

**Brooklyn Bar  
Association Volunteer  
Lawyers Project, Inc**  
Financial Statements  
December 31, 2018 and 2017



# Brooklyn Bar Association Volunteer Lawyers Project, Inc

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*December 31, 2018 and 2017*

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## *Independent Auditors' Report*

To the Board of Directors  
Brooklyn Bar Association Volunteer Lawyers Project, Inc

We have audited the accompanying financial statements of the Brooklyn Bar Association Volunteer Lawyers Project, Inc, which comprise the statements of financial position as of December 31, 2018 and 2017, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Brooklyn Bar Association Volunteer Lawyers Project, Inc as of December 31, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Mazars USA LLP*

September 17, 2019

MAZARS USA LLP

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# Brooklyn Bar Association Volunteer Lawyers Project, Inc

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## *Statements of Financial Position*

*December 31, 2018 and 2017*

	2018	2017
<b>Assets</b>		
Cash and cash equivalents	\$ 631,243	\$ 687,443
New York State funding receivable	106,752	118,004
Contributions and grants receivable	59,170	58,872
Prepaid expenses	56,885	58,126
Investments, at fair value	743,519	777,610
Security deposit	31,412	31,412
Property and equipment, net	257,296	305,189
	<hr/>	<hr/>
Total assets	\$ 1,886,277	\$ 2,036,656
	<hr/> <hr/>	<hr/> <hr/>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts payable and accrued expenses	\$ 23,555	\$ 30,871
Deferred revenue	6,017	-
Deferred rent	35,448	22,297
	<hr/>	<hr/>
Total liabilities	65,020	53,168
	<hr/>	<hr/>
<b>Net assets</b>		
Without donor restrictions	1,786,682	1,943,226
With donor restrictions	34,575	40,262
	<hr/>	<hr/>
Total net assets	1,821,257	1,983,488
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Total liabilities and net assets	\$ 1,886,277	\$ 2,036,656
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The accompanying notes are an integral part of these financial statements.

## Brooklyn Bar Association Volunteer Lawyers Project, Inc

### Statements of Activities

Years Ended December 31, 2018 and 2017

	2018			2017		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Revenue and Support						
Public support:						
New York State funding	\$ 902,465	\$ -	\$ 902,465	\$ 904,689	\$ -	\$ 904,689
Contributions and grants	210,403	-	210,403	191,136	-	191,136
Donated services	5,705,840	-	5,705,840	3,878,000	-	3,878,000
Special events, net of direct costs of \$96,018 and \$73,961, respectively	157,661	-	157,661	77,200	-	77,200
Investment income (loss)	(88,269)	(187)	(88,456)	87,419	3,091	90,510
Other income	44,072	-	44,072	1,765	-	1,765
Net assets released from restrictions	5,500	(5,500)	-	55,500	(55,500)	-
Total revenue and support	<u>6,937,672</u>	<u>(5,687)</u>	<u>6,931,985</u>	<u>5,195,709</u>	<u>(52,409)</u>	<u>5,143,300</u>
Expenses						
Program	6,774,416	-	6,774,416	4,736,635	-	4,736,635
General and administrative	141,746	-	141,746	104,358	-	104,358
Fund-raising	178,054	-	178,054	157,300	-	157,300
Total expenses	<u>7,094,216</u>	<u>-</u>	<u>7,094,216</u>	<u>4,998,293</u>	<u>-</u>	<u>4,998,293</u>
Change in net assets	(156,544)	(5,687)	(162,231)	197,416	(52,409)	145,007
Net assets - beginning of year	<u>1,943,226</u>	<u>40,262</u>	<u>1,983,488</u>	<u>1,745,810</u>	<u>92,671</u>	<u>1,838,481</u>
Net assets - end of year	<u>\$ 1,786,682</u>	<u>\$ 34,575</u>	<u>\$ 1,821,257</u>	<u>\$ 1,943,226</u>	<u>\$ 40,262</u>	<u>\$ 1,983,488</u>

The accompanying notes are an integral part of these financial statements.

## Brooklyn Bar Association Volunteer Lawyers Project, Inc

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### *Statements of Cash Flows*

*Years Ended December 31, 2018 and 2017*

	2018	2017
Cash flows from operating activities		
Change in net assets	\$ (162,231)	\$ 145,007
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Net realized and unrealized loss (gain) on investments	105,622	(77,453)
Depreciation	58,251	21,351
Increase (decrease) in cash resulting from changes in operating assets and liabilities:		
Contributions and grants receivable	(298)	57,000
New York State funding receivable	11,252	(100,534)
Prepaid expenses	1,241	(51,435)
Accounts payable and accrued expenses	(7,316)	1,781
Deferred revenue	6,017	-
Deferred rent	13,151	22,297
Net cash provided by operating activities	<u>25,689</u>	<u>18,014</u>
Cash flows from investing activities		
Purchase of marketable securities	(618,061)	(508,075)
Proceeds from sale of marketable securities	546,531	478,869
Purchase of property and equipment	<u>(10,359)</u>	<u>(217,999)</u>
Net cash used in investing activities	<u>(81,889)</u>	<u>(247,205)</u>
Net decrease in cash and cash equivalents	(56,200)	(229,191)
Cash and cash equivalents		
Beginning	<u>687,443</u>	<u>916,634</u>
End	<u>\$ 631,243</u>	<u>\$ 687,443</u>

The accompanying notes are an integral part of these financial statements.

# **Brooklyn Bar Association Volunteer Lawyers Project, Inc**

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## *Notes to Financial Statements*

*Years Ended December 31, 2018 and 2017*

### **1. Organization and Nature of Activities**

The Brooklyn Bar Association Volunteer Lawyers Project, Inc ("VLP"), was incorporated under the laws of the State of New York. The Internal Revenue Service has determined that VLP is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Since its founding in 1990 by the members of the Brooklyn Bar Association, and its incorporation as an independent not-for-profit organization on July 14, 1992, VLP has maintained as its objective, the practical realization of justice for the poor. VLP maintains a standing commitment to the principle that the legal system will fail unless it is accessible to all. Recognizing that the Federal Poverty Guidelines for obtaining service from other legal service providers excludes many members of the working poor, the elderly, and others, VLP endeavors to make available pro bono counsel to such underserved residents of Brooklyn, New York.

### **2. Summary of Significant Accounting Policies**

#### **Basis of Presentation**

The financial statements have been prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

#### **Use of Estimates**

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **Cash and Cash Equivalents**

VLP considers all highly liquid investments with original maturities of three months or less when purchased to be cash equivalents.

VLP maintains cash in a bank account which, at times, may exceed federally-insured limits. As of December 31, 2018, cash and cash equivalents with one financial institution exceeded Federal Deposit Insurance Corporation limits of \$250,000 per institution. As of December 31, 2018, the total uninsured cash balance was approximately \$292,000. VLP has not experienced any losses in such accounts.

VLP also has approximately \$89,000 of cash in brokerage FDIC Insured Sweep accounts at December 31, 2018.

#### **Investments**

Investments are reported at their fair values in the statements of financial position, which is the prevailing market value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Unrealized gains and losses are included in the statement of activities.

## **Brooklyn Bar Association Volunteer Lawyers Project, Inc**

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### **Fair Value of Financial Instruments**

VLP follows the accounting standards for fair value measurement and disclosures for financial assets and liabilities which clarify the definition of fair value, prescribe methods for measuring fair value, establish a fair value hierarchy based on the inputs used to measure fair value and expand disclosure about the use of fair value measurements. The following table presents financial assets that are measured at fair value on a recurring basis and are categorized using the fair value hierarchy. The fair value hierarchy has three levels based on the reliability of the inputs used to determine fair value.

#### **Level 1 Fair Value Measurements:**

Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.

#### **Level 2 Fair Value Measurements:**

Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, quoted prices for identical or similar assets and liabilities in markets that are not active, and inputs that are observable for the assets or liability, either directly or indirectly, for substantially the full-term of the financial instrument.

#### **Level 3 Fair Value Measurements:**

Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The following is a description of the valuation methodologies used for assets measured at fair value:

*Common & preferred stocks:* Valued at the closing price reported on the active market on which the individual securities are traded.

*Corporate bonds:* Valued using pricing models maximizing the use of observable inputs for similar securities. This includes basing value on yields currently available on comparable securities of issuers with similar credit ratings.

*Mutual funds:* Valued at the daily closing price as reported by the fund. Mutual funds held by VLP are open-end mutual funds that are registered with the SEC. These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by VLP are deemed to be actively traded.

### **Property and Equipment**

Property and equipment are stated at cost. Depreciation is recorded using the straight-line method over the estimated useful lives of the related assets. Renewals and betterments that materially extend the life of the assets are capitalized.

### **Deferred Rent**

Rent expense is being recognized on a straight-line basis over the term of the lease. The difference between rent expense recognized and rental payment, as stipulated in the lease, is reflected as deferred rent in the statements of financial position.

### **Revenue Recognition and Refundable Advances**

VLP recognizes funding from state agencies as revenue once the grant conditions are met as stipulated within the grant agreement. Amounts received prior to the conditions being met are recorded as refundable advances on the accompanying statements of financial position.



## **Brooklyn Bar Association Volunteer Lawyers Project, Inc**

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### **Contributions**

VLP reports gifts of cash and other assets as revenue with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends, or a purpose restriction is accomplished, the net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. However, if a restriction is fulfilled within the period in which the contributions are received, VLP reports the support as without donor restrictions.

Contributions received from members of VLP's Board of Directors amounted to approximately \$72,000 and \$41,000 in 2018 and 2017, respectively.

### **Net Assets**

Net assets, revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

#### **Without Donor Restrictions**

Net assets without donor restrictions are available for use at the discretion of the Board of Directors (the "Board") and/or management for general operating purposes. The Board may designate a portion of these net assets for a specific purpose which makes them unavailable for use at management's discretion.

#### **With Donor Restrictions**

Net assets with donor restrictions consist of assets where use is limited by donor-imposed time and / or purposes restrictions.

At December 31, 2018 and 2017, there were no net assets with Board designations.

### **New York State Funding**

VLP receives funding from multiple state assistance programs that supplement its traditional funding sources. These grants specify certain conditions to be met. Accordingly, VLP recognizes these contributions when the conditions are fulfilled.

### **In-Kind Contributions**

In-kind contributions for services or the use of equipment, materials or facilities at less than fair value are recorded at their fair value in accordance with accounting literature, if the services (a) create or enhance non-financial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by VLP. In-kind contributed goods and materials are recorded at their fair value.

### **Functional Expenses**

Expenses directly attributable to specific functional of VLP are reported as expense of those functional areas. The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include rent, maintenance, depreciation, telephone and office expenses, which are allocated on the basis of office space utilization estimates, information technology based on the beneficiaries of such costs, as well as salaries, payroll taxes and employee benefits, which are allocated on the basis of estimates of time and effort.

## Brooklyn Bar Association Volunteer Lawyers Project, Inc

### Accounting Pronouncements Adopted

In August 2016, the FASB issued ASU 2016-14, "Presentation of Financial Statements of Not-for-Profit Entities" (Topic 958). The ASU amends the current reporting model for nonprofit organizations and enhances their required disclosures. The major changes include: (a) requiring the presentation of only two classes of net assets now entitled "net assets without donor restrictions" and "net assets with donor restrictions", (b) modifying the presentation of underwater endowment funds and related disclosures, (c) requiring the use of the placed in service approach to recognize the expirations of restrictions on gifts used to acquire or construct long-lived assets absent explicit donor stipulations otherwise, (d) requiring that all nonprofits present an analysis of expenses by function and nature in either the statement of activities, a separate statement, or in the notes and disclose a summary of the allocation methods used to allocate costs, (e) requiring the disclosure of quantitative and qualitative information regarding liquidity and availability of resources, (f) presenting investment return net of external and direct internal investment expenses, and (g) modifying other financial statement reporting requirements and disclosures intended to increase the usefulness of nonprofit financial statements.

### Reclassifications

Certain prior year amounts have been reclassified where appropriate, to confirm to the current year presentation.

### 3. Contribution Receivable

Contributions receivable include unconditional promises to give as follows:

	<u>2018</u>	<u>2017</u>
Receivable in less than one year	\$ 59,170	\$ 54,372
Receivable in one to five years	-	5,000
	<u>59,170</u>	<u>59,372</u>
Less bad debt allowance	-	(500)
	<u>\$ 59,170</u>	<u>\$ 58,872</u>

### 4. Investments

Investments consist of the following at December 31, 2018:

		Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
	Total			
Preferred stocks	\$ 37,278	\$ 37,278	\$ -	\$ -
Common stocks	556,575	556,575	-	-
Corporate bonds	77,841	-	77,841	-
Mutual funds - fixed income	71,825	71,825	-	-
	<u>\$ 743,519</u>	<u>\$ 665,678</u>	<u>\$ 77,841</u>	<u>\$ -</u>

## Brooklyn Bar Association Volunteer Lawyers Project, Inc

Investments consist of the following at December 31, 2017:

	Total	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Preferred stocks	\$ 46,936	\$ 46,936	\$ -	\$ -
Common stocks	498,817	498,817	-	-
Corporate bonds	81,859	-	81,859	-
Mutual funds - fixed income	149,998	149,998	-	-
	<u>\$ 777,610</u>	<u>\$ 695,751</u>	<u>\$ 81,859</u>	<u>\$ -</u>

As of December 31, 2018 and 2017, no security represents more than 10% of investments. Investment income from these investments for the years ended December 31, 2018 and 2017 is summarized as follows:

	2018	2017
Interest and dividend income	\$ 24,519	\$ 13,057
Realized gains	699	28,911
Unrealized (loss) gains	(106,321)	58,185
Management fees	(7,353)	(9,643)
Total investment (loss) income	<u>\$ (88,456)</u>	<u>\$ 90,510</u>

### 5. Property and Equipment

Property and equipment is stated at cost, less accumulated depreciation, as follows:

	Estimated Useful Life	2018	2017
Office equipment	5 Years	\$ 67,774	\$ 64,824
Computer equipment	5 Years	42,635	41,461
Furniture and fixtures	7-10 Years	122,960	121,330
Leasehold improvement	lease term	133,256	128,651
		<u>366,625</u>	<u>356,266</u>
Less accumulated depreciation		<u>109,329</u>	<u>51,077</u>
		<u>\$ 257,296</u>	<u>\$ 305,189</u>

## Brooklyn Bar Association Volunteer Lawyers Project, Inc

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### 6. Net Assets With Donor Restrictions

Net assets with donor restrictions are available for the following purposes at December 31:

	<u>2018</u>	<u>2017</u>
The Christopher Slattery Fund - purpose restriction	\$ 6,478	\$ 5,158
44 Court Campaign - to fund the new offices	5,000	10,000
Endowment Fund - time restricted in perpetuity	<u>23,097</u>	<u>25,104</u>
	<u>\$ 34,575</u>	<u>\$ 40,262</u>

### 7. Endowment Fund

Donor restricted endowment fund is a Christopher Slattery Fund, a memorial fund created in memory and honor of Christopher Slattery. Investment income earned in the fund is available for a \$500 annual grant to be awarded to a young attorney who has demonstrated outstanding commitment to provide pro bono representation of the indigent. The principal amount at December 31:

	<u>2018</u>	<u>2017</u>
The Christopher Slattery Fund (a)	<u>\$ 23,097</u>	<u>\$ 25,104</u>

VLP's endowment consists of a donor-restricted endowment fund. As required by generally accepted accounting principles, net assets associated with endowment funds, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Directors of VLP has interpreted the New York Prudent Management of Institutional Funds Act (NYPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of donor-restricted endowment funds absent explicit donor stipulations to the contrary.

VLP classifies as net assets with donor restrictions (a time restriction in perpetuity) the principal amount of the gift to the donor restricted endowment. Investment income from the donor restricted endowment is classified as net assets with donor restrictions (a purpose restriction) until those amounts are appropriated for expenditure by the VLP's in a manner consistent with the donor stipulated purpose within the standard of prudence prescribed by NYPMIFA.

In accordance with NYPMIFA, VLP considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund
- (2) The purpose of VLP and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation or deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of VLP
- (7) Where appropriate and circumstances would otherwise warrant, alternative to expenditure of the endowment fund, giving due consideration to the effect that such alternatives may have had on VLP.
- (8) The investment policy of VLP.

## Brooklyn Bar Association Volunteer Lawyers Project, Inc

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Changes in Endowment Net Assets for the Year Ended: December 31, 2018:

	<u>2018</u>	<u>2017</u>
Endowment net assets, beginning of year	\$ 30,262	\$ 27,671
Investment return:		
Investment income	1,820	1,426
Net depreciation (realized and unrealized)	<u>(2,007)</u>	<u>1,665</u>
Total investments return	<u>(187)</u>	<u>3,091</u>
Appropriation of endowment for expenditure	<u>(500)</u>	<u>(500)</u>
Contributions	<u>-</u>	<u>-</u>
Endowment net assets, end of year	<u>\$ 29,575</u>	<u>\$ 30,262</u>

### 8. Donated Services

VLP receives donated services from unpaid volunteers, which includes lawyers, law students and others. For the years ended December 31, 2018 and 2017, the amount of volunteer hours received was 15,505 and 11,272, respectively. All of the donated services were provided directly to clients of VLP. These donated services did not include any professional services provided directly to VLP for its corporate purposes. Donated legal services were valued at \$368 per hour and \$344 per hour for 2018 and 2017, respectively, based on the average rates for the NYC metro area detailed in the 2018 and 2017 Legal Trends reports. Total donated services for the years ended December 31, 2018 and 2017 amounted to \$5,705,840 and \$3,878,000, respectively.

### 9. Liquidity and Availability

VLP financial assets available within one year of the statement of financial positions date for general expenditures is as follows:

December 31,	<u>2018</u>
Cash and cash equivalents	\$ 631,243
New York State funding receivable	106,752
Contributions and grants receivable	59,170
Investments, at fair value	<u>743,519</u>
Total financial assets available within one year	<u>1,540,684</u>
Less:	
Amounts unavailable for general expenditures within one year, due to:	
Restricted by donors in perpetuity	(23,097)
Restricted by donors with purposes restriction	<u>(11,478)</u>
Total amounts unavailable for general expenditure within one year	<u>(34,575)</u>
Total amounts available for general expenditure within one year	<u>\$ 1,506,109</u>

## **Brooklyn Bar Association Volunteer Lawyers Project, Inc**

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VLP maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities, and other obligations become due. The investments can easily be liquidated when such funds are needed for program and other obligations.

### **10. Lease Commitments**

VLP leases its office space under a non-cancellable operating lease expiring in 2024. During October 2017, VLP leased additional space under the lease. Future minimum rental payments under this lease are as follows:

<u>Years Ending</u>	<u>Amount</u>
2019	\$ 181,121
2020	186,555
2021	192,152
2022	197,916
2023	203,854
Thereafter	192,081
	<u>\$ 1,153,679</u>

Rent expense for the year ending December 31, 2018 and 2017 was \$189,128 and \$96,107, respectively.

## Brooklyn Bar Association Volunteer Lawyers Project, Inc

### 11. Functional Expenses

Expenses incurred were for the following:

	Year Ended December 31, 2018				Year Ended December 31, 2017			
	Program Services	General and Administrative	Fundraising	Total	Program Services	General and Administrative	Fundraising	Total
Payroll and payroll taxes	\$ 690,617	\$ 53,124	\$ 141,665	\$ 885,406	\$ 612,394	\$ 47,107	\$ 125,619	\$ 785,120
Employee benefits	67,290	5,414	4,642	77,346	67,862	1,449	1,242	70,553
Legal services (Note 8)	5,705,840	-	-	5,705,840	3,878,000	-	-	3,878,000
Occupancy	155,227	19,403	19,403	194,033	79,404	9,925	9,925	99,254
Event expense	-	-	96,018	96,018	-	-	73,961	73,961
Program expenses	27,283	-	-	27,283	28,760	-	-	28,760
Information technology	18,010	14,408	3,603	36,021	13,472	10,777	2,695	26,944
Depreciation	49,512	5,826	2,913	58,251	18,148	2,135	1,068	21,351
Office expense	25,140	20,111	5,028	50,279	10,317	8,253	2,064	20,634
Professional fees	-	19,942	-	19,942	-	20,400	-	20,400
Development consultant	-	-	-	-	-	-	14,419	14,419
Telephone	9,724	1,144	572	11,440	9,322	1,097	548	10,967
Recruitment and recognition	7,232	-	-	7,232	6,565	-	-	6,565
Insurance	10,857	1,917	-	12,774	9,277	1,638	-	10,915
Donations / sponsorship	3,300	-	-	3,300	2,732	-	-	2,732
Repairs and maintenance	3,884	457	228	4,569	577	68	34	679
Christopher Slattery Award	500	-	-	500	500	-	-	500
Miscellaneous	-	-	-	-	250	250	-	500
	<u>6,774,416</u>	<u>141,746</u>	<u>274,072</u>	<u>7,190,234</u>	<u>4,737,580</u>	<u>103,099</u>	<u>231,575</u>	<u>5,072,254</u>
Less direct event expenses			(96,018)	(96,018)			(73,961)	(73,961)
Total	<u>\$6,774,416</u>	<u>\$ 141,746</u>	<u>\$ 178,054</u>	<u>\$7,094,216</u>	<u>\$ 4,737,580</u>	<u>\$ 103,099</u>	<u>\$ 157,614</u>	<u>\$ 4,998,293</u>

## **Brooklyn Bar Association Volunteer Lawyers Project, Inc**

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### **12. Employee Benefit Plan**

VLP has maintained a 401(k) Profit Sharing Plan, a defined contribution retirement plan covering all employees. The plan covers all employees of VLP who meet the eligibility requirements of completing two consecutive months of eligibility service beginning on the employee's date of hire. Participation in the Profit Sharing Plan is not mandatory. VLP matched the participant's contribution up to 3.5% of their compensation for the Plan year, as defined in the Plan. VLP made approximately \$21,000 and \$15,000 contributions for participating employees during the years ending December 31, 2018 and December 31, 2017, respectively.

### **13. Subsequent Events**

VLP has evaluated subsequent events through September 17, 2019, the date that the financial statements were available for issuance.



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