



Management Report

Kentucky Equal Justice Center
December 2023

Basis of Preparation

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Executive Summary

Statement of Financial Position

This statement is often referred to as the *Balance Sheet*, and it is designed to represent an organization's total assets available to meet its obligations (liabilities) as of a specific point in time. The difference between total assets and total liabilities is referred to as *Net Assets*, or *Equity*.

- During the month of December 2023, cash decreased by (\$26,236), leaving an ending cash balance of \$244,110. The Chase bank accounts will be reconciled as of 12/31/2023 upon receipt of the statements.
- Accounts receivable is \$619,954 as of December 2023. This decrease is mostly due to grant payments received from CBPP and Vital Strategies. Subsequent to 12/31 on 1/4/24, \$244,181 was received from Kentucky Housing Corporation, reducing AR and increasing cash.
- The fixed assets balance of \$9,604 is current as of December 2023. New laptops were purchased this month and added to the fixed asset schedule, which caused the balance to increase from last month. Depreciation is recorded on a monthly basis over the course of the assets' useful life.
- Accounts payable is \$325,197 as of December 2023. This balance may change if any delayed bills are received from vendors and must be backdated to 12/31 to ensure proper cutoff for audit.

Statement of Activities

This statement is often referred to as the *Income Statement* or *Profit and Loss*, and it is designed to represent an organization's accrual-basis revenue and expenses over the course of a specified period. The difference between total revenue and total expenses is referred to as *Net Income*, or *Earnings*.

- Total operating revenue for the month of December 2023 was \$134,658, compared with \$379,373 in November 2023. This fluctuation is due to a large grant invoiced to KHC last month and Attorney Fees last month, but there was an increase in individual contributions this month.
- Year-to-date operating revenue is \$2,637,809, representing 105% of the annual budget of \$2,508,934. During the same period in the prior year, year-to-date operating revenue was \$1,850,466.
- Total operating expenses for the month of December 2023 were \$197,182, compared with \$240,841 in November 2023. This decrease can be attributed to bills payable to the legal aid partners recorded in November.
- Year-to-date operating expenses are \$2,599,742, representing 104% of the annual budget of \$2,490,073. During the same period in the prior year, year-to-date operating expenses were \$1,946,603.
- After accounting for non-operating activity, the organization has recognized net loss of (\$57,807) for the month of December 2023, and year-to-date net income of \$81,504.

Statement of Financial Position

STATEMENT OF FINANCIAL POSITION (\$)	Dec 2023	Nov 2023
ASSETS		
Cash & Equivalents		
Chase Checking	213,553	240,175
Chase IOLTA	3,903	3,903
Chase Savings	26,268	26,268
Bloomerang Clearing Account	385	0
Total Cash & Equivalents	244,110	270,345
Accounts Receivable		
Accounts Receivable	619,954	680,816
Other Current Assets		
Prepaid Expenses	5,451	10,293
Vanguard Brokerage	144,250	139,534
Due to Personal Chase CC	(275)	0
Total Other Current Assets	149,426	149,827
Total Current Assets	1,013,490	1,100,988
Fixed Assets		
Accumulated Depreciation - Comp	(60,395)	(60,130)
Computer and Phone Equipment	69,999	64,664
Total Fixed Assets	9,604	4,534
Total Non-Current Assets	9,604	4,534
Total Assets	1,023,094	1,105,523
LIABILITIES		
Accounts Payable		
Accounts Payable	325,197	350,629
Other Current Liabilities		
CERS Employer Contribution	24,462	23,191
Client Trust Funds	5,911	5,911
Payroll Liabilities	4,233	4,695
Total Other Current Liabilities	34,606	33,796
Total Current Liabilities	359,803	384,425
Other Non-Current Liabilities		
Accrued leave	35,467	35,467
Total Non-Current Liabilities	35,467	35,467
Total Liabilities	395,271	419,892
NET ASSETS		
Retained Net Assets		
Unrestricted Net Assets	191,381	208,866
Temporarily Restricted Net Asse	354,939	337,453
Total Retained Net Assets	546,320	546,320
Current Net Assets		
Net Revenue	81,504	139,311
Total Net Assets	627,824	685,630
Total Liabilities & Net Assets	1,023,094	1,105,523

Statement of Activities

STATEMENT OF ACTIVITIES (\$)	Dec 2023	2023	YTD last year
Income			
Contributions Revenue			
Contributions - Unrestricted			
Contributions - Unrestricted	18,354	53,824	118,180
Grants			
Blue Grass Community Foundation	0	21,250	18,000
Catholic Diocese of Lexington	1,875	10,000	10,750
CBPP Food Justice 2022-2023	0	0	35,000
Community Farm Alliance EFA	0	0	15,000
Elhapa Foundation	0	25,000	30,000
Families and Workers Fund UI	0	0	100,000
Fayette County Bar Foundation	0	0	13,000
FHKY RHP Boots	0	135,000	50,000
Health Gains Communications	0	0	20,000
HFGC Health Law Fellowship	0	50,000	90,000
KCET	0	22,972	5,000
Kentucky Bar Foundation	0	10,000	11,000
KHC Housing Stability	0	1,175,540	677,193
LABG Housing	0	9,901	69,453
MAZON Food Justice	0	125,000	70,000
MAZON Rapid Response	0	0	10,000
NLIHC OSAH	50,000	42,500	50,000
Other Grants - Restricted	0	1,000	0
Other Grants - Unrestricted	7,992	15,992	51,522
United Way of the Bluegrass	0	16,442	15,000
VOCA Justice Cabinet	10,733	142,613	167,171
Total Grants	70,600	1,803,210	1,508,088
In-kind Contributions	0	500	20,400
Miscellaneous Revenue			
Miscellaneous Revenue	0	239	12,371
Total Contributions Revenue	88,954	1,857,773	1,659,039
Program Revenue			
Attorneys Fees	0	38,162	1,000
Client Fees	872	8,642	9,127
Other Program Revenue			
Other Program Revenue	0	1,009	300
Services	0	233,372	1,000
State Support Services			
State Support Services	0	180,000	180,000
Total Program Revenue	872	461,185	191,427
Humana	0	10,000	0
LFUCG	44,833	216,794	0
FRAC WIC CIAO	0	7,057	0
Health Care Advocacy	0	85,000	0
Total Income	134,658	2,637,809	1,850,466
Expenses			
Facilities & Equipment			
Depreciation Expense	265	2,433	2,102
Equipment Rental	1,280	6,930	5,075
Rent	3,150	27,900	49,000
Repairs	0	120	80
Total Facilities & Equipment	4,695	37,383	56,257
General Expenses			
Bank Service Charges	187	554	275
Dues	0	5,062	5,707
Insurance - Liability and Property	149	1,525	1,969

	Dec 2023	2023	YTD last year
Insurance - Malpractice	486	4,861	5,388
Merchant Processing Fees	42	209	500
Miscellaneous			
Miscellaneous	762	11,476	(482)
Office Supplies	0	234	90
Office Supplies - Computer	1,111	13,750	4,823
Office Supplies - General Supplies	1,871	9,210	7,439
Postage and Delivery - General	320	4,091	3,577
Postage and Delivery - Other Delivery	167	411	327
Printing and Reproduction - General			
Printing and Reproduction - General	1,086	2,500	3,041
Printing and Reproduction - Outside Copy...	2,527	2,549	2,670
Telecommunications			
Conference Calls	349	4,858	13,055
CRM Data Management	1,521	3,942	5,234
Internet / Email	3,851	23,118	3,501
Telecommunications	0	0	14,028
Total Telecommunications	5,722	31,918	35,819
Travel - Conference	0	28,823	16,366
Travel - Local	677	18,936	6,001
Total General Expenses	15,107	136,108	93,509
Personnel & Payroll			
CERS Employer	24,489	227,415	156,887
Dental Insurance	1,377	14,110	8,736
Health Insurance	18,009	141,581	77,642
KY Unemployment Company	0	0	2,695
Life and Disability	1,400	12,951	8,009
Medicare Company	0	0	9,599
Payroll Service Fees	0	1,488	0
Salaries	106,675	925,520	712,774
Social Security Company	0	0	41,047
Workers Comp	86	776	1,134
Total Personnel & Payroll	152,037	1,323,841	1,018,523
Professional & Contract Services			
Accounting Services	4,000	45,975	17,100
Audit Services	7,440	7,440	4,865
Consulting Services	0	29,541	0
Other Contract Services	3,542	4,677	0
Total Professional & Contract Services	14,982	87,634	21,965
Program Expenses			
Case Management	280	7,045	6,537
Consultants	0	899,476	731,238
Contract Labor			
Contract Labor	350	4,493	3,850
Library - Publications	23	163	1,287
Library - Subscriptions	998	2,919	988
Litigation expense	726	15,442	11,419
Task Forces and Meetings			
Task Forces and Meetings	0	4,524	1,029
Total Program Expenses	2,377	934,061	756,349
ER Taxes	7,985	73,205	0
Subgrants	0	7,500	0
QuickBooks Payments Fees	0	10	0
Total Expenses	197,182	2,599,742	1,946,603
Operating Surplus/Deficit	(62,524)	38,066	(96,137)
Other Income			
Dividend Revenue	638	3,008	1,756
Interest Income	0	13	21
Realized Gain/Loss on Investments	0	127	307
Unrealized Gain/Loss on Investments	4,079	40,290	(33,694)

	Dec 2023	2023	YTD last year
Other Expenses			
Interest Expense	0	0	21
Earnings Before Interest & Tax	(57,807)	81,504	(127,768)
Change in Net Assets	(57,807)	81,504	(127,768)

Budget Summary - Year to Date

STATEMENT OF ACTIVITIES (\$)	2023	Budget (full FY)	This year vs budget (\$)	This year vs budget (%)
Income				
Contributions Revenue				
Contributions - Restricted	0	57,000	(57,000)	-100.00%
Contributions - Unrestricted	53,824	108,000	(54,176)	-50.16%
Grants	1,803,210	1,924,534	(121,324)	-6.30%
In-kind Contributions	500	20,400	(19,900)	-97.55%
Miscellaneous Revenue	239	12,000	(11,761)	-98.01%
Total Contributions Revenue	1,857,773	2,121,934	(264,161)	-12.45%
Program Revenue				
Attorneys Fees	38,162	41,000	(2,838)	-6.92%
Client Fees	8,642	12,000	(3,358)	-27.98%
Other Program Revenue	1,009	0	1,009	-
Services	233,372	0	233,372	-
State Support Services	180,000	0	180,000	-
Total Program Revenue	461,185	53,000	408,185	770.16%
Vital Strategies	0	119,000	(119,000)	-100.00%
Louisville Community Ministries	0	25,000	(25,000)	-100.00%
Contributions Revenue	0	180,000	(180,000)	-100.00%
Humana	10,000	10,000	0	0.00%
LFUCG	216,794	0	216,794	-
FRAC WIC CIAO	7,057	0	7,057	-
Health Care Advocacy	85,000	0	85,000	-
Total Income	2,637,809	2,508,934	128,875	5.14%
Expenses				
Facilities & Equipment				
Depreciation Expense	2,433	0	2,433	-
Equipment Rental	6,930	5,568	1,362	24.46%
Rent	27,900	52,910	(25,010)	-47.27%
Repairs	120	5,220	(5,100)	-97.70%
Total Facilities & Equipment	37,383	63,698	(26,315)	-41.31%
General Expenses				
Bank Service Charges	554	0	554	-
Dues	5,062	5,220	(158)	-3.02%
Insurance - Liability and Property	1,525	7,260	(5,735)	-79.00%
Insurance - Malpractice	4,861	0	4,861	-
Merchant Processing Fees	209	0	209	-
Miscellaneous	11,476	1,680	9,796	583.09%
Office Supplies	234	10,860	(10,626)	-97.85%
Office Supplies - Computer	13,750	0	13,750	-
Office Supplies - General Supplies	9,210	0	9,210	-
Postage and Delivery - General	4,091	4,560	(469)	-10.28%
Postage and Delivery - Other Delivery	411	0	411	-
Printing and Reproduction - General	2,500	10,320	(7,820)	-75.78%
Printing and Reproduction - Outside Copyi...	2,549	0	2,549	-
Telecommunications	31,918	39,005	(7,087)	-18.17%
Travel - Conference	28,823	40,004	(11,181)	-27.95%
Travel - Local	18,936	0	18,936	-
Total General Expenses	136,108	118,909	17,199	14.46%
Personnel & Payroll				
CERS Employer	227,415	232,047	(4,632)	-2.00%
Dental Insurance	14,110	12,352	1,758	14.23%
Health Insurance	141,581	169,636	(28,055)	-16.54%
KY Unemployment Company	0	957	(957)	-100.00%
Life and Disability	12,951	13,151	(200)	-1.52%
Medicare Company	0	74,262	(74,262)	-100.00%
Payroll Service Fees	1,488	0	1,488	-

	2023	Budget (full FY)	This year vs budget (\$)	This year vs budget (%)
Salaries	925,520	963,188	(37,667)	-3.91%
Workers Comp	776	1,843	(1,068)	-57.93%
Total Personnel & Payroll	1,323,841	1,467,435	(143,594)	-9.79%
Professional & Contract Services				
Accounting Services	45,975	52,050	(6,075)	-11.67%
Audit Services	7,440	4,920	2,520	51.22%
Consulting Services	29,541	0	29,541	-
Other Contract Services	4,677	0	4,677	-
Total Professional & Contract Services	87,634	56,970	30,664	53.82%
Program Expenses				
Case Management	7,045	9,748	(2,703)	-27.73%
Consultants	899,476	32,416	867,060	2,674.79%
Contract Labor	4,493	5,700	(1,208)	-21.18%
Library - Publications	163	0	163	-
Library - Subscriptions	2,919	2,600	319	12.27%
Litigation expense	15,442	7,200	8,242	114.47%
Task Forces and Meetings	4,524	5,820	(1,296)	-22.27%
Total Program Expenses	934,061	63,484	870,577	1,371.33%
Purchases	0	18,600	(18,600)	-100.00%
Uncategorized Expenditure	0	3,136	(3,136)	-100.00%
ER Taxes	73,205	0	73,205	-
Subgrants	7,500	697,841	(690,341)	-98.93%
QuickBooks Payments Fees	10	0	10	-
Total Expenses	2,599,742	2,490,073	109,670	4.40%
Operating Surplus/Deficit	38,066	18,861	19,206	101.83%
Other Income				
Dividend Revenue	3,008	0	3,008	-
Interest Income	13	180	(167)	-93.02%
Realized Gain/Loss on Investments	127	0	127	-
Unrealized Gain/Loss on Investments	40,290	0	40,290	-
Earnings Before Interest & Tax	81,504	19,041	62,463	328.05%
Change in Net Assets	81,504	19,041	62,463	328.05%

Budget Summary - Current Month

STATEMENT OF ACTIVITIES (\$)	Dec 2023	Budget (Dec 2023)	This month vs budget (\$)	This month vs budget (%)
Income				
Contributions Revenue				
Contributions - Restricted	0	4,750	(4,750)	-100.00%
Contributions - Unrestricted	18,354	9,000	9,354	103.93%
Grants	70,600	160,378	(89,778)	-55.98%
In-kind Contributions	0	1,700	(1,700)	-100.00%
Miscellaneous Revenue	0	1,000	(1,000)	-100.00%
Total Contributions Revenue	88,954	176,828	(87,874)	-49.69%
Program Revenue				
Attorneys Fees	0	3,417	(3,417)	-100.00%
Client Fees	872	1,000	(128)	-12.80%
Total Program Revenue	872	4,417	(3,545)	-80.26%
Vital Strategies	0	9,917	(9,917)	-100.00%
Louisville Community Ministries	0	2,083	(2,083)	-100.00%
Contributions Revenue	0	15,000	(15,000)	-100.00%
Humana	0	833	(833)	-100.00%
LFUCG	44,833	0	44,833	-
Total Income	134,658	209,078	(74,420)	-35.59%
Expenses				
Facilities & Equipment				
Depreciation Expense	265	0	265	-
Equipment Rental	1,280	464	816	175.89%
Rent	3,150	4,409	(1,259)	-28.56%
Repairs	0	435	(435)	-100.00%
Total Facilities & Equipment	4,695	5,308	(613)	-11.55%
General Expenses				
Bank Service Charges	187	0	187	-
Dues	0	435	(435)	-100.00%
Insurance - Liability and Property	149	605	(456)	-75.40%
Insurance - Malpractice	486	0	486	-
Merchant Processing Fees	42	0	42	-
Miscellaneous	762	140	622	443.98%
Office Supplies	0	905	(905)	-100.00%
Office Supplies - Computer	1,111	0	1,111	-
Office Supplies - General Supplies	1,871	0	1,871	-
Postage and Delivery - General	320	380	(60)	-15.76%
Postage and Delivery - Other Delivery	167	0	167	-
Printing and Reproduction - General	1,086	860	226	26.30%
Printing and Reproduction - Outside Copyi...	2,527	0	2,527	-
Telecommunications	5,722	3,250	2,471	76.03%
Travel - Conference	0	3,334	(3,334)	-100.00%
Travel - Local	677	0	677	-
Total General Expenses	15,107	9,909	5,198	52.45%
Personnel & Payroll				
CERS Employer	24,489	19,337	5,151	26.64%
Dental Insurance	1,377	1,029	348	33.80%
Health Insurance	18,009	14,136	3,873	27.40%
KY Unemployment Company	0	80	(80)	-100.00%
Life and Disability	1,400	1,096	305	27.78%
Medicare Company	0	6,188	(6,188)	-100.00%
Salaries	106,675	80,266	26,410	32.90%
Workers Comp	86	154	(67)	-43.89%
Total Personnel & Payroll	152,037	122,286	29,750	24.33%
Professional & Contract Services				
Accounting Services	4,000	4,338	(338)	-7.78%

	Dec 2023	Budget (Dec 2023)	This month vs budget (\$)	This month vs budget (%)
Audit Services	7,440	410	7,030	1,714.63%
Other Contract Services	3,542	0	3,542	-
Total Professional & Contract Services	14,982	4,748	10,235	215.58%
Program Expenses				
Case Management	280	812	(532)	-65.53%
Consultants	0	2,701	(2,701)	-100.00%
Contract Labor	350	475	(125)	-26.32%
Library - Publications	23	0	23	-
Library - Subscriptions	998	217	781	360.69%
Litigation expense	726	600	126	20.93%
Task Forces and Meetings	0	485	(485)	-100.00%
Total Program Expenses	2,377	5,290	(2,913)	-55.07%
Purchases	0	1,550	(1,550)	-100.00%
Uncategorized Expenditure	0	261	(261)	-100.00%
ER Taxes	7,985	0	7,985	-
Subgrants	0	58,153	(58,153)	-100.00%
Total Expenses	197,182	207,506	(10,324)	-4.98%
Operating Surplus/Deficit	(62,524)	1,572	(64,096)	-4,077.84%
Other Income				
Dividend Revenue	638	0	638	-
Interest Income	0	15	(15)	-97.27%
Unrealized Gain/Loss on Investments	4,079	0	4,079	-
Earnings Before Interest & Tax	(57,807)	1,587	(59,394)	-3,742.96%
Change in Net Assets	(57,807)	1,587	(59,394)	-3,742.96%