



Kentucky Equal Justice Center  
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Lexington, KY 40507

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## Memorandum

**DATE:** October 1, 2018  
**TO:** Kentucky Equal Justice Center Board  
**FROM:** Rich Seckel, Director  
**RE:** Financial Report through 3<sup>rd</sup> Quarter 2018

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The following financial reports are attached:

**Revised Profit and Loss Budget Overview FY 2018:** anticipates a loss of \$8,673.

**Profit and Loss through September 30:** shows a gain of \$51,990 compared to the expected gain of \$7,197—a positive variance of \$44,793.

**Balance Sheet as of September 30:** shows Total Current Assets of \$384,280, up from \$312,638 on June 30 and up 12.89% percent from \$340,410 on September 30, 2017.

**Income and Expense Charts:** 80.9% of spending was payroll. 70.5% of income was from grants.

### Carryover Prediction: As Per Budget

<b>Total Current Assets December 31, 2017</b>	<b>\$333,733</b>
Budgeted Profit & Loss for the Year	\$ 1,633
<b>Projected Current Assets December 31, 2018</b>	<b>\$335,366</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
Audited	12/31/15	\$93,513
<b>Audited</b>	<b>12/31/16</b>	<b>\$103,392</b>
<b>Estimated</b>	<b>12/31/17</b>	<b>\$61,278</b>
Estimated	3/31/18	\$105,546
Estimated	6/30/18	\$63,228
Estimated	9/30/18	\$51,291

## KEJC Unrestricted Funds Balance

September 30, 2019

	<b>Balance</b>
<b>Total Current Assets</b>	<b>384,279.56</b>
 <b>Restricted Funds</b>	
AILA Midsouth	242.66
BGCF Citizenship	13,022.72
BGCF Capacity	2,869.97
Catholic Diocese of Lexington	992.89
Fayette County Bar Foundation	0.00
Foundation for a Healthy KY Boots	22,744.50
Health Law Fellowship	32,554.90
Health Law Match Challenge	20,881.59
Health Gains Communications	30,826.29
Kentucky Bar Foundation	5,443.72
LIN CCC	9,082.14
Mason Fund	61,065.65
NHeLP Health Defense	1,239.12
Public Welfare Foundation	142,499.06
Skadden Fellowship	0.00
United Way of the Bluegrass	10,947.90
<b>Total Restricted</b>	<b>354,413.11</b>
<b>Subtotal Unrestricted</b>	<b>29,866.45</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>Unrestricted Payable</b>	
VOCA Payable	17,433.98
<b>Total Unrestricted</b>	<b>51,291.43</b>

## Kentucky Equal Justice Center Profit & Loss Budget Overview January through December 2018

	<b>Jan - Dec 18</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Grants	538,190.19
Miscellaneous Income	25,000.00
Other Donations	71,600.00
Program Income	180,000.00
Program Services	37,840.00
<b>Total Income</b>	852,630.19
<b>Expense</b>	
Audit	4,650.00
Capital Additions	5,550.00
Case Management	6,084.00
Consultants	15,840.00
Contract Labor	9,200.00
Dues	7,700.00
Equipment Rental	4,132.56
Insurance	6,882.00
Library	2,160.00
Litigation expense	3,360.00
Miscellaneous	2,910.00
Office Supplies	8,940.00
Payroll Expenses	674,471.07
Postage and Delivery	5,790.00
Printing and Reproduction	7,051.00
Professional Fees	300.00
Rent	39,750.00
Repairs	600.00
Task Forces and Meetings	3,630.00
Telephone	18,793.00
Travel	34,190.00
<b>Total Expense</b>	861,983.63
<b>Net Ordinary Income</b>	-9,353.44
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	180.00
Other Income	500.00
<b>Total Other Income</b>	680.00
<b>Net Other Income</b>	680.00
<b>Net Income</b>	<b>-8,673.44</b>

**Kentucky Equal Justice Center**  
**Profit & Loss**  
January through September 2018

	<u>Jan - Sep 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Grants	469,201.53
In-kind Contributions	8,712.97
Miscellaneous Income	-97.16
Other Donations	24,106.47
Program Income	135,000.00
Program Services	26,906.54
<b>Total Income</b>	<u>663,830.35</u>
<b>Expense</b>	
Capital Additions	3,464.11
Case Management	4,170.00
Consultants	6,915.00
Contract Labor	9,915.00
Dues	6,297.73
Equipment Rental	4,087.49
Insurance	7,097.85
Library	1,176.95
Litigation expense	3,328.54
Miscellaneous	1,401.35
Office Supplies	6,588.27
Payroll Expenses	496,285.42
Postage and Delivery	3,659.83
Printing and Reproduction	2,031.63
Rent	26,524.97
Repairs	357.79
Task Forces and Meetings	928.98
Telephone	14,360.52
Travel	14,547.04
<b>Total Expense</b>	<u>613,138.47</u>
<b>Net Ordinary Income</b>	50,691.88
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	84.33
Other Income	1,214.28
<b>Total Other Income</b>	<u>1,298.61</u>
<b>Net Other Income</b>	<u>1,298.61</u>
<b>Net Income</b>	<u><u>51,990.49</u></u>

**Kentucky Equal Justice Center  
Profit & Loss Budget vs. Actual  
January through September 2018**

	<u>Jan - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Grants</b>				
Blue Grass Community Foundation	14,520.00	13,200.00	1,320.00	110.0%
Catholic Diocese of Lexington	4,125.00	3,750.00	375.00	110.0%
Center for Responsible Lending	5,000.00			
FHKY RHP Boots	50,000.00	50,000.00	0.00	100.0%
Health Gains Communications	40,000.00	40,000.00	0.00	100.0%
HFGC Health Law Fellowship	45,000.00	45,000.00	0.00	100.0%
Kentucky Bar Foundation	8,000.00	13,000.00	-5,000.00	61.54%
LIN CCC	16,000.00			
Public Welfare Foundation	160,000.00	80,000.00	80,000.00	200.0%
Restricted	0.00	49,500.00	-49,500.00	0.0%
Skadden Fellowship	16,456.19	16,456.19	0.00	100.0%
United Way of the Bluegrass	16,000.00	16,000.00	0.00	100.0%
Unrestricted	1,000.00	1,350.00	-350.00	74.07%
VOCA Justice Cabinet	93,100.34	100,450.50	-7,350.16	92.68%
<b>Total Grants</b>	<u>469,201.53</u>	<u>428,706.69</u>	<u>40,494.84</u>	<u>109.45%</u>
In-kind Contributions	8,712.97	0.00	8,712.97	100.0%
Miscellaneous Income	-97.16	12,500.00	-12,597.16	-0.78%
Other Donations	24,106.47	41,200.00	-17,093.53	58.51%
Program Income	135,000.00	135,000.00	0.00	100.0%
Program Services	<u>26,906.54</u>	<u>28,380.00</u>	<u>-1,473.46</u>	<u>94.81%</u>
<b>Total Income</b>	<u>663,830.35</u>	<u>645,786.69</u>	<u>18,043.66</u>	<u>102.79%</u>
<b>Expense</b>				
Audit	0.00	4,650.00	-4,650.00	0.0%
Capital Additions	3,464.11	4,162.50	-698.39	83.22%
Case Management	4,170.00	5,484.00	-1,314.00	76.04%
Consultants	6,915.00	8,880.00	-1,965.00	77.87%
Contract Labor	9,915.00	5,400.00	4,515.00	183.61%
Dues	6,297.73	6,500.00	-202.27	96.89%
Equipment Rental	4,087.49	3,099.42	988.07	131.88%
Insurance	7,097.85	6,882.00	215.85	103.14%
Library	1,176.95	1,620.00	-443.05	72.65%
Litigation expense	3,328.54	2,520.00	808.54	132.09%
Miscellaneous	1,401.35	2,182.50	-781.15	64.21%
Office Supplies	6,588.27	6,705.00	-116.73	98.26%
Payroll Expenses	496,285.42	498,500.72	-2,215.30	99.56%
Postage and Delivery	3,659.83	4,342.50	-682.67	84.28%
Printing and Reproduction	2,031.63	5,292.00	-3,260.37	38.39%
Professional Fees	0.00	150.00	-150.00	0.0%
Rent	26,524.97	29,812.50	-3,287.53	88.97%
Repairs	357.79	450.00	-92.21	79.51%
Task Forces and Meetings	928.98	2,722.50	-1,793.52	34.12%
Telephone	14,360.52	14,094.00	266.52	101.89%
Travel	<u>14,547.04</u>	<u>25,650.00</u>	<u>-11,102.96</u>	<u>56.71%</u>
<b>Total Expense</b>	<u>613,138.47</u>	<u>639,099.64</u>	<u>-25,961.17</u>	<u>95.94%</u>
<b>Net Ordinary Income</b>	<u>50,691.88</u>	<u>6,687.05</u>	<u>44,004.83</u>	<u>758.06%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Interest Income	84.33	135.00	-50.67	62.47%
Other Income	<u>1,214.28</u>	<u>375.00</u>	<u>839.28</u>	<u>323.81%</u>
<b>Total Other Income</b>	<u>1,298.61</u>	<u>510.00</u>	<u>788.61</u>	<u>254.63%</u>
<b>Net Other Income</b>	<u>1,298.61</u>	<u>510.00</u>	<u>788.61</u>	<u>254.63%</u>
<b>Net Income</b>	<u><u>51,990.49</u></u>	<u><u>7,197.05</u></u>	<u><u>44,793.44</u></u>	<u><u>722.39%</u></u>

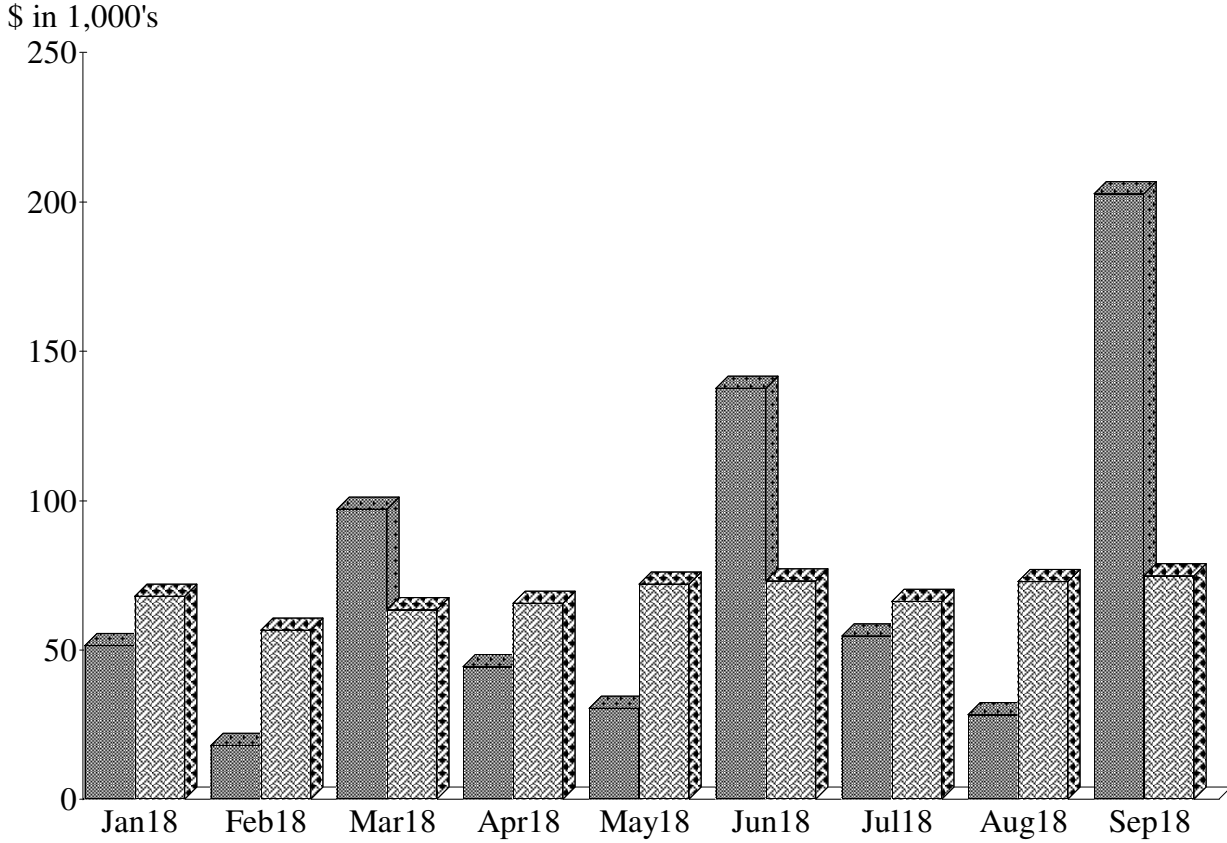
Kentucky Equal Justice Center  
**Balance Sheet**  
As of September 30, 2018

	<u>Sep 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Chase Checking	157,792.74
Chase IOLTA	3,620.00
Chase Savings	85,057.85
Vanguard Brokerage	61,065.65
<b>Total Checking/Savings</b>	<u>307,536.24</u>
<b>Accounts Receivable</b>	
Accounts Receivable	76,743.32
<b>Total Accounts Receivable</b>	<u>76,743.32</u>
<b>Total Current Assets</b>	384,279.56
<b>Other Assets</b>	
Accumulated Depreciation - Comp	-49,502.54
Computer and Phone Equipment	55,396.80
Rental Deposit	715.00
<b>Total Other Assets</b>	<u>6,609.26</u>
<b>TOTAL ASSETS</b>	<u><u>390,888.82</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	-101.70
<b>Total Other Current Liabilities</b>	<u>5,982.27</u>
<b>Total Current Liabilities</b>	5,982.27
<b>Long Term Liabilities</b>	
Accrued leave	32,958.13
<b>Total Long Term Liabilities</b>	<u>32,958.13</u>
<b>Total Liabilities</b>	38,940.40
<b>Equity</b>	
Opening Bal Equity	52,900.79
Retained Earnings	70,263.64
Temporarily Restricted Net Asse	176,793.50
Net Income	51,990.49
<b>Total Equity</b>	<u>351,948.42</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>390,888.82</u></u>

**Kentucky Equal Justice Center**  
**Balance Sheet Prev Year Comparison**  
As of September 30, 2018

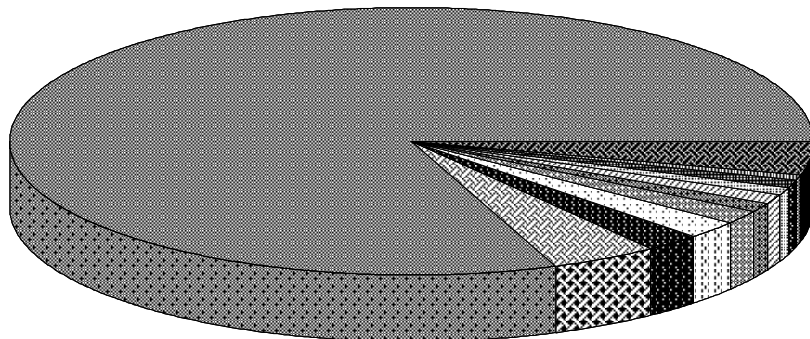
	<u>Sep 30, 18</u>	<u>Sep 30, 17</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Chase Checking	157,792.74	94,685.99	63,106.75	66.65%
Chase IOLTA	3,620.00	3,620.00	0.00	0.0%
Chase Savings	85,057.85	119,948.24	-34,890.39	-29.09%
Vanguard Brokerage	61,065.65	52,088.52	8,977.13	17.23%
<b>Total Checking/Savings</b>	<u>307,536.24</u>	<u>270,342.75</u>	<u>37,193.49</u>	<u>13.76%</u>
<b>Accounts Receivable</b>				
Accounts Receivable	76,743.32	70,067.36	6,675.96	9.53%
<b>Total Accounts Receivable</b>	<u>76,743.32</u>	<u>70,067.36</u>	<u>6,675.96</u>	<u>9.53%</u>
<b>Total Current Assets</b>	<u>384,279.56</u>	<u>340,410.11</u>	<u>43,869.45</u>	<u>12.89%</u>
<b>Other Assets</b>				
Accumulated Depreciation - Comp	-49,502.54	-44,719.97	-4,782.57	-10.69%
Computer and Phone Equipment	55,396.80	55,396.80	0.00	0.0%
Rental Deposit	715.00	715.00	0.00	0.0%
<b>Total Other Assets</b>	<u>6,609.26</u>	<u>11,391.83</u>	<u>-4,782.57</u>	<u>-41.98%</u>
<b>TOTAL ASSETS</b>	<u><b>390,888.82</b></u>	<u><b>351,801.94</b></u>	<u><b>39,086.88</b></u>	<u><b>11.11%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
Client Trust Funds	5,911.00	5,911.00	0.00	0.0%
Direct Deposit Liabilities	172.97	-220.36	393.33	178.49%
Payroll Liabilities	-101.70	-84.20	-17.50	-20.78%
<b>Total Other Current Liabilities</b>	<u>5,982.27</u>	<u>5,606.44</u>	<u>375.83</u>	<u>6.7%</u>
<b>Total Current Liabilities</b>	<u>5,982.27</u>	<u>5,606.44</u>	<u>375.83</u>	<u>6.7%</u>
<b>Long Term Liabilities</b>				
Accrued leave	32,958.13	25,841.99	7,116.14	27.54%
<b>Total Long Term Liabilities</b>	<u>32,958.13</u>	<u>25,841.99</u>	<u>7,116.14</u>	<u>27.54%</u>
<b>Total Liabilities</b>	<u>38,940.40</u>	<u>31,448.43</u>	<u>7,491.97</u>	<u>23.82%</u>
<b>Equity</b>				
Opening Bal Equity	52,900.79	52,900.79	0.00	0.0%
Retained Earnings	70,263.64	50,192.13	20,071.51	39.99%
Temporarily Restricted Net Asse	176,793.50	176,793.50	0.00	0.0%
Net Income	51,990.49	40,467.09	11,523.40	28.48%
<b>Total Equity</b>	<u>351,948.42</u>	<u>320,353.51</u>	<u>31,594.91</u>	<u>9.86%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>390,888.82</b></u>	<u><b>351,801.94</b></u>	<u><b>39,086.88</b></u>	<u><b>11.11%</b></u>

Income and Expense by Month  
January through September 2018



Expense Summary  
January through September 2018

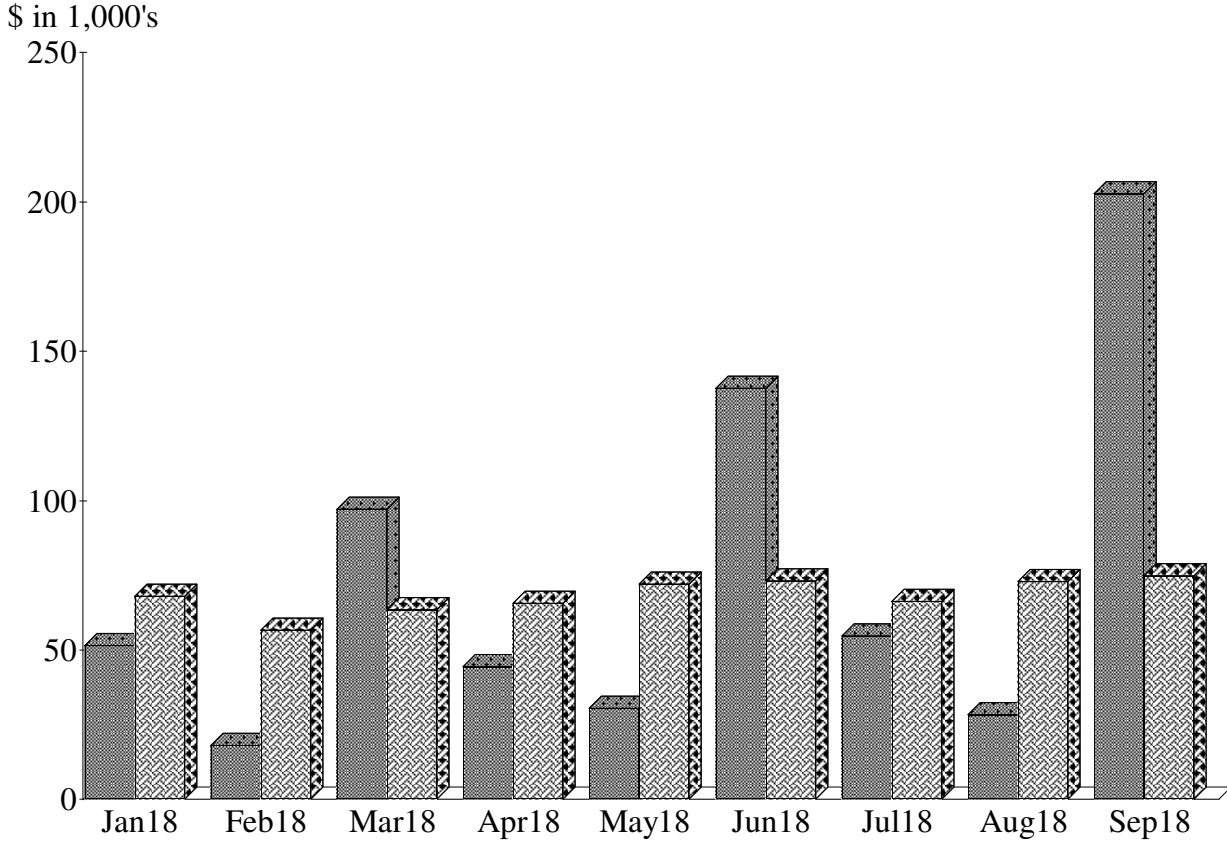
Payroll Expenses	80.94%
Rent	4.33
Travel	2.37
Telephone	2.34
Contract Labor	1.62
Insurance	1.16
Consultants	1.13
Office Supplies	1.07
Dues	1.03
Case Management	0.68
Other	3.33
<b>Total</b>	<b>\$613,138.47</b>



By Account

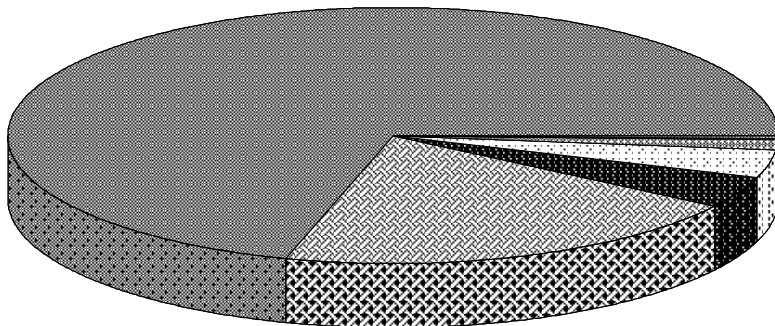


Income and Expense by Month  
January through September 2018



Income Summary  
January through September 2018

Grants	70.53%
Program Income	20.29
Program Services	4.04
Other Donations	3.62
In-kind Contributions	1.31
Other Income	0.18
Miscellaneous Income	\$-97.16
Interest Income	0.01
<b>Sub-Total</b>	<b>\$665,128.96</b>

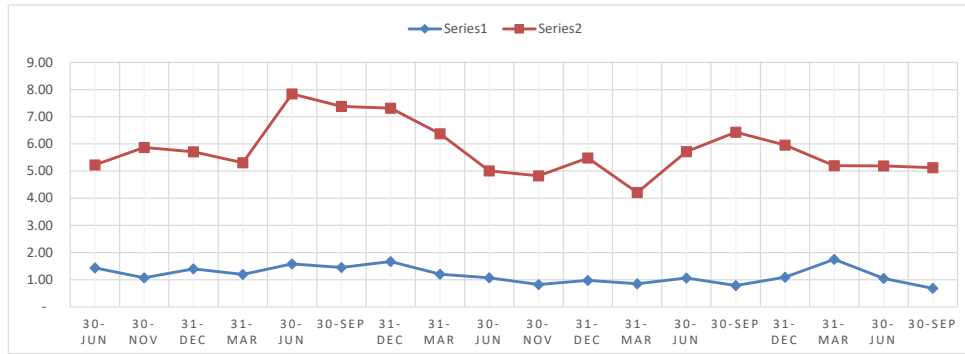


By Account

**Months of Reserves 2014-2018**

Restricted and Unrestricted

	2014				2015				2016				2017				2018		
	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	30-Jun	30-Sep	31-Dec	31-Mar	30-Jun	30-Sep
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	53,141	53,141	56,012	60,198	60,198	74,973
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	56,524	42,052	61,278	105,546	63,228	51,291
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	304,026	341,756	333,733	313,143	312,638	384,280
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%	18.59%	12.30%	18.36%	33.71%	20.22%	13.35%
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	1.06	0.79	1.09	1.75	1.05	0.68
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	5.72	6.43	5.96	5.20	5.19	5.13



# KEJC Recent Fundraising Effort

2017

2017 Source	For	Status	Requested	Awarded	% Awarded
AILA Midsouth	Immigration	Awarded	5,816	2,000	0%
Blue Grass Community Foundation	Immigration	Awarded	20,000	20,000	100%
Catholic Diocese of Lexington	Immigration	Awarded	11,200	5,000	45%
Fayette County Bar Foundation	Immigration	Awarded	7,944	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	General Support	Completed	20,000	15,541	78%
Holiday Letter	General Support	Completed	16,000	24,072	150%
Interact for Health Fellow	Health Advocacy	Awarded	45,000	65,000	144%
Legal Impact Network CCC	Safety Net Advocacy	Awarded	-	16,000	
KCEP New Venture	Safety Net Advocacy	Awarded	-	17,500	
Kentucky Bar Foundation	Immigration	Awarded	28,480	11,000	39%
Kentucky Gives Day	Immigration	Completed	3,000	3,440	115%
NHeLP Health Care Defense	Health Advocacy	Awarded	-	40,000	
Public Welfare Foundation	Worker's Rights	Awarded	80,000	80,000	100%
United Way of the Bluegrass	Immigration	Awarded	36,384	16,000	44%
VOCA	Immigration	Awarded	202,173	202,173	100%
<b>Subtotal 2017</b>			<b>\$570,997</b>	<b>\$617,725</b>	<b>108%</b>
<b>Total 2011-17</b>			<b>\$3,027,271</b>	<b>\$2,525,247</b>	<b>83%</b>

## KEJC Recent Fundraising Effort

2018

2018 Source	For	Status	Requested	Awarded	% Awarded
AILA Midsouth	Immigration	Awarded	5,816	1,000	17%
Blue Grass Community Foundation	Immigration	Awarded	13,200	14,520	110%
Catholic Diocese of Lexington	Immigration	Awarded	6,500	6,500	100%
Fayette County Bar Foundation	Immigration	Pending	8,124	-	0%
Foundation for a Healthy Kentucky Boots	Health Outreach	Awarded	50,000	50,000	100%
Interact for Health	Health Fellowship	Awarded	45,000	65,000	144%
Interact for Health	Health Communications	Awarded	-	20,000	100%
Legal Impact Network CCC	Safety Net Advocacy	Awarded	16,000	16,000	100%
Kentucky Gives Day	General Support	Completed	3,000	2,607	87%
Kentucky Bar Foundation	Immigration	Awarded	12,460	8,000	64%
Public Welfare Foundation	Worker's Rights	Awarded	80,000	160,000	200%
United Way of the Bluegrass	Immigration	Awarded	16,000	16,000	
VOCA 2018	Immigration	Pending	202,463	-	0%
<b>Subtotal 2017</b>			<b>\$458,563</b>	<b>\$359,627</b>	<b>78%</b>

### Coming Up

2018 Source	For	Status	Projected	Awarded	% Awarded
Good Giving Challenge	General Support	Planning	40,000	-	0%
Holiday Letter	General Support	Planning	20,000	-	0%
<b>Subtotal</b>			<b>\$60,000</b>	<b>\$0</b>	<b>0%</b>