

**NORTH PENN LEGAL SERVICES**  
**FINANCIAL SUMMARY**  
**FOR THE YEAR ENDED June 30, 2018**

	<u>Actual 2018</u>	<u>Budget 2018</u>	<u>Variance</u>
Program Accounts:			
Program Revenues	\$5,906,253	\$5,973,222	\$ (66,969)
Program expenses	(5,365,167)	(5,006,021)	(359,146)
Administration expenses	<u>(664,047)</u>	<u>(676,886)</u>	<u>12,838</u>
<b>Net profit (loss) from operations</b>	<b>(122,961)</b>	<b>290,315</b>	<b>(413,276)</b>
Non-Program Accounts:			
Contribution income	175,598	121,715	53,883
Carryover funds	-	-	-
Fundraising expenses	(7,580)	(7,600)	20
Interest income	<u>-</u>	<u>750</u>	<u>(750)</u>
<b>Total from Non-Program Accounts</b>	<b>168,018</b>	<b>114,865</b>	<b>53,153</b>
<b>Net Surplus (Deficit)</b>	<b><u>\$45,057</u></b>	<b><u>\$405,180</u></b>	<b><u>(\$360,123)</u></b>

**Modified Cash Flows**

Results before Interest and Contribution Income	\$ (10,077)
Add back: Depreciation and Amortization	24,197
Investment Earnings	-
Decreases in Assets	76,943
Increases in Liabilities	98,865
Payments for Property and Equipment	(15,664)
Contributions	<u>175,598</u>
<b>Cash Flow for year ended June 31, 2018</b>	<b><u>\$ 349,862</u></b>

NORTH PENN LEGAL SERVICES  
FINANCIAL COMMENTARY  
JUNE 2018

*Program Revenue:*

Program revenues finished the year under budget by \$67,000. Access to Justice grants were \$46,000 above budget and the Bank of America Foreclosure Prevention of \$115,000 was not budgeted. Offsetting those favorable variances from being under budget were Domestic Violence (\$116,000) the PLAN Bank of America (\$46,000), Special IOLTA (\$31,000) and the Plan State (\$28,000). Contribution income exceeded budget \$53,000 to offset the unfavorable variances in program revenue and result in an overall shortfall of \$14,000

*Program Expenses:*

Program expenses finished \$347,000 over budget. As noted in prior reports salaries were over budget (\$143,000) with the hiring of an attorney and paralegal to staff the Bank of America grant which was not anticipated in the approved budget. Other expenses were over budget by \$191,000. The main line items over budget were Minor Office Expenses (\$65,000) Bad Debt Expense which was not budgeted (\$35,000), Judicare contracts (\$27,000), Maintenance Agreements (\$19,000) and Connectivity (\$10,000).

NORTH PENN LEGAL SERVICES  
**STATEMENT OF FINANCIAL POSITION**  
AS OF JUNE 30, 2018

<b>ASSETS</b>	<u>2018</u>
Cash and cash equivalents	\$1,685,816
Client Escrow Funds	1,931
Accounts Receivable	306,385
Prepaid Expenses	138,889
Total current assets	<u>2,133,020</u>
Property and Equipment (net)	<u>57,077</u>
Total assets	<u><u>\$2,190,096</u></u>
<b>LIABILITIES &amp; NET ASSETS</b>	
Accounts payable	\$149,263
Accrued expenses	2,843
Accrued wages and compensated absences	138,298
Client trust deposits	1,931
Total current liabilities	<u>292,334</u>
Line of Credit	<u>-</u>
Total liabilities	<u>292,334</u>
Net assets	
Unrestricted	1,313,627
Temporarily restricted	584,136
Total net assets	<u>1,897,763</u>
Total liabilities and net assets	<u><u>\$2,190,096</u></u>

**NORTH PENN LEGAL SERVICES**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED June 30, 2018**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total 2018</u>
<b>REVENUES &amp; OTHER SUPPORT</b>			
Contracts & grants	\$5,893,221	\$120,630	\$6,013,850
Contributions			
In-kind	101,715	-	101,715
Other	73,883	-	73,883
DAP equitable payments	-	-	-
Interest income	-	-	-
Other income	13,033	-	13,033
Net assets released from restriction	-	-	-
	<u>6,081,852</u>	<u>120,630</u>	<u>6,202,481</u>
Total revenues & other support			
<b>EXPENSES</b>			
Program services	5,365,167	-	5,365,167
Management and general	664,047	-	664,047
Fund-raising	7,580	-	7,580
	<u>6,036,795</u>	<u>-</u>	<u>6,036,795</u>
Total expenses			
Change in net assets	45,057	120,630	165,687
Restrictions satisfied	-	-	-
Net assets - beginning	<u>1,268,570</u>	<u>463,506</u>	<u>1,732,076</u>
Net assets - ending	<u><u>\$1,313,627</u></u>	<u><u>\$584,136</u></u>	<u><u>\$1,897,763</u></u>

**NORTH PENN LEGAL SERVICES**  
**STATEMENT OF UNRESTRICTED REVENUES**  
**FOR THE YEAR ENDED June 30, 2018**

	<u>Actual</u> <u>2018</u>	<u>Budget</u> <u>2018</u>	<u>Over (under)</u> <u>Budget</u>
<b>OPERATING REVENUES</b>			
Legal Services Corporation:			
LSC Basic Field	\$1,868,893	\$1,883,364	\$(14,471)
LSC TIG Grant	-	-	-
PLAN:			
Title XX	609,353	614,766	(5,413)
DAP	116,540	116,639	(99)
IOLTA	151,707	155,583	(3,876)
State	295,435	323,944	(28,509)
Access to Justice	1,606,103	1,399,819	206,284
AJA - Public Benefits	-	80,830	(80,830)
AJA - Employment Project	1,150	80,830	(79,680)
Bank of America	54,880	101,217	(46,337)
MLK	-	-	-
Special IOLTA	94,437	125,500	(31,063)
BOA Grant - Foreclosure Prevention	115,426	-	115,426
Aging	443,063	395,000	48,063
Juvenile Delinquency/Dependency	13,750	15,000	(1,250)
Domestic Violence	41,995	157,850	(115,855)
Bar Association Grants	138,331	150,000	(11,670)
Fair Housing Grant	80,601	87,000	(6,399)
Guardianships	20,180	20,180	-
United Way	30,243	31,500	(1,257)
AIDS Net	3,048	1,250	1,798
Arbitration fees	2,000	2,500	(500)
Attorney fees	5,000	-	5,000
Miscellaneous Grants	201,087	230,000	(28,913)
	<u>5,893,221</u>	<u>5,972,772</u>	<u>(79,551)</u>
<b>Subtotal</b>			
<b>Other operating revenues</b>			
Miscellaneous income	13,033	450	12,583
	<u>13,033</u>	<u>450</u>	<u>12,583</u>
<b>Total operating revenues</b>	5,906,253	5,973,222	(66,969)
<b>NON-OPERATING REVENUES</b>			
In-kind contributions	101,715	101,715	-
Other contributions	64,084	20,000	44,084
Cy Pres Awards	9,800	-	9,800
Interest income	-	750	(750)
	<u>175,598</u>	<u>122,465</u>	<u>53,133</u>
<b>Total non-operating revenues</b>			
<b>TOTAL REVENUES</b>	<u><u>\$6,081,852</u></u>	<u><u>\$6,095,687</u></u>	<u><u>\$ (13,835)</u></u>

**NORTH PENN LEGAL SERVICES**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED June 30, 2018**

	<u>Actual</u> <u>2018</u>	<u>Budget</u> <u>2018</u>	<u>Over (Under)</u> <u>Budget</u>
Salaries	\$3,377,298	\$3,247,072	\$130,226
Fringe Benefits	<u>1,358,394</u>	<u>1,345,441</u>	<u>12,953</u>
Total salaries & fringe benefits	4,735,692	4,592,513	143,179
Consultants & contractors	47,781	39,000	8,781
Audit	18,310	17,750	560
Judicare & contract attorneys	62,281	35,000	27,281
Subrecipient	-	-	-
Pro Bono	101,715	101,715	-
Employee travel	16,146	13,750	2,396
Travel - Client related	31,313	28,750	2,563
Travel - Training	15,022	10,754	4,268
Travel - Board Members	535	1,000	(465)
Rent	332,490	331,474	1,016
Utilities	19,021	17,727	1,294
Storage & other space costs	5,538	3,863	1,675
Maintenance Services	16,433	19,248	(2,815)
Parking	12,387	13,275	(888)
Office supplies	21,249	35,758	(14,509)
Minor office accessories	84,190	18,655	65,535
Computer updates & software	5,023	3,225	1,798
Lease - Furniture & equipment	2,944	2,995	(51)
Maintenance agreements	95,163	76,420	18,743
Repairs & maintenance	34	4,875	(4,841)
Contracted services	-	1,250	(1,250)
Insurance	34,203	36,516	(2,313)
Printing costs	9,454	4,128	5,326
Dues	22,313	25,750	(3,437)
Conferences	4,747	3,895	852
Staff Training & development	4,642	2,225	2,417
Staff & board meetings	2,390	2,958	(568)
Client training	176	2,500	(2,324)
Employment/relocation expense	21,591	750	20,841
Law Library	50,073	50,475	(402)
Reference Materials & publications	511	975	(464)
Connectivity	104,807	93,885	10,922
Telephone	58,066	51,748	6,318
Advertising	7,104	-	7,104
Postage	19,343	16,502	2,841
Court Costs	5,000	5,500	(500)
Fundraising	7,580	7,600	(20)
Bad Debt Expense	35,237	-	35,237
Miscellaneous	<u>2,096</u>	<u>3,754</u>	<u>(1,658)</u>
Total other operating expenses	1,276,906	1,085,645	191,261
Depreciation	<u>24,197</u>	<u>12,350</u>	<u>11,847</u>
Total expenses	<u>\$6,036,795</u>	<u>\$5,690,507</u>	<u>\$346,288</u>

NORTH PENN LEGAL SERVICES  
**PROPERTY & EQUIPMENT**  
 FOR THE YEAR ENDED June 30, 2018

	<u>June Activity</u>	<u>Year-to- Date Activity</u>
<b>ADDITIONS</b>		
Furniture & Equipment		
<i>Lanier Copier - Pittston &amp; Williamsport</i>	\$15,664	\$15,664
Total property & equipment additions	\$15,664	\$15,664
<b>DELETIONS</b>		
<i>Copiers - Pittston &amp; Williamsport</i>	\$18,795	\$18,795
Total property & equipment additions	\$18,795	\$18,795