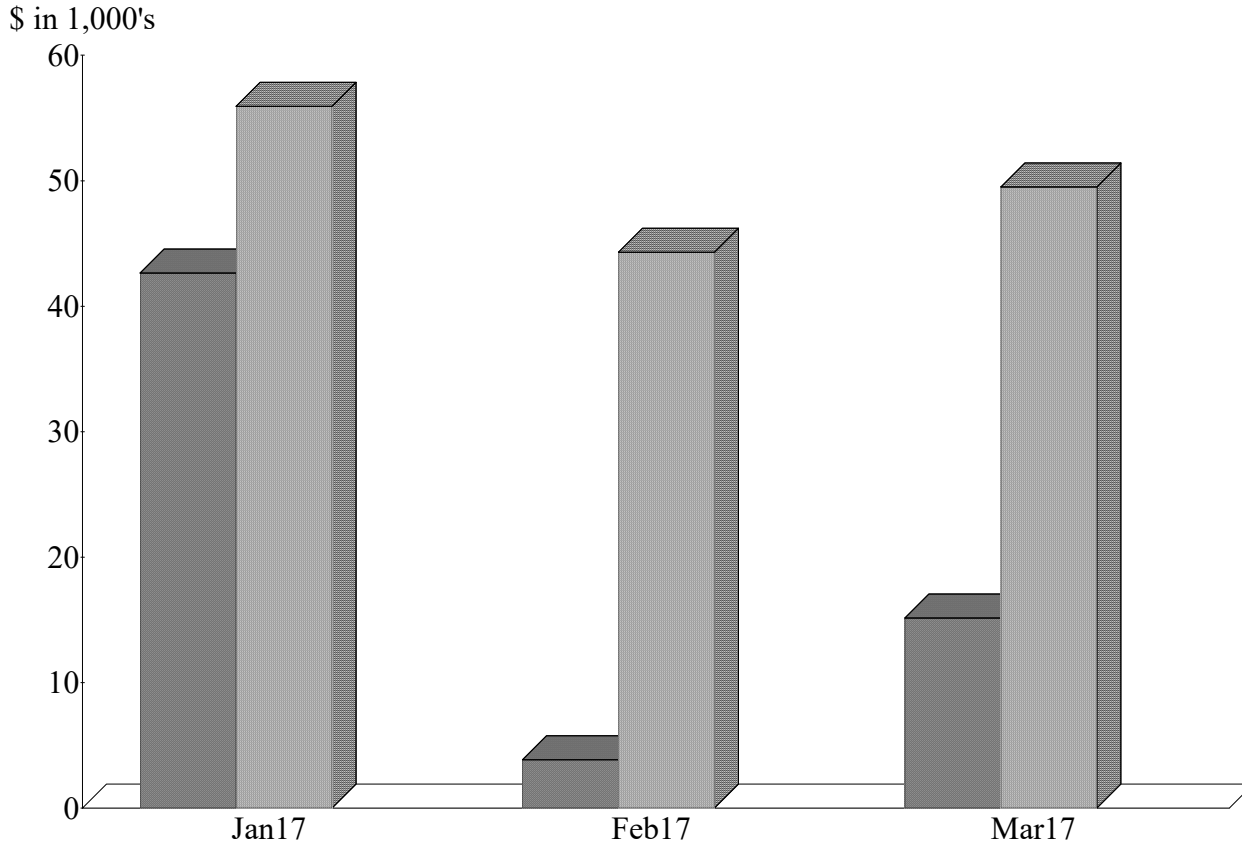
Payroll Expenses	75.93%
Travel	6.64
Rent	4.21
Insurance	3.49
Telephone	3.00
Dues	1.55
Office Supplies	1.47
Equipment Rental	1.26
Postage and Delivery	0.61
Library	0.42
Other	1.42
<b>Total</b>	<b>\$149,736.52</b>



By Account

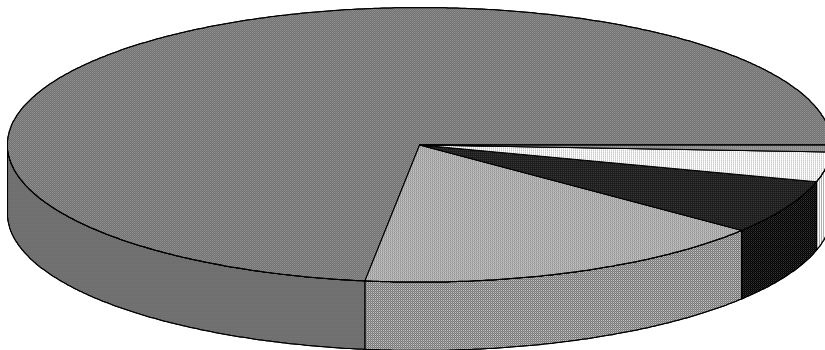


Income and Expense by Month  
January through March 2017



Income Summary  
January through March 2017

Program Income	72.95%
Other Donations	16.40
Program Services	6.39
Grants	3.65
Interest Income	0.62
<b>Total</b>	<b>\$61,684.80</b>

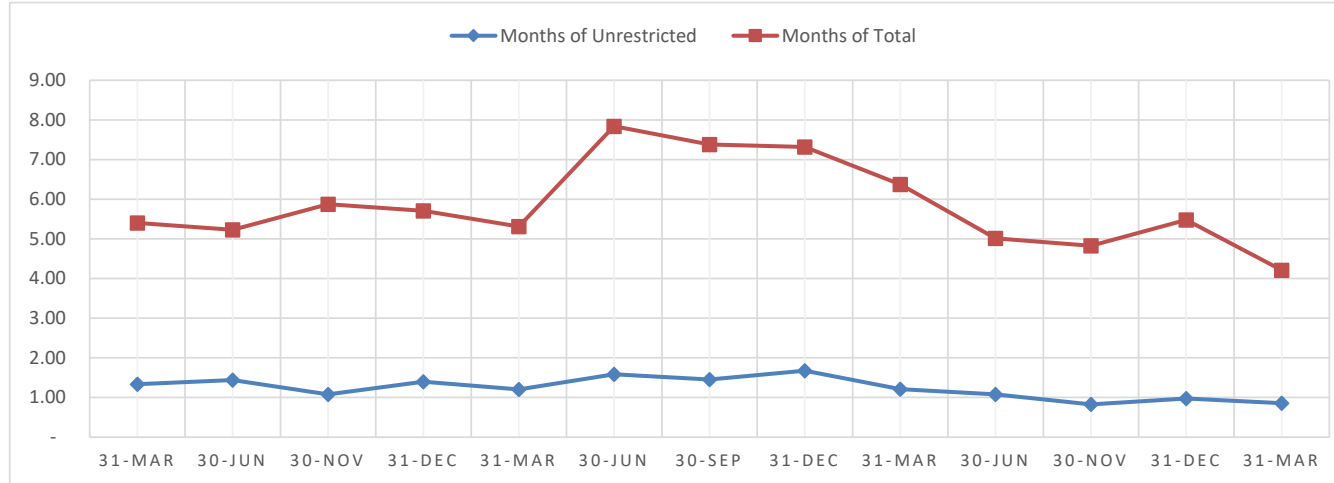


By Account

## Months of Reserves 2014-2017

Restricted and Unrestricted

	2014				2015				2016				2017
	31-Mar	30-Jun	30-Nov	31-Dec	31-Mar	30-Jun	30-Sep	31-Dec	31-Mar	30-Jun	30-Nov	31-Dec	31-Mar
Monthly Total Budget	47,409	47,409	47,409	47,409	47,409	47,409	49,458	49,458	56,807	56,807	56,807	56,807	53,141
Unrestricted Assets	63,348	68,183	51,012	66,389	56,935	75,220	71,899	82,925	68,665	61,201	46,944	55,565	45,384
Total Current Assets	256,039	248,017	278,423	270,772	251,850	371,785	365,221	361,976	361,976	284,755	274,084	311,418	223,867
Percent Unrestricted	24.74%	27.49%	18.32%	24.52%	22.61%	20.23%	19.69%	22.91%	18.97%	21.49%	17.13%	17.84%	20.27%
Months of Unrestricted	1.34	1.44	1.08	1.40	1.20	1.59	1.45	1.68	1.21	1.08	0.83	0.98	0.85
Months of Total	5.40	5.23	5.87	5.71	5.31	7.84	7.38	7.32	6.37	5.01	4.82	5.48	4.21



# KEJC Recent Fundraising Effort

2016

2016 Source	For	Status	Requested	Awarded	% Awarded
Foundation for a Healthy Kentucky Boots	Health Outreach	Awarded	50,000	50,000	100%
Public Welfare Foundation	Employment	Awarded	80,000	80,000	100%
Kentucky Bar Foundation	Immigration	Awarded	10,200	10,000	98%
Kentucky Gives Day	General Support	Completed	2,500	3,038	122%
Catholic Diocese of Lexington	Immigration	Awarded	8,500	1,000	12%
Foundation for a Healthy Kentucky Fellow	Health Advocacy	Awarded	45,000	45,000	100%
Interact for Health Fellow	Health Advocacy	Awarded	45,000	45,000	100%
Interact for Health Communications	Health Communications	Awarded	20,000	20,000	100%
Foundation Healthy KY Rapid Response	Health Communications	Awarded	10,000	10,000	100%
United Way of the Bluegrass (renewal)	Immigration	Renewed	16,200	16,200	100%
Blue Grass Community Foundation	Immigration	Renewed	12,000	12,000	100%
AILA Midsouth	Immigration	Awarded	6,369	2,000	31%
Lexington ESR	Health Outreach	Denied	37,732	-	0%
Good Giving Challenge 2016	General Support	Completed	18,000	19,186	107%
Holiday Letter and Seasonal Donations	As Designated	Completed	10,000	25,919	259%
Fayette County Bar Foundation	Immigration	Pending	6,900	5,000	72%
<b>Subtotal 2016</b>			<b>\$378,401</b>	<b>\$344,344</b>	<b>91%</b>
<b>Total 2011-16</b>			<b>\$2,456,274</b>	<b>\$1,907,521</b>	<b>78%</b>

## KEJC Recent Fundraising Effort

2017

2017 Source	For	Status	Requested	Awarded	% Awarded
Foundation for a Healthy Kentucky Boots	Health Outreach	Awarded	50,000	50,000	100%
Kentucky Bar Foundation	Immigration	Pending	28,480	-	0%
Kentucky Gives Day	Immigration	In Progress	3,000	510	17%
Catholic Diocese of Lexington	Immigration	Pending	11,200	3,500	31%
Interact for Health Fellow	Health Advocacy	Pending	45,000	-	0%
United Way of the Bluegrass	Immigration	Pending	36,384	-	0%
<b>Subtotal 2017</b>			<b>\$174,064</b>	<b>\$54,010</b>	<b>31%</b>

### Coming Up

2017 Source	For	Status	Requested	Awarded	% Awarded
VOCA	Immigration	Planned	160,000	-	0%
Public Welfare Foundation (renewal)	Workers' Rights	Planned	80,000	-	0%
Blue Grass Community Foundation	Immigration	Planned	12,000	-	0%
<b>Subtotal 2017</b>			<b>\$252,000</b>	<b>\$0</b>	<b>0%</b>