



Kentucky Equal Justice Center
201 W. Short Street, Suite 310
Lexington, KY 40507

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Memorandum

DATE: April 12, 2017
TO: Kentucky Equal Justice Center Board
FROM: Rich Seckel, Director
RE: Financial report for FY 2016

The following financial reports are attached:

Profit and Loss Budget Overview: budget for 2016 anticipated a loss of \$12,760 plus \$30,000 in spent down Fellowship funds.

Profit and Loss through December 31: shows a loss of \$67,224 compared to the expected loss of \$42,760—a negative variance of \$24,464.

Balance Sheet as of December 31: shows Total Current Assets of \$311,418, up from \$274,084 on November 30 and down 14% percent from \$361,976 on December 31, 2015.

Income and Expense Charts: 76.5% of spending was payroll. 54.6% of income was grants.

Carryover Prediction

Total Current Assets December 31, 2015		\$361,976
Budgeted Profit & Loss for the Year	-	\$ 42,760
Original Projected Balance 2016		\$319,216
Last Projected Balance 12/31/16		\$287,233
Actual Balance 12/31/16		\$311,418

Unrestricted Funds

Audited	12/31/12	\$24,254
Audited	12/31/13	\$66,405
Audited	12/31/14	\$87,994
Audited	12/31/15	\$93,513
Estimated	6/30/16	\$61,201
Estimated	11/30/16	\$46,944
Estimated	12/31/16	\$55,565

KEJC Unrestricted Funds Balance

December 31, 2016

	Balance
Total Current Assets	311,418.26
Restricted Funds	
AILA Midsouth	257.43
BGCF Citizenship	10,794.10
BGCF Capacity	12,177.67
Catholic Diocese of Lexington	0.00
CLINIC Fellowship	26,999.54
Fayette County Bar Foundation	0.00
Foundation for a Healthy KY Boots	8,471.79
Harvard Fellowship	0.00
Health Law Fellowship	77,532.33
Health Gains Communications	753.56
Kentucky Bar Foundation	7,105.93
Mason Fund	52,000.00
KEJC Endowment	11,001.59
Public Welfare Foundation	43,608.63
United Way of the Bluegrass	9,141.81
Total Restricted	259,844.38
Subtotal Unrestricted	51,573.88
Obligated Funds	
Client Trust	5,911.00
Undistributed Attorneys Fees	3,991.00
Client Funds	1,920.00
Total Unrestricted	55,564.88

Kentucky Equal Justice Center
Profit & Loss Budget Overview
January through December 2016

	<u>Jan - Dec 16</u>
Ordinary Income/Expense	
Income	
In-kind Contributions	0.00
Other Donations	31,800.00
Grants	362,600.00
Miscellaneous Income	25,000.00
Program Income	180,000.00
Program Services	38,840.00
Total Income	<u>638,240.00</u>
Expense	
Audit	4,650.00
Capital Additions	2,400.00
Case Management	2,940.00
Consultants	32,280.00
Contract Labor	9,150.00
Depreciation Expense	0.00
Dues	4,440.00
Equipment Rental	2,331.20
Insurance	4,450.00
Library	2,100.00
Litigation expense	2,940.00
Miscellaneous	1,440.00
Office Supplies	6,740.00
Payroll Expenses	536,584.84
Postage and Delivery	3,690.00
Printing and Reproduction	4,104.00
Professional Fees	300.00
Rent	19,200.00
Repairs	840.00
Task Forces and Meetings	3,120.00
Telephone	13,140.00
Travel	24,840.00
Total Expense	<u>681,680.04</u>
Net Ordinary Income	-43,440.04
Other Income/Expense	
Other Income	
Interest Income	680.00
Total Other Income	<u>680.00</u>
Net Other Income	680.00
Net Income	<u><u>-42,760.04</u></u>

Kentucky Equal Justice Center
Profit & Loss
January through December 2016

	<u>Jan - Dec 16</u>
Ordinary Income/Expense	
Income	
In-kind Contributions	16,000.00
Other Donations	56,832.19
Grants	356,700.00
Miscellaneous Income	504.00
Program Income	180,000.00
Program Services	42,150.44
Total Income	<u>652,186.63</u>
Expense	
Audit	4,670.00
Case Management	2,225.00
Consultants	40,880.00
Contract Labor	6,461.50
Depreciation Expense	7,550.24
Dues	3,635.60
Equipment Rental	4,784.62
Insurance	4,943.72
Library	1,952.12
Litigation expense	3,506.50
Miscellaneous	1,132.88
Office Supplies	7,287.11
Payroll Expenses	551,416.28
Postage and Delivery	4,603.16
Printing and Reproduction	2,982.59
Rent	40,700.00
Repairs	60.00
Task Forces and Meetings	1,254.63
Telephone	14,093.84
Travel	16,346.61
Total Expense	<u>720,486.40</u>
Net Ordinary Income	-68,299.77
Other Income/Expense	
Other Income	
Interest Income	1,075.90
Total Other Income	<u>1,075.90</u>
Net Other Income	<u>1,075.90</u>
Net Income	<u><u>-67,223.87</u></u>

Kentucky Equal Justice Center Profit & Loss Budget vs. Actual January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
In-kind Contributions	16,000.00	0.00	16,000.00	100.0%
Other Donations	56,832.19	31,800.00	25,032.19	178.72%
Grants	356,700.00	362,600.00	-5,900.00	98.37%
Miscellaneous Income	504.00	25,000.00	-24,496.00	2.02%
Program Income	180,000.00	180,000.00	0.00	100.0%
Program Services	42,150.44	38,840.00	3,310.44	108.52%
Total Income	<u>652,186.63</u>	<u>638,240.00</u>	<u>13,946.63</u>	<u>102.19%</u>
Expense				
Audit	4,670.00	4,650.00	20.00	100.43%
Capital Additions	0.00	2,400.00	-2,400.00	0.0%
Case Management	2,225.00	2,940.00	-715.00	75.68%
Consultants	40,880.00	32,280.00	8,600.00	126.64%
Contract Labor	6,461.50	9,150.00	-2,688.50	70.62%
Depreciation Expense	7,550.24	0.00	7,550.24	100.0%
Dues	3,635.60	4,440.00	-804.40	81.88%
Equipment Rental	4,784.62	2,331.20	2,453.42	205.24%
Insurance	4,943.72	4,450.00	493.72	111.1%
Library	1,952.12	2,100.00	-147.88	92.96%
Litigation expense	3,506.50	2,940.00	566.50	119.27%
Miscellaneous	1,132.88	1,440.00	-307.12	78.67%
Office Supplies	7,287.11	6,740.00	547.11	108.12%
Payroll Expenses	551,416.28	536,584.84	14,831.44	102.76%
Postage and Delivery	4,603.16	3,690.00	913.16	124.75%
Printing and Reproduction	2,982.59	4,104.00	-1,121.41	72.68%
Professional Fees	0.00	300.00	-300.00	0.0%
Rent	40,700.00	19,200.00	21,500.00	211.98%
Repairs	60.00	840.00	-780.00	7.14%
Task Forces and Meetings	1,254.63	3,120.00	-1,865.37	40.21%
Telephone	14,093.84	13,140.00	953.84	107.26%
Travel	16,346.61	24,840.00	-8,493.39	65.81%
Total Expense	<u>720,486.40</u>	<u>681,680.04</u>	<u>38,806.36</u>	<u>105.69%</u>
Net Ordinary Income	<u>-68,299.77</u>	<u>-43,440.04</u>	<u>-24,859.73</u>	<u>157.23%</u>
Other Income/Expense				
Other Income				
Interest Income	1,075.90	680.00	395.90	158.22%
Total Other Income	<u>1,075.90</u>	<u>680.00</u>	<u>395.90</u>	<u>158.22%</u>
Net Other Income	<u>1,075.90</u>	<u>680.00</u>	<u>395.90</u>	<u>158.22%</u>
Net Income	<u><u>-67,223.87</u></u>	<u><u>-42,760.04</u></u>	<u><u>-24,463.83</u></u>	<u><u>157.21%</u></u>

Kentucky Equal Justice Center
Balance Sheet
As of December 31, 2016

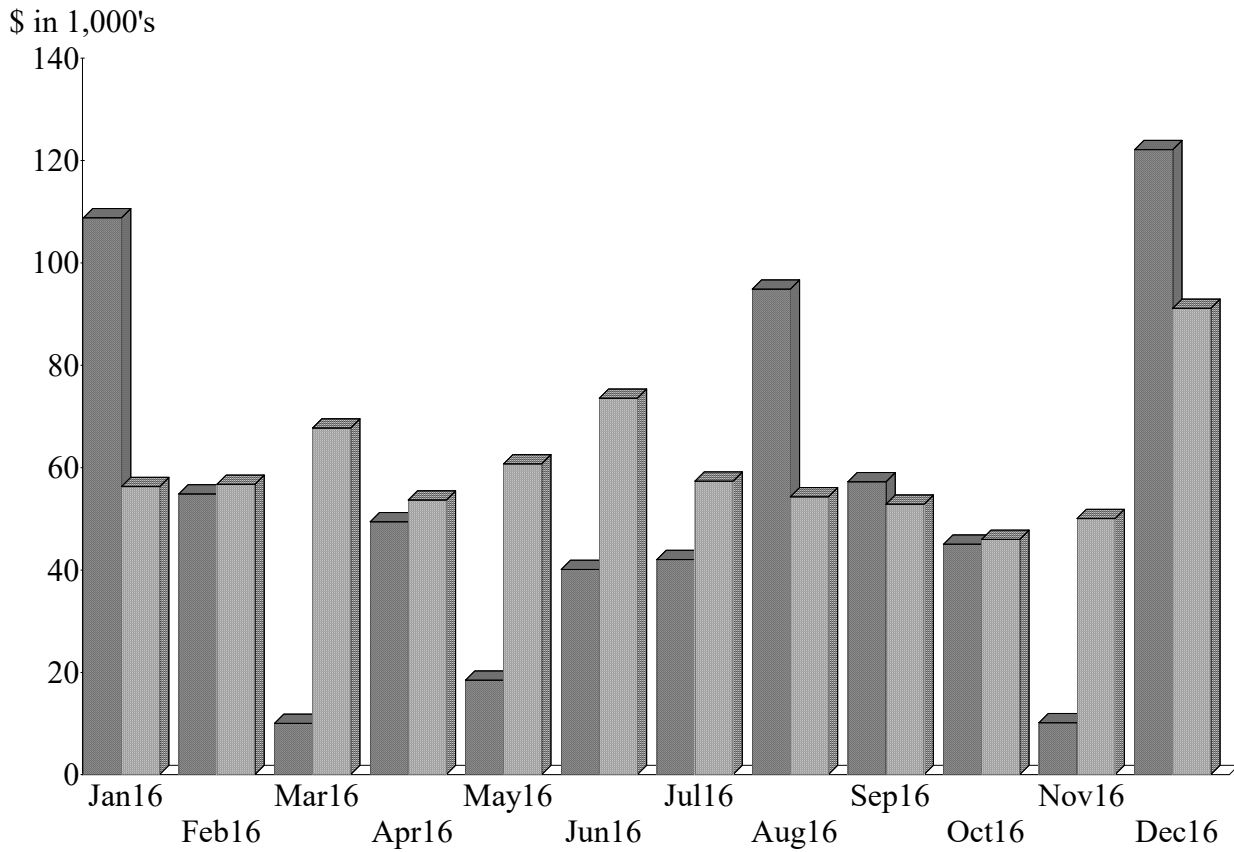
	<u>Dec 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase Savings	141,889.55
Chase IOLTA	3,620.00
Chase Checking	62,644.72
Total Checking/Savings	<u>208,154.27</u>
Accounts Receivable	
Accounts Receivable	92,262.40
Total Accounts Receivable	<u>92,262.40</u>
Other Current Assets	
KEJC Endowment Fund	11,001.59
Total Other Current Assets	<u>11,001.59</u>
Total Current Assets	311,418.26
Other Assets	
Rental Deposit	715.00
Accumulated Depreciation - Comp	-44,719.97
Computer and Phone Equipment	55,396.80
Total Other Assets	<u>11,391.83</u>
TOTAL ASSETS	<u><u>322,810.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Client Trust Funds	5,911.00
Direct Deposit Liabilities	172.97
Payroll Liabilities	-3.88
Total Other Current Liabilities	<u>6,080.09</u>
Total Current Liabilities	6,080.09
Long Term Liabilities	
Accrued leave	26,584.33
Total Long Term Liabilities	<u>26,584.33</u>
Total Liabilities	32,664.42
Equity	
Temporarily Restricted Net Asse	253,856.75
Opening Bal Equity	62,900.79
Retained Earnings	40,612.00
Net Income	-67,223.87
Total Equity	<u>290,145.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>322,810.09</u></u>

Kentucky Equal Justice Center
Balance Sheet Prev Year Comparison
As of December 31, 2016

	<u>Dec 31, 16</u>	<u>Dec 31, 15</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Chase Savings	141,889.55	141,748.23	141.32	0.1%
Chase IOLTA	3,620.00	5,920.00	-2,300.00	-38.85%
Chase Checking	62,644.72	76,469.35	-13,824.63	-18.08%
Total Checking/Savings	<u>208,154.27</u>	<u>224,137.58</u>	<u>-15,983.31</u>	<u>-7.13%</u>
Accounts Receivable				
Accounts Receivable	92,262.40	137,838.30	-45,575.90	-33.07%
Total Accounts Receivable	<u>92,262.40</u>	<u>137,838.30</u>	<u>-45,575.90</u>	<u>-33.07%</u>
Other Current Assets				
KEJC Endowment Fund	11,001.59	0.00	11,001.59	100.0%
Total Other Current Assets	<u>11,001.59</u>	<u>0.00</u>	<u>11,001.59</u>	<u>100.0%</u>
Total Current Assets	<u>311,418.26</u>	<u>361,975.88</u>	<u>-50,557.62</u>	<u>-13.97%</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%
Total Other Assets	<u>11,391.83</u>	<u>18,227.07</u>	<u>-6,835.24</u>	<u>-37.5%</u>
TOTAL ASSETS	<u><u>322,810.09</u></u>	<u><u>380,202.95</u></u>	<u><u>-57,392.86</u></u>	<u><u>-15.1%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
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	-3.88	165.11	-168.99	-102.35%
Total Other Current Liabilities	<u>6,080.09</u>	<u>6,249.08</u>	<u>-168.99</u>	<u>-2.7%</u>
Total Current Liabilities	<u>6,080.09</u>	<u>6,249.08</u>	<u>-168.99</u>	<u>-2.7%</u>
Long Term Liabilities				
Accrued leave	26,584.33	26,584.33	0.00	0.0%
Total Long Term Liabilities	<u>26,584.33</u>	<u>26,584.33</u>	<u>0.00</u>	<u>0.0%</u>
Total Liabilities	<u>32,664.42</u>	<u>32,833.41</u>	<u>-168.99</u>	<u>-0.52%</u>
Equity				
Temporarily Restricted Net Asse	253,856.75	253,856.75	0.00	0.0%
Opening Bal Equity	62,900.79	52,900.79	10,000.00	18.9%
Retained Earnings	40,612.00	-47,786.18	88,398.18	184.99%
Net Income	-67,223.87	88,398.18	-155,622.05	-176.05%
Total Equity	<u>290,145.67</u>	<u>347,369.54</u>	<u>-57,223.87</u>	<u>-16.47%</u>
TOTAL LIABILITIES & EQUITY	<u><u>322,810.09</u></u>	<u><u>380,202.95</u></u>	<u><u>-57,392.86</u></u>	<u><u>-15.1%</u></u>

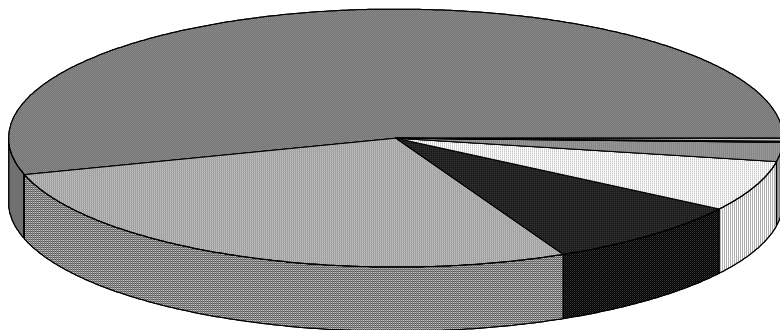
Income and Expense by Month
January through December 2016

Income
Expense



Income Summary
January through December 2016

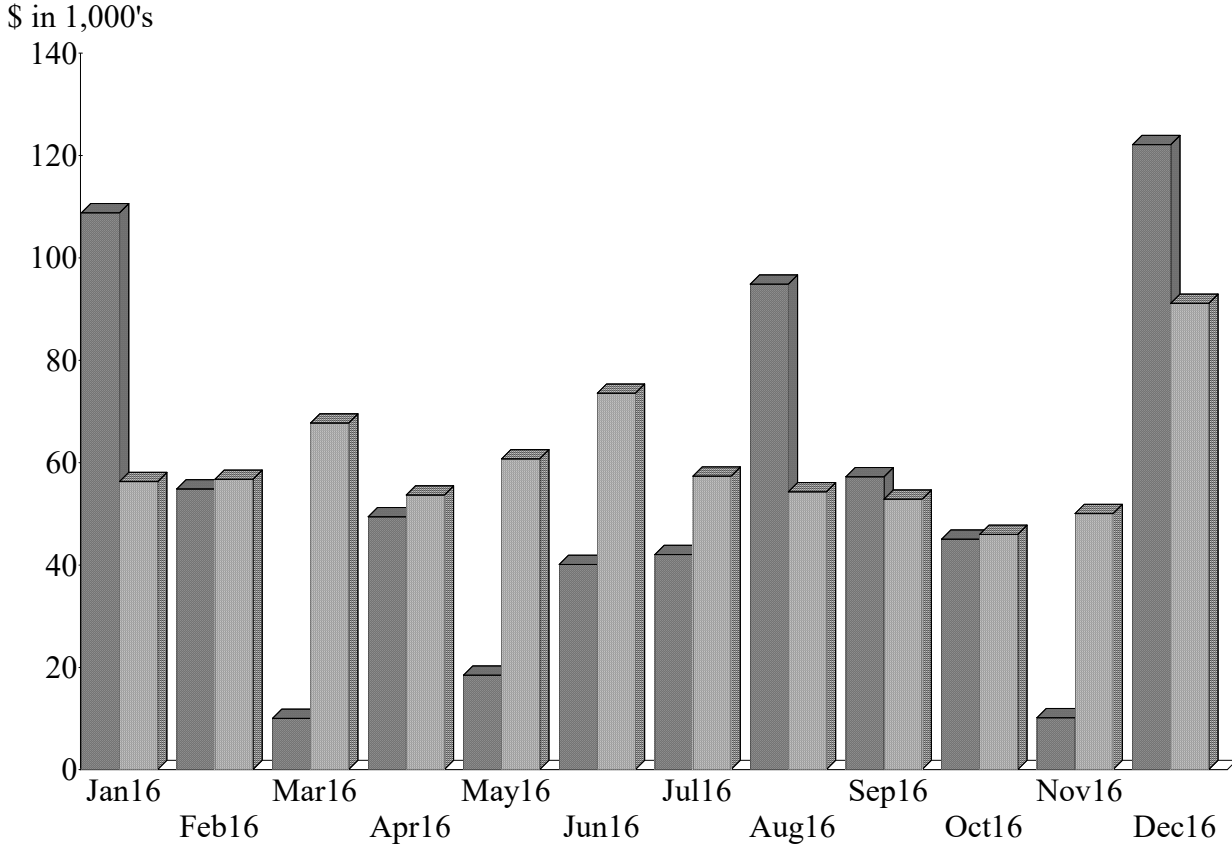
Grants	54.60%
Program Income	27.55
Other Donations	8.70
Program Services	6.45
In-kind Contributions	2.45
Interest Income	0.16
Miscellaneous Income	0.08
Total	\$653,262.53



By Account

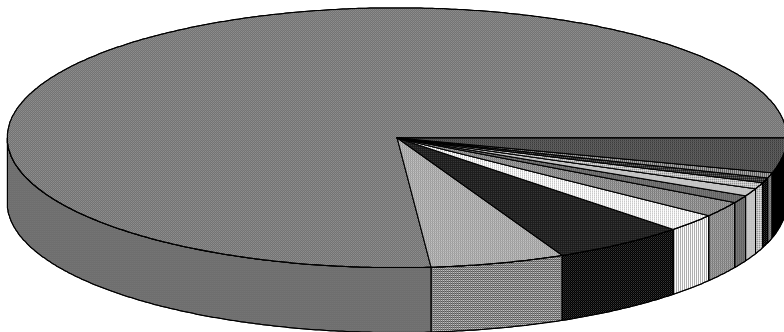
Income and Expense by Month
January through December 2016

Income
Expense



Expense Summary
January through December 2016

Payroll Expenses	76.53%
Consultants	5.67
Rent	5.65
Travel	2.27
Telephone	1.96
Depreciation Expense	1.05
Office Supplies	1.01
Contract Labor	0.90
Insurance	0.69
Equipment Rental	0.66
Other	3.61
Total	\$720,486.40

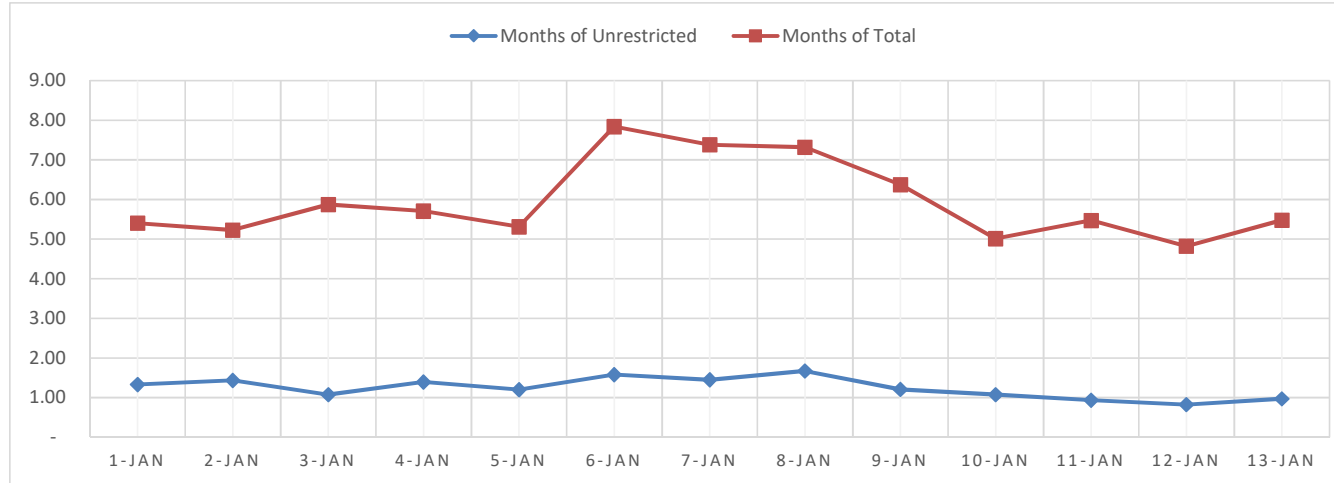


By Account

Months of Reserves 2014-2016

Restricted and Unrestricted

	2014				2015				2016				
	31-Mar	30-Jun	30-Nov	31-Dec	31-Mar	30-Jun	30-Sep	31-Dec	31-Mar	30-Jun	31-Aug	30-Nov	31-Dec
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	56,807
Unrestricted Assets	63,348	68,183	51,012	66,389	56,935	75,220	71,899	82,925	68,665	61,201	53,402	46,944	55,565
Total Current Assets	256,039	248,017	278,423	270,772	251,850	371,785	365,221	361,976	361,976	284,755	310,847	274,084	311,418
Percent Unrestricted	24.74%	27.49%	18.32%	24.52%	22.61%	20.23%	19.69%	22.91%	18.97%	21.49%	17.18%	17.13%	17.84%
Months of Unrestricted	1.34	1.44	1.08	1.40	1.20	1.59	1.45	1.68	1.21	1.08	0.94	0.83	0.98
Months of Total	5.40	5.23	5.87	5.71	5.31	7.84	7.38	7.32	6.37	5.01	5.47	4.82	5.48



KEJC Recent Fundraising Effort

2015

2015 Source	For	Status	Requested	Awarded	% Awarded
AILA Mid-South	Immigration	Awarded	4,090	1,050	26%
Blue Grass Community Foundation	Citizenship	Awarded	10,000	12,000	120%
Catholic Diocese of Lexington	Immigration	Awarded	6,980	1,000	14%
Center for Responsible Lending	Consumer	Paid	2,500	4,000	160%
CLASP Family Benefits*	Public Benefits	Declined	150,000	-	0%
CLINIC Fellowship	Immigration	Awarded	50,000	50,000	100%
Fayette County Bar Foundation	Immigration	Awarded	8,000	5,000	63%
Foundation for a Healthy Kentucky Boots	Health Outreach	Awarded	50,000	50,000	100%
Foundation for a Healthy Kentucky Fellow	Health Advocacy	Awarded	45,000	45,000	100%
Good Giving Challenge 2015	General Support	Received	10,000	18,205	182%
Harvard Public Interest Fellowship	Immigration	Awarded	45,000	45,000	100%
Health Gains Communications FHKY	Health Advocacy	Awarded	10,000	10,000	100%
Health Gains Communications IFH	Health Advocacy	Awarded	30,000	20,000	67%
Holiday Letter and Holiday Season	By Designation	Received	8,000	12,557	157%
Kentucky Bar Foundation	Immigration	Declined	9,300	2,000	22%
King's Daughters Foundation	Immigration Printer	Declined	6,000	-	0%
KVH Families USA HST Subgrant	Health Advocacy	Awarded	24,000	24,000	100%
Lexington-Fayette Social Resources	Maxwell Street	Ineligible	-	-	0%
Louisville Bar Foundation	Employment	Awarded	3,664	3,664	100%
Public Welfare Foundation	Employment	Awarded	80,000	80,000	100%
United Way of the Bluegrass (renewal)	Immigration	Renewed	16,200	16,314	101%
Subtotal 2015			\$568,734	\$399,790	70%
Total 2011-15			\$2,077,873	\$1,563,178	75%

* Without CLASP grant, % awarded would be 95%

KEJC Recent Fundraising Effort

2016

2016	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	Pending	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%
Subtotal 2016			\$378,401	\$344,344	91%