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## Management Report

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Kentucky Equal Justice Center  
August 2023

# Basis of Preparation

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This report is prepared solely for the confidential use of Kentucky Equal Justice Center. In the preparation of this report, The Charity CFO, LLC has relied upon the unaudited financial and non-financial information provided to them. The Charity CFO, LLC neither owes nor accepts any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on the report or the analysis contained herein.

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# Executive Summary

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## 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 August 2023, cash decreased by (\$163,089), leaving an ending cash balance of \$241,513.
- Accounts receivable is \$231,028 as of August 2023.
- The fixed assets balance of \$5,063 is current as of August 2023. Depreciation is recorded on a monthly basis over the course of the assets' useful life.
- Accounts payable is \$96,761 as of August 2023. This amount decreased significantly from July due to several payments to the legal aid partners.

## 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 August 2023 was \$100,392, compared with \$61,241 in July 2023. This increase is due to a grant from Interact For Health received this month.
- Year-to-date operating revenue is \$1,420,947, representing 57% of the annual budget of \$2,508,934. During the same period in the prior year, year-to-date operating revenue was \$984,583.
- Total operating expenses for the month of August 2023 were \$163,172, compared with \$121,803 in July 2023. This flux is mostly due to an increase in Salaries Expense and Litigation Expense and a subgrant paid to Canopy Young Adult Community during August.
- Year-to-date operating expenses are \$1,521,262, representing 61% of the annual budget of \$2,490,073. During the same period in the prior year, year-to-date operating expenses were \$794,116.
- After accounting for non-operating activity, the organization has recognized net loss of (\$62,746) for the month of August 2023, and year-to-date net loss of (\$58,509).

# Statement of Financial Position

<b>BALANCE SHEET (\$)</b>	<b>Aug 2023</b>	<b>Jul 2023</b>
<b>ASSETS</b>		
<b>Cash &amp; Equivalents</b>		
Chase Checking	172,331	335,421
Chase IOLTA	3,903	3,903
Chase Savings	65,279	65,278
<b>Total Cash &amp; Equivalents</b>	<b>241,513</b>	<b>404,602</b>
<b>Accounts Receivable</b>		
Accounts Receivable	231,028	225,672
<b>Other Current Assets</b>		
Prepaid Expenses	8,715	8,998
Vanguard Brokerage	164,611	164,578
<b>Total Other Current Assets</b>	<b>173,326</b>	<b>173,577</b>
<b>Total Current Assets</b>	<b>645,868</b>	<b>803,850</b>
<b>Fixed Assets</b>		
Accumulated Depreciation - Comp	(59,602)	(59,425)
Computer and Phone Equipment	64,664	64,664
<b>Total Fixed Assets</b>	<b>5,063</b>	<b>5,239</b>
<b>Total Non-Current Assets</b>	<b>5,063</b>	<b>5,239</b>
<b>Total Assets</b>	<b>650,930</b>	<b>809,089</b>
<b>LIABILITIES</b>		
<b>Accounts Payable</b>		
Accounts Payable	96,761	196,793
<b>Other Current Liabilities</b>		
CERS Employer Contribution	19,757	15,286
Client Trust Funds	5,911	5,911
Payroll Liabilities	5,223	5,074
<b>Total Other Current Liabilities</b>	<b>30,891</b>	<b>26,272</b>
<b>Total Current Liabilities</b>	<b>127,652</b>	<b>223,065</b>
<b>Other Non-Current Liabilities</b>		
Accrued leave	35,467	35,467
<b>Total Non-Current Liabilities</b>	<b>35,467</b>	<b>35,467</b>
<b>Total Liabilities</b>	<b>163,120</b>	<b>258,532</b>
<b>EQUITY</b>		
<b>Retained Earnings</b>		
Unrestricted Net Assets	166,313	115,508
Temporarily Restricted Net Asse	380,006	430,812
<b>Total Retained Earnings</b>	<b>546,320</b>	<b>546,320</b>
<b>Current Earnings</b>		
Net Revenue	(58,509)	4,237
<b>Total Equity</b>	<b>487,811</b>	<b>550,557</b>
<b>Total Liabilities &amp; Equity</b>	<b>650,930</b>	<b>809,089</b>

# Statement of Activities

PROFIT & LOSS (\$)	Aug 2023	2023 (YTD)	YTD last year
<b>Revenue</b>			
<b>Contributions Revenue</b>			
<b>Contributions - Unrestricted</b>			
Contributions - Unrestricted	453	25,486	76,556
<b>Grants</b>			
Blue Grass Community Foundation	0	1,250	0
Catholic Diocese of Lexington	0	6,250	7,625
CBPP Food Justice 2022-2023	0	0	30,000
Community Farm Alliance EFA	0	0	15,000
Families and Workers Fund UI	0	0	100,000
Fayette County Bar Foundation	0	0	5,000
FHKY RHP Boots	0	100,000	50,000
HFGC Health Law Fellowship	0	0	45,000
KCET	0	22,972	5,000
Kentucky Bar Foundation	0	10,000	11,000
KHC Housing Stability	0	636,419	205,000
LABG Housing	0	9,901	38,426
MAZON Food Justice	0	125,000	70,000
MAZON Rapid Response	0	0	10,000
NLIHC OSAH	0	(7,500)	50,000
Other Grants - Restricted	0	1,000	0
Other Grants - Unrestricted	0	3,000	1,457
United Way of the Bluegrass	0	16,442	15,000
VOCA Justice Cabinet	14,939	91,055	109,806
<b>Total Grants</b>	<b>14,939</b>	<b>1,015,788</b>	<b>768,314</b>
In-kind Contributions	0	500	0
<b>Miscellaneous Revenue</b>			
Miscellaneous Revenue	0	239	0
<b>Total Contributions Revenue</b>	<b>15,392</b>	<b>1,042,014</b>	<b>844,871</b>
<b>Program Revenue</b>			
Attorneys Fees	0	0	1,000
Client Fees	0	2,925	3,712
<b>Other Program Revenue</b>			
Other Program Revenue	0	1,009	0
Services	0	100,000	0
<b>State Support Services</b>			
State Support Services	0	180,000	135,000
<b>Total Program Revenue</b>	<b>0</b>	<b>283,934</b>	<b>139,712</b>
Humana	0	10,000	0
Health Care Advocacy	85,000	85,000	0
<b>Total Revenue</b>	<b>100,392</b>	<b>1,420,947</b>	<b>984,583</b>
<b>Expenses</b>			
<b>Facilities &amp; Equipment</b>			
Depreciation Expense	176	1,639	0
Equipment Rental	467	4,216	2,250
Rent	2,700	15,300	20,000
Repairs	120	120	0
<b>Total Facilities &amp; Equipment</b>	<b>3,463</b>	<b>21,276</b>	<b>22,250</b>
<b>General Expenses</b>			
Bank Service Charges	87	87	225
Dues	895	3,827	4,924
Insurance - Liability and Property	149	929	1,969
Insurance - Malpractice	486	2,916	5,388
Merchant Processing Fees	3	3	0
<b>Miscellaneous</b>			
Miscellaneous	1,723	5,545	(2,181)

	Aug 2023	2023 (YTD)	YTD last year
Office Supplies	0	234	0
Office Supplies - Computer	1,432	4,894	2,804
Office Supplies - General Supplies	1,018	6,900	4,588
Postage and Delivery - General	27	2,974	2,156
Postage and Delivery - Other Delivery	0	38	292
<b>Printing and Reproduction - General</b>			
Printing and Reproduction - General	149	951	2,192
Printing and Reproduction - Outside Copyi...	0	21	65
<b>Telecommunications</b>			
Conference Calls	991	2,373	0
CRM Data Management	0	195	0
Internet / Email	2,399	4,528	2,451
Telecommunications	39	9,567	8,584
<b>Total Telecommunications</b>	<b>3,429</b>	<b>16,662</b>	<b>11,035</b>
Travel - Conference	725	17,790	6,818
Travel - Local	274	9,480	1,785
<b>Total General Expenses</b>	<b>10,396</b>	<b>73,253</b>	<b>42,059</b>
<b>Personnel &amp; Payroll</b>			
CERS Employer	20,232	133,811	102,277
Dental Insurance	1,262	8,442	5,925
Health Insurance	10,208	77,334	51,748
KY Unemployment Company	0	0	3,752
Life and Disability	1,051	7,028	5,355
Medicare Company	0	0	6,260
Payroll Service Fees	341	965	0
Salaries	90,108	504,093	435,368
Social Security Company	0	0	26,769
Workers Comp	86	431	1,134
<b>Total Personnel &amp; Payroll</b>	<b>123,288</b>	<b>732,105</b>	<b>638,588</b>
<b>Professional &amp; Contract Services</b>			
Accounting Services	3,775	30,200	0
Consulting Services	0	22,317	0
<b>Total Professional &amp; Contract Services</b>	<b>3,775</b>	<b>52,517</b>	<b>0</b>
<b>Program Expenses</b>			
Case Management	280	1,400	5,420
Consultants	0	573,531	73,000
<b>Contract Labor</b>			
Contract Labor	350	3,013	2,800
Library - Publications	23	70	1,287
Library - Subscriptions	0	499	675
Litigation expense	7,208	10,112	7,439
<b>Task Forces and Meetings</b>			
Task Forces and Meetings	135	3,154	598
<b>Total Program Expenses</b>	<b>7,996</b>	<b>591,778</b>	<b>91,219</b>
Uncategorized Expenditure	0	1,208	0
ER Taxes	6,753	41,615	0
Subgrants	7,500	7,500	0
QuickBooks Payments Fees	0	10	0
<b>Total Expenses</b>	<b>163,172</b>	<b>1,521,262</b>	<b>794,116</b>
<b>Operating Profit</b>	<b>(62,780)</b>	<b>(100,315)</b>	<b>190,466</b>
<b>Other Income</b>			
Dividend Revenue	99	1,513	772
Interest Income	1	10	18
Realized Gain/Loss on Investments	0	127	167
Unrealized Gain/Loss on Investments	(66)	40,156	(28,735)
<b>Other Expenses</b>			
Interest Expense	0	0	4
<b>Earnings Before Interest &amp; Tax</b>	<b>(62,746)</b>	<b>(58,509)</b>	<b>162,684</b>
<b>Net Income</b>	<b>(62,746)</b>	<b>(58,509)</b>	<b>162,684</b>

# Budget Summary - Year to Date

PROFIT & LOSS (\$)	2023 (YTD)	Budget (full FY)	This year vs budget (\$)	This year vs budget (%)
<b>Revenue</b>				
<b>Contributions Revenue</b>				
Contributions - Restricted	0	57,000	(57,000)	-100.00%
Contributions - Unrestricted	25,486	108,000	(82,514)	-76.40%
Grants	1,015,788	1,924,534	(908,745)	-47.22%
In-kind Contributions	500	20,400	(19,900)	-97.55%
Miscellaneous Revenue	239	12,000	(11,761)	-98.01%
<b>Total Contributions Revenue</b>	<b>1,042,014</b>	<b>2,121,934</b>	<b>(1,079,920)</b>	<b>-50.89%</b>
<b>Program Revenue</b>				
Attorneys Fees	0	41,000	(41,000)	-100.00%
Client Fees	2,925	12,000	(9,075)	-75.63%
Other Program Revenue	1,009	0	1,009	-
Services	100,000	0	100,000	-
State Support Services	180,000	0	180,000	-
<b>Total Program Revenue</b>	<b>283,934</b>	<b>53,000</b>	<b>230,934</b>	<b>435.72%</b>
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%
Health Care Advocacy	85,000	0	85,000	-
<b>Total Revenue</b>	<b>1,420,947</b>	<b>2,508,934</b>	<b>(1,087,986)</b>	<b>-43.36%</b>
<b>Expenses</b>				
<b>Facilities &amp; Equipment</b>				
Depreciation Expense	1,639	0	1,639	-
Equipment Rental	4,216	5,568	(1,352)	-24.27%
Rent	15,300	52,910	(37,610)	-71.08%
Repairs	120	5,220	(5,100)	-97.70%
<b>Total Facilities &amp; Equipment</b>	<b>21,276</b>	<b>63,698</b>	<b>(42,422)</b>	<b>-66.60%</b>
<b>General Expenses</b>				
Bank Service Charges	87	0	87	-
Dues	3,827	5,220	(1,393)	-26.68%
Insurance - Liability and Property	929	7,260	(6,331)	-87.20%
Insurance - Malpractice	2,916	0	2,916	-
Merchant Processing Fees	3	0	3	-
Miscellaneous	5,545	1,680	3,865	230.05%
Office Supplies	234	10,860	(10,626)	-97.85%
Office Supplies - Computer	4,894	0	4,894	-
Office Supplies - General Supplies	6,900	0	6,900	-
Postage and Delivery - General	2,974	4,560	(1,586)	-34.78%
Postage and Delivery - Other Delivery	38	0	38	-
Printing and Reproduction - General	951	10,320	(9,369)	-90.78%
Printing and Reproduction - Outside Copyi...	21	0	21	-
Telecommunications	16,662	39,005	(22,343)	-57.28%
Travel - Conference	17,790	40,004	(22,214)	-55.53%
Travel - Local	9,480	0	9,480	-
<b>Total General Expenses</b>	<b>73,253</b>	<b>118,909</b>	<b>(45,656)</b>	<b>-38.40%</b>
<b>Personnel &amp; Payroll</b>				
CERS Employer	133,811	232,047	(98,236)	-42.33%
Dental Insurance	8,442	12,352	(3,910)	-31.65%
Health Insurance	77,334	169,636	(92,302)	-54.41%
KY Unemployment Company	0	957	(957)	-100.00%
Life and Disability	7,028	13,151	(6,123)	-46.56%
Medicare Company	0	74,262	(74,262)	-100.00%
Payroll Service Fees	965	0	965	-
Salaries	504,093	963,188	(459,094)	-47.66%
Workers Comp	431	1,843	(1,412)	-76.63%



	2023 (YTD)	Budget (full FY)	This year vs budget (\$)	This year vs budget (%)
<b>Total Personnel &amp; Payroll</b>	<b>732,105</b>	<b>1,467,435</b>	<b>(735,330)</b>	<b>-50.11%</b>
<b>Professional &amp; Contract Services</b>				
Accounting Services	30,200	52,050	(21,850)	-41.98%
Audit Services	0	4,920	(4,920)	-100.00%
Consulting Services	22,317	0	22,317	-
<b>Total Professional &amp; Contract Services</b>	<b>52,517</b>	<b>56,970</b>	<b>(4,453)</b>	<b>-7.82%</b>
<b>Program Expenses</b>				
Case Management	1,400	9,748	(8,348)	-85.64%
Consultants	573,531	32,416	541,115	1,669.28%
Contract Labor	3,013	5,700	(2,688)	-47.15%
Library - Publications	70	0	70	-
Library - Subscriptions	499	2,600	(2,101)	-80.81%
Litigation expense	10,112	7,200	2,912	40.44%
Task Forces and Meetings	3,154	5,820	(2,666)	-45.81%
<b>Total Program Expenses</b>	<b>591,778</b>	<b>63,484</b>	<b>528,294</b>	<b>832.17%</b>
Purchases	0	18,600	(18,600)	-100.00%
Uncategorized Expenditure	1,208	3,136	(1,928)	-61.49%
ER Taxes	41,615	0	41,615	-
Subgrants	7,500	697,841	(690,341)	-98.93%
QuickBooks Payments Fees	10	0	10	-
<b>Total Expenses</b>	<b>1,521,262</b>	<b>2,490,073</b>	<b>(968,810)</b>	<b>-38.91%</b>
<b>Operating Profit</b>	<b>(100,315)</b>	<b>18,861</b>	<b>(119,176)</b>	<b>-631.87%</b>
<b>Other Income</b>				
Dividend Revenue	1,513	0	1,513	-
Interest Income	10	180	(170)	-94.32%
Realized Gain/Loss on Investments	127	0	127	-
Unrealized Gain/Loss on Investments	40,156	0	40,156	-
<b>Earnings Before Interest &amp; Tax</b>	<b>(58,509)</b>	<b>19,041</b>	<b>(77,550)</b>	<b>-407.28%</b>
<b>Net Income</b>	<b>(58,509)</b>	<b>19,041</b>	<b>(77,550)</b>	<b>-407.28%</b>

# Budget Summary - Current Month

PROFIT & LOSS (\$)	Aug 2023	Budget (Aug 2023)	This month vs budget (\$)	This month vs budget (%)
<b>Revenue</b>				
<b>Contributions Revenue</b>				
Contributions - Restricted	0	4,750	(4,750)	-100.00%
Contributions - Unrestricted	453	9,000	(8,547)	-94.97%
Grants	14,939	160,378	(145,439)	-90.69%
In-kind Contributions	0	1,700	(1,700)	-100.00%
Miscellaneous Revenue	0	1,000	(1,000)	-100.00%
<b>Total Contributions Revenue</b>	<b>15,392</b>	<b>176,828</b>	<b>(161,436)</b>	<b>-91.30%</b>
<b>Program Revenue</b>				
Attorneys Fees	0	3,417	(3,417)	-100.00%
Client Fees	0	1,000	(1,000)	-100.00%
<b>Total Program Revenue</b>	<b>0</b>	<b>4,417</b>	<b>(4,417)</b>	<b>-100.00%</b>
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%
Health Care Advocacy	85,000	0	85,000	-
<b>Total Revenue</b>	<b>100,392</b>	<b>209,078</b>	<b>(108,686)</b>	<b>-51.98%</b>
<b>Expenses</b>				
<b>Facilities &amp; Equipment</b>				
Depreciation Expense	176	0	176	-
Equipment Rental	467	464	3	0.67%
Rent	2,700	4,409	(1,709)	-38.76%
Repairs	120	435	(315)	-72.41%
<b>Total Facilities &amp; Equipment</b>	<b>3,463</b>	<b>5,308</b>	<b>(1,845)</b>	<b>-34.76%</b>
<b>General Expenses</b>				
Bank Service Charges	87	0	87	-
Dues	895	435	460	105.68%
Insurance - Liability and Property	149	605	(456)	-75.40%
Insurance - Malpractice	486	0	486	-
Merchant Processing Fees	3	0	3	-
Miscellaneous	1,723	140	1,583	1,130.64%
Office Supplies	0	905	(905)	-100.00%
Office Supplies - Computer	1,432	0	1,432	-
Office Supplies - General Supplies	1,018	0	1,018	-
Postage and Delivery - General	27	380	(353)	-92.98%
Printing and Reproduction - General	149	860	(711)	-82.65%
Telecommunications	3,429	3,250	179	5.50%
Travel - Conference	725	3,334	(2,609)	-78.26%
Travel - Local	274	0	274	-
<b>Total General Expenses</b>	<b>10,396</b>	<b>9,909</b>	<b>487</b>	<b>4.92%</b>
<b>Personnel &amp; Payroll</b>				
CERS Employer	20,232	19,337	895	4.63%
Dental Insurance	1,262	1,029	232	22.58%
Health Insurance	10,208	14,136	(3,928)	-27.79%
KY Unemployment Company	0	80	(80)	-100.00%
Life and Disability	1,051	1,096	(45)	-4.14%

	Aug 2023	Budget (Aug 2023)	This month vs budget (\$)	This month vs budget (%)
Medicare Company	0	6,189	(6,189)	-100.00%
Payroll Service Fees	341	0	341	-
Salaries	90,108	80,266	9,843	12.26%
Workers Comp	86	154	(67)	-43.91%
<b>Total Personnel &amp; Payroll</b>	<b>123,288</b>	<b>122,286</b>	<b>1,001</b>	<b>0.82%</b>
<b>Professional &amp; Contract Services</b>				
Accounting Services	3,775	4,338	(563)	-12.97%
Audit Services	0	410	(410)	-100.00%
<b>Total Professional &amp; Contract Services</b>	<b>3,775</b>	<b>4,748</b>	<b>(973)</b>	<b>-20.48%</b>
<b>Program Expenses</b>				
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	0	217	(217)	-100.00%
Litigation expense	7,208	600	6,608	1,101.37%
Task Forces and Meetings	135	485	(350)	-72.26%
<b>Total Program Expenses</b>	<b>7,996</b>	<b>5,290</b>	<b>2,706</b>	<b>51.15%</b>
Purchases	0	1,550	(1,550)	-100.00%
Uncategorized Expenditure	0	261	(261)	-100.00%
ER Taxes	6,753	0	6,753	-
Subgrants	7,500	58,153	(50,653)	-87.10%
<b>Total Expenses</b>	<b>163,172</b>	<b>207,506</b>	<b>(44,334)</b>	<b>-21.37%</b>
<b>Operating Profit</b>	<b>(62,780)</b>	<b>1,572</b>	<b>(64,352)</b>	<b>-4,094.34%</b>
<b>Other Income</b>				
Dividend Revenue	99	0	99	-
Interest Income	1	15	(14)	-92.73%
Unrealized Gain/Loss on Investments	(66)	0	(66)	-
<b>Earnings Before Interest &amp; Tax</b>	<b>(62,746)</b>	<b>1,587</b>	<b>(64,333)</b>	<b>-4,054.45%</b>
<b>Net Income</b>	<b>(62,746)</b>	<b>1,587</b>	<b>(64,333)</b>	<b>-4,054.45%</b>