

**SOUTHWEST VIRGINIA LEGAL AID SOCIETY, INC.**

Marion, Virginia

AUDITED FINANCIAL STATEMENTS

AND

SUPPLEMENTARY INFORMATION

**December 31, 2018**

With Comparative Totals for 2017

SOUTHWEST VIRGINIA LEGAL AID SOCIETY, INC  
Marion, Virginia

AUDITED FINANCIAL STATEMENTS

AND

SUPPLEMENTARY INFORMATION

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Southwest Virginia Legal Aid Society, Inc.

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Southwest Virginia Legal Aid Society, Inc. (a nonprofit organization), which comprise the statement 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 financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 Southwest Virginia Legal Aid Society, 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.

***Other Matters***

***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is also not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

The additional supplementary information (Schedule 4) is presented for purposes of additional analysis and is not a required part of the financial statements. We did not audit or apply limited procedures to such information and accordingly we do not express any assurance on such information.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2019 on our consideration of Southwest Virginia Legal Aid Society, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Southwest Virginia Legal Aid Society, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Southwest Virginia Legal Aid Society, Inc.'s internal control over financial reporting and compliance.

*Hicok, Brown & Company*

HICOK, BROWN & COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS  
March 31, 2019

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of  
Southwest Virginia Legal Aid Society, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Southwest Virginia Legal Aid Society, Inc. (a nonprofit organization), 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, and have issued our report thereon dated March 31, 2019.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Southwest Virginia Legal Aid Society, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Southwest Virginia Legal Aid Society, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Southwest Virginia Legal Aid Society, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

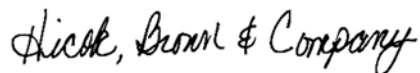
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Southwest Virginia Legal Aid Society, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



HICOK, BROWN & COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS  
March 31, 2019

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of  
Southwest Virginia Legal Aid Society, Inc.

**Report on Compliance for Each Major Federal Program**

We have audited Southwest Virginia Legal Aid Society, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Southwest Virginia Legal Aid Society, Inc.'s major federal programs for the year ended December 31, 2018. Southwest Virginia Legal Aid Society, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Southwest Virginia Legal Aid Society, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Southwest Virginia Legal Aid Society, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Southwest Virginia Legal Aid Society, Inc.'s compliance.

***Opinion on Each Major Federal Program***

In our opinion, Southwest Virginia Legal Aid Society, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2018.

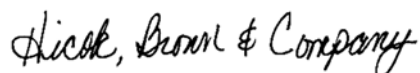
**Report on Internal Control over Compliance**

Management of Southwest Virginia Legal Aid Society, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Southwest Virginia Legal Aid Society, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Southwest Virginia Legal Aid Society, Inc.'s internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



HICOK, BROWN & COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS  
March 31, 2019



Southwest Virginia Legal Aid Society, Inc.  
 STATEMENTS OF FINANCIAL POSITION  
 At December 31, 2018 and December 31, 2017

EXHIBIT 1

	2018	2017
<u>ASSETS</u>		
CURRENT ASSETS:		
Cash & cash equivalents	\$ 711,311	\$ 641,866
Cash in escrow - client deposits	1,790	3,898
Grants receivable	143,246	198,296
Payroll advance	13,031	16,410
TOTAL CURRENT ASSETS	<u>869,378</u>	<u>860,470</u>
LONG-TERM ASSETS:		
Property & equipment	604,723	687,235
Accumulated depreciation	(173,789)	(248,265)
TOTAL LONG-TERM ASSETS	<u>430,934</u>	<u>438,970</u>
TOTAL ASSETS	<u>\$ 1,300,312</u>	<u>\$ 1,299,440</u>
<u>LIABILITIES &amp; NET ASSETS</u>		
CURRENT LIABILITIES:		
Accounts payable	\$ 21,908	\$ 28,043
Client escrow deposits	1,790	3,898
Accrued wages	71,019	68,028
Note payable - current	11,433	11,014
TOTAL CURRENT LIABILITIES	<u>106,150</u>	<u>110,983</u>
LONG-TERM LIABILITIES:		
Accrued vacation pay	107,135	80,806
Note payable - net of current	268,961	280,231
TOTAL LONG-TERM LIABILITIES	<u>376,096</u>	<u>361,037</u>
TOTAL LIABILITIES	<u>482,246</u>	<u>472,020</u>
NET ASSETS:		
Without donor restrictions	<u>266,606</u>	<u>385,417</u>
With donor restrictions		
Legal Services Corporation grant	-	-
Legal Services Corporation property	130,504	72,990
LSC Technology Initiative grant	8,492	-
Non - Legal Services Corporation	412,464	369,013
Total with donor restrictions	<u>551,460</u>	<u>442,003</u>
TOTAL NET ASSETS	<u>818,066</u>	<u>827,420</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$ 1,300,312</u>	<u>\$ 1,299,440</u>

The Notes to Financial Statements are an integral part of this statement.

Southwest Virginia Legal Aid Society, Inc.  
 STATEMENT OF ACTIVITIES  
 For the year ended December 31, 2018

EXHIBIT 2  
 Page 1 of 2

	WITHOUT RESTRICTIONS	WITH DONOR RESTRICTIONS			2018 TOTAL	2017 TOTAL
		LSC	NON - LSC	TOTAL		
<b>REVENUES:</b>						
Grant	\$ -	\$ 795,116	\$ 1,878,876	\$ 2,673,992	\$ 2,673,992	\$ 2,582,191
Interest income	1,250	943	-	943	2,193	407
In-kind	-	65,776	-	65,776	65,776	97,882
Miscellaneous	2,398	5	11,280	11,285	13,683	29,671
Net assets released from restrictions	2,718,124	(851,637)	(1,866,487)	(2,718,124)	-	-
<b>TOTAL REVENUE AND OTHER SUPPORT</b>	<b>2,721,772</b>	<b>10,203</b>	<b>23,669</b>	<b>33,872</b>	<b>2,755,644</b>	<b>2,710,151</b>
<b>EXPENSES:</b>						
LSC - General	668,713	-	-	-	668,713	651,882
LSC - Private Attorney Involvement	161,416	-	-	-	161,416	186,821
LSC - Tech Grant	21,508	-	-	-	21,508	-
LSC Carryover	-	-	-	-	-	20,680
LSC of VA - State Funds	998,437	-	-	-	998,437	941,997
LSC of VA - CORE	102,293	-	-	-	102,293	118,646
VPLC Navigator	136,809	-	-	-	136,809	129,053
VPLC - IPA	-	-	-	-	-	7,505
DCJS of VA V-STOP	15,062	-	-	-	15,062	15,062
Virginia Domestic Violence	64,440	-	-	-	64,440	22,053
Combined United Way	8,916	-	-	-	8,916	5,937
Department of Justice - LAV	77,822	-	-	-	77,822	144,978
Department of Justice - RURAL	101,627	-	-	-	101,627	98,082

The Notes to Financial Statements are an integral part of this statement.

Southwest Virginia Legal Aid Society, Inc.  
 STATEMENT OF ACTIVITIES  
 For the year ended December 31, 2018

EXHIBIT 2  
 Page 2 of 2

	WITHOUT RESTRICTIONS	WITH DONOR RESTRICTIONS			2018 TOTAL	2017 TOTAL
		LSC	NON - LSC	TOTAL		
EXPENSES (continued):						
DCJS of Virginia - VOCA	324,652	-	-	-	324,652	317,025
Conferences	36,429	-	-	-	36,429	12,413
Other funds	46,874	-	-	-	46,874	21,918
TOTAL EXPENSES	2,764,998	-	-	-	2,764,998	2,694,052
OTHER CHANGES IN NET ASSETS	(75,585)	55,803	19,782	75,585	-	-
TOTAL CHANGES IN NET ASSETS	(118,811)	66,006	43,451	109,457	(9,354)	16,099
BEGINNING NET ASSETS	385,417	72,990	369,013	442,003	827,420	811,321
ENDING NET ASSETS	\$ 266,606	\$ 138,996	\$ 412,464	\$ 551,460	\$ 818,066	\$ 827,420

The Notes to Financial Statements are an integral part of this statement.

Southwest Virginia Legal Aid Society, Inc.  
 STATEMENTS OF CASH FLOWS  
 For the years ended December 31, 2018  
 and December 31, 2017

EXHIBIT 3

	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Change in Net Assets	\$ (9,354)	\$ 16,099
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	19,507	28,683
(Gain)/Loss on disposal of equipment	-	300
(Gain)/Loss on loan forgiveness	-	1,233
(Increase) decrease in:		
Grants receivable	55,050	(82,668)
Payroll advances	3,379	-
Increase (Decrease) in:		
Trade accounts payable	(6,134)	13,198
Escrow deposits	(2,108)	1,586
Accrued wages	2,990	4,711
Accrued vacation pay	26,329	11,793
	<u>89,659</u>	<u>(5,065)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Proceeds from sale of assets	-	-
Purchase of assets	(11,471)	-
	<u>(11,471)</u>	<u>-</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Loan proceeds	-	-
Repayment of loan	(10,851)	(11,229)
	<u>(10,851)</u>	<u>(11,229)</u>
NET INCREASE (DECREASE) IN CASH	67,337	(16,294)
BEGINNING CASH AND CASH EQUIVALENTS	<u>645,764</u>	<u>662,058</u>
ENDING CASH AND CASH EQUIVALENTS	<u>\$ 713,101</u>	<u>\$ 645,764</u>

SUPPLEMENTAL INFORMATION

Interest paid	<u>\$ 10,926</u>	<u>\$ 12,259</u>
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The Notes to Financial Statements are an integral part of this statement.

## NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### Organization

The Southwest Virginia Legal Aid Society, Inc. (SVLAS) is a nonprofit corporation organized for the purpose of providing legal assistance in noncriminal proceedings or matters to persons financially unable to afford legal assistance in Southwest Virginia.

SVLAS is funded principally through grants from the Legal Services Corporation (LSC) and Legal Services Corporation of Virginia (LSCV), which are nonprofit corporations established by federal and state governments to administer a legal assistance program. SVLAS maintains its books using fund accounting.

### Basis of Accounting

SVLAS uses the accrual method of accounting for financial reporting. Under this method, revenues and expenses are reflected in the accounts in the period in which they are considered to have been earned or incurred.

### Financial Statement Presentation

SVLAS's financial statements are presented in accordance with Financial Accounting Standards Board Codification 958-208 and 958-605. Net assets of SVLAS are reported based on the existence of donor or grantor-imposed restrictions. The following classifications are used to report net assets:

*With donor restrictions* - The part of the net assets of SVLAS resulting (a) from inflows of assets whose use by SVLAS is limited by donor- or grantor-imposed stipulations that either expires by passage of time or can be fulfilled and removed by actions of SVLAS pursuant to those stipulations or (b) from other asset enhancements and diminishments subject to the same kinds of stipulations.

*Without donor restrictions* - The part of net assets of SVLAS that is not restricted by donor- or grantor-imposed stipulations.

SVLAS reports grants of cash and other assets as restricted support if they are received with grantor stipulations that limit the use of the grant assets. When the grantor restriction expires—when a stipulated time restriction ends, or purpose restriction is accomplished—temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

### Fund Accounting

To ensure observance of limitations and restrictions placed on the use of resources available to SVLAS, the accounts of SVLAS are maintained in accordance with the principles of fund accounting. This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into funds established in accordance with laws and regulations or special restrictions and limitations.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

Cash equivalents consist of highly liquid short-term investments with an initial maturity of three months or less. SVLAS maintains cash accounts with several banks. All amounts on deposit are either covered with FDIC coverage or collateralized by securities.

Property and Equipment

SVLAS capitalizes property and equipment over \$5,000. Lesser amounts are expensed. SVLAS capitalizes purchased property and equipment at cost. SVLAS capitalizes donations of property and equipment as contributions at estimated fair market value. SVLAS depreciates capitalized assets using the straight-line method.

Grants and Contracts

SVLAS receives grants and contracts from state and federal agencies, as well as from private organizations, to be used for specific purposes. Any excess of cash receipts over reimbursable expenditures is included in net assets for that fund.

Donated Services and Materials

SVLAS reports gifts of land, buildings, and equipment as net assets without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. SVLAS reports gifts of long-lived assets with explicit restrictions as net assets with donor restrictions. Absent explicit donor stipulations about how long those long-lived assets must be maintained, SVLAS reports expirations of donor restrictions starting in the year the asset is placed in service.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from those estimates.

Income Taxes

SVLAS is a non-profit corporation generally exempt from income taxes under Section 501 (c)(3) of the Internal Revenue Code. Also, SVLAS' unrelated business income is exempt generally under Sections 511-515 of the Internal Revenue Code. Consequently, no provision for income taxes has been included in the accompanying financial statements.

Reclassifications

Certain accounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

## NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with SVLAS's financial statements for the year ended December 31, 2017, from which the summarized information was derived.

### Subsequent Events

Subsequent events have been evaluated as of March 31, 2019, which is the date the financial statements were available to be issued.

### Recent Accounting Pronouncements

In August 2016, the FASB issued Accounting Standards Update 2016-14, Not-for-Profit Entities, Presentation of Financial Statements of Not-for-Profit Entities, which improves reporting of net asset classification requirements and notes about liquidity, financial performance and cash flows. ASU 2016-14 will be effective for annual periods beginning after December 15, 2017. SVLAS implemented this update for its year ended December 31, 2018 financial statements.

## NOTE 2 – PENSION PLAN

The retirement plan is a defined contribution, simplified employee pension plan under Section 403(b) of the Internal Revenue Code. Determined on an annual basis at the discretion of the Board of Directors, SVLAS may contribute a percentage of each employee's gross salary as an employer contribution. Employer matching contributions are not allowed under the Plan. All employees are eligible to participate and may make voluntary contributions up to the annual limits as described in the Summary Plan Description. Contributions to the plan by both staff and SVLAS are paid to a trustee, Mutual of American Life Insurance Company. Participants are immediately vested in their contributions and are responsible for making the investment decisions for their individual account. For the year ended December 31, 2018, SVLAS contributed \$82,157 on behalf of its employees. For the year ended December 31, 2017, SVLAS contributed \$80,202.

## NOTE 3– CONTRIBUTED SERVICES

Southwest Virginia Legal Aid Society Inc. recognizes donated services that meet the criteria for recognition under FASB ASC 958-205 *Accounting for Contributions Received and Contributions Made*. Contributed services received during the year were from attorneys for pro bono cases. Total contributed income for services was \$65,776 and \$97,882 for the year ended December 31, 2018 and 2017, respectively.

Southwest Virginia Legal Aid Society, Inc.  
 NOTES TO FINANCIAL STATEMENTS  
 December 31, 2018

NOTE 4 – PRIVATE ATTORNEY INVOLVEMENT

Pursuant to 45 CFR 1614.2, recipients of Legal Services Corporation (LSC) funding are required to devote at least 12.5% of their total award to the involvement of private attorneys or other professionals in the delivery of legal assistance to eligible clients (“PAI requirement”). SVLAS met this requirement in 2018 and 2017.

NOTE 5 – GRANTS RECEIVABLE

Grants receivable at December 31 consists of the following:

Grants receivable description	2018	2017
District III Government Co-op	\$ 1,500	\$ 1,000
AASC	875	-
New River Valley Agency on Aging	1,238	1,238
Mountain Empire Older Citizens	875	875
Virginia Poverty Law Center Navigator Grant	-	30,000
VSTOP	-	6,037
Virginia Domestic Violence Victim Fund	16,452	9,261
Victims of Crime Act (VOCA)	79,757	77,311
Commonwealth of Virginia	305	-
Department of Justice	-	49,183
Department of Justice - Rural Domestic Violence	29,580	23,391
Virginia Health Care Foundation	12,664	-
Total grants receivable	\$ 143,246	\$ 198,296

NOTE 6 – PROPERTY AND EQUIPMENT

SVLAS records purchased property and equipment at cost. SVLAS records donated property at fair market value at date of donation. SVLAS depreciates capitalized assets using the straight-line method with the following useful lives.

Building.....40 years  
 Furniture and Fixtures.....5-10 years

SVLAS acquired \$11,471 and \$0 in property and equipment for the year ending December 31, 2018 and 2017, respectively. Depreciation expense for the year ending December 31, 2018 and 2017 amounted to \$19,507 and \$28,683, respectively.



Southwest Virginia Legal Aid Society, Inc.  
 NOTES TO FINANCIAL STATEMENTS  
 December 31, 2018

NOTE 6 – PROPERTY AND EQUIPMENT (CONTINUED)

Property and equipment consist of the following as of December 31:

<u>Property &amp; equipment description</u>	<u>2018</u>	<u>2017</u>
Land	\$ 35,726	\$ 35,726
Buildings	452,536	452,536
Law library	31,954	31,954
Furniture & fixtures	84,507	167,019
Total property & equipment	<u>604,723</u>	<u>687,235</u>
Less: accumulated depreciation	<u>(173,789)</u>	<u>(248,265)</u>
Net property & equipment	<u>\$ 430,934</u>	<u>\$ 438,970</u>

NOTE 7 – NOTE PAYABLE

Long-term debt consists of the following at December 31:

<u>Note description</u>	<u>2018</u>	<u>2017</u>
\$350,000 installment loan with BB&T issued 10/20/2011 for the purchase of the Marion office building. Interest is payable at 3.74%. Note amortized over 25 years. Refinanced on 10/02/2017 and due in full on 10/20/2020. Monthly payments of principal and interest of \$1,809.	\$ 280,394	\$ 291,245
Less: current maturities	<u>(11,433)</u>	<u>(11,014)</u>
Total long-term debt	<u>\$ 268,961</u>	<u>\$ 280,231</u>

Maturities of long-term debt are as follows:

<u>Year ended December 31,</u>	<u>Principal</u>	<u>Interest</u>
2019	11,433	10,271
2020	268,961	8,227
Total	<u>\$ 280,394</u>	<u>\$ 18,498</u>

Interest expense incurred on the note payable for the year ended December 31, 2018 and 2017 was \$10,854 and \$12,259, respectively.

#### NOTE 8 – COMPENSATED ABSENCES

Employees of SVLAS are entitled to paid vacation, depending on length of service and other factors. The liability for compensated absences at December 31, 2018 and 2017 was \$107,135 and \$80,806, respectively.

#### NOTE 9 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

SVLAS meets cash needs for expenditures with grants received throughout the year. Grants are for specific programs. Some grants, such as LSC and LSCV, cover a portion of general expenditures. The Board has not imposed limits on the use of resources without donor-imposed restrictions. Almost all general expenditures serve grant purposes. Therefore, SVLAS considers all cash and cash equivalents as financial assets available for general expenditure within one year. Available assets were \$711,311 and \$641,866 in 2018 and 2017, respectively. SVLAS considers client deposits, grants receivable, and payroll advances to be restricted for specific purposes and unavailable for general expenditure.

#### NOTE 10 – FAIR VALUE OF FINANCIAL INSTRUMENTS

The estimated fair values of financial instruments under FASB Codification 825-10, *Disclosures About Fair Value of Financial Instruments*, as amended by FASB Codification 820-10, are determined based on relevant market information. These estimates involve uncertainty and cannot be determined with precision. The following methods and assumptions are used to estimate the fair value of each class of financial instrument:

The carrying amounts of cash, receivables, accrued liabilities, and payables on the statement of financial position approximate fair value due to short-term nature of these items. The carrying amounts of accrued vacation and notes payable on the statement of financial position approximate fair value, which is estimated based on current market rates offered to or by SVLAS for similar instruments.

FASB Codification 820-10 defines fair value as 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. FASB Codification 820-10 also establishes a fair value hierarchy which requires the use of observable inputs and minimizes the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value:

- |         |  |
|---------|--|
| Level 1 | Quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date.   |
| Level 2 | Inputs other than quoted prices included within Level 1 that are observable for assets or liabilities, either directly or indirectly through corroboration with observable market data.                          |
| Level 3 | Unobservable inputs used to measure fair value to the extent that observable inputs are not available and that are supported by little or no market activity for the asset or liability at the measurement date. |

SUPPLEMENTARY INFORMATION

Southwest Virginia Legal Aid Society, Inc.  
 SCHEDULE OF FUNCTIONAL EXPENSES  
 For the year ended December 31, 2018  
 with summarized totals for December 31, 2017

Schedule 1

	PROGRAM SERVICES	SUPPORTING SERVICES		TOTALS	
		MANAGEMENT AND GENERAL	FUND- RAISING	2018	2017
Compensation and related expenses:					
Personnel expenses	\$ 2,082,195	\$ 132,359	\$ 7,545	\$ 2,222,099	\$ 2,150,517
Other expenses:					
Program Expenses	91,768	-	-	91,768	-
Professional Fees	78,722	-	-	78,722	201,806
Supplies	35,091	2,785	196	38,072	41,109
Telephone	25,436	1,233	71	26,740	25,511
Postage & Shipping	10,098	1,027	21	11,146	9,248
Occupancy	63,804	2,928	166	66,898	87,577
Maintenance & Repairs	24,360	1,312	75	25,747	-
Equipment Rental	11,917	-	-	11,917	-
Conferences, Conventions & Meetings	100,695	-	-	100,695	80,353
Printing & Publications	431	-	-	431	-
Dues & Subscriptions	33,690	-	-	33,690	10,721
Miscellaneous	31,896	5,286	384	37,566	58,227
Depreciation	19,507	-	-	19,507	28,683
Total other expenses	<u>527,415</u>	<u>14,571</u>	<u>913</u>	<u>542,899</u>	<u>543,235</u>
Total expenses year ended December 31, 2018	<u>\$ 2,609,610</u>	<u>\$ 146,930</u>	<u>\$ 8,458</u>	<u>\$ 2,764,998</u>	
Total expenses year ended December 31, 2017	<u>\$ 2,562,885</u>	<u>\$ 119,834</u>	<u>\$ 11,333</u>		<u>\$ 2,693,752</u>

Southwest Virginia Legal Aid Society, Inc.  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 For the year ended December 31, 2018

Federal Granting Agency/ Recipient State Agency/ <u>Grant Program/Grant Number</u>	<u>Federal Catalog Number</u>	<u>Revenues Federal</u>	<u>Expenditures</u>	<u>Footnote</u>
Legal Services Corporation:				
Direct Payments:				
Legal Services Grant	09.447020	* \$ 765,116	\$ 820,369	
Technology Initiative Grant	09.447020	30,000	21,508	
Total Legal Services Corporation		<u>795,116</u>	<u>841,877</u>	
Department of Justice:				
Direct Payments:				
Legal Assistance for Victims Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Assistance	16.524	98,497	77,822	C
Pass Through Payments:				
Violence Against Women	16.588	15,062	15,062	
Crime Victim Assistance	16.575	348,507	348,793	E
Total Department of Justice		<u>565,959</u>	<u>543,304</u>	
Department of Health and Human Resources:				
Pass Through Payments:				
Cooperative Agreement to Support Navigators in Federal-facilitated and State Partnership Exchanges	93.332	108,494	136,809	
Total		<u>\$ 1,469,569</u>	<u>\$ 1,521,990</u>	

\* Denotes Major Program

Notes to the Schedule of Expenditures of Federal Awards

Note A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Southwest Virginia Legal Aid Society, Inc. under programs of the federal government for the year ended December 31, 2018. The information in this Schedule is presented in accordance with the requirements of *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the Schedule presents only a selected portion of the operations of Southwest Virginia Legal Aid Society, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Southwest Virginia Legal Aid Society, Inc.

Note B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Pass-through entity identifying numbers are presented where available.

(3) Southwest Virginia Legal Aid Society, Inc. did not elect to use the 10% de minimus cost rate.

Note C - AMOUNTS PASSED THROUGH TO SUBRECIPIENTS

Of the amount shown for this program, \$23,141 was passed through to subrecipients.

Note D - AMOUNTS PASSED THROUGH TO SUBRECIPIENTS

Of the amount shown for this program, \$11,981 was passed through to subrecipients.

Note E - VSDVVF FEDERAL FUNDS

Of the amount shown for Crime Victim Assistance, \$24,141 of revenue and expenses was passed through from the Virginia Sexual & Domestic Violence Victim Fund.

I. SUMMARY OF AUDIT RESULTS

FINANCIAL STATEMENTS

Type of Auditor's report issued:	Unmodified
Internal control over financials reporting: Material weaknesses identified?	No
Significant deficiencies identified?	No
Noncompliance material to financial statements noted?	No

FEDERAL AWARDS

Internal control over major programs: Material weaknesses identified?	No
Significant deficiencies identified?	No
Type of auditors' report issued on compliance for major program:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance Section 200.516?	No
Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
Auditee qualified as low-risk auditee?	No

Identification of Federal Programs:

CFDA #	NAME OF FEDERAL PROGRAM OR CLUSTER
09.447020	Legal Services Grant

II. FINANCIAL STATEMENT FINDINGS

There are no financial statement findings to report.

III. FEDERAL AWARD FINDINGS

There are no federal award findings or questioned costs to report.

IV. STATUS OF PRIOR AUDIT FINDINGS

There were no prior audit findings.

Southwest Virginia Legal Aid Society, Inc.  
SCHEDULE OF ACTIVITY BY FUND  
For the Year Ended December 31, 2018

	Legal Service Corp.			Administration on Aging				Legal Service Corp. of VA	
	General	Private Attorney Involvement	Technology Initiative Grant	District III	AASC	NRV Area on Aging	Mountain Empire Older Citizens	State Funds	CORE Bank of America
REVENUES:									
Grants	\$ 669,476	\$ 95,640	\$ 30,000	\$ 4,500	\$ 4,975	\$ 4,950	\$ 3,500	\$ 1,004,479	\$ 90,000
Interest income	943	-	-	-	-	-	-	-	-
In-kind	-	65,776	-	-	-	-	-	-	-
Gain (loss) on disposal of assets	-	-	-	-	-	-	-	-	-
Miscellaneous	5	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>670,424</b>	<b>161,416</b>	<b>30,000</b>	<b>4,500</b>	<b>4,975</b>	<b>4,950</b>	<b>3,500</b>	<b>1,004,479</b>	<b>90,000</b>
EXPENSES:									
Salaries & wages	419,688	33,679	5,992	4,500	4,975	4,950	3,500	653,716	69,443
Payroll taxes	34,198	3,074	415	-	-	-	-	41,930	5,877
Fringe benefits	86,146	10,015	-	-	-	-	-	166,252	17,200
Travel & training	25,008	4,123	2,200	-	-	-	-	19,751	2,536
Telephone	8,899	671	-	-	-	-	-	11,117	651
Space & occupancy	27,849	1,198	-	-	-	-	-	33,249	1,768
Library up-keep	8,561	584	-	-	-	-	-	6,478	952
Supplies	28,555	2,258	-	-	-	-	-	34,896	3,552
Insurance	4,771	67	-	-	-	-	-	12,696	34
Professional dues	2,720	-	-	-	-	-	-	8,276	280
Professional services	9,921	105,747	12,901	-	-	-	-	6,800	-
Litigation	(1,083)	-	-	-	-	-	-	1,912	-
Depreciation	-	-	-	-	-	-	-	-	-
Other expense	3,720	-	-	-	-	-	-	1,364	-
<b>TOTAL EXPENSES</b>	<b>658,953</b>	<b>161,416</b>	<b>21,508</b>	<b>4,500</b>	<b>4,975</b>	<b>4,950</b>	<b>3,500</b>	<b>998,437</b>	<b>102,293</b>
REVENUES OVER (UNDER) EXPENSES	11,471	-	8,492	-	-	-	-	6,042	(12,293)
OTHER CHANGES IN NET ASSETS:									
Acquisition of property	(11,471)	-	-	-	-	-	-	-	-
Note payable payments	-	-	-	-	-	-	-	-	-
Transfer in (out)	-	-	-	-	-	-	-	-	-
<b>NET OTHER CHANGES</b>	<b>(11,471)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
TOTAL CHANGES IN NET ASSETS	-	-	8,492	-	-	-	-	6,042	(12,293)
BEGINNING NET ASSETS	-	-	-	37,302	26,055	15,709	30,723	281,125	(25,766)
<b>ENDING NET ASSETS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,492</b>	<b>\$ 37,302</b>	<b>\$ 26,055</b>	<b>\$ 15,709</b>	<b>\$ 30,723</b>	<b>\$ 287,167</b>	<b>\$ (38,059)</b>



Southwest Virginia Legal Aid Society, Inc.  
 SCHEDULE OF ACTIVITY BY FUND  
 For the Year Ended December 31, 2018

	VA Dept. of Criminal Justice Services					Department of Justice			
	VPLC Navigator	Project Connect	V-Stop	VSDVVF	VOCA	United Way Combined	Legal Assistance for Victims	Rural Domestic Violence	Black Lung
REVENUES:									
Grants	\$ 108,494	\$ 12,664	\$ 15,062	\$ 64,620	\$ 324,366	\$ 8,916	\$ 98,497	\$ 103,893	\$ -
Interest income	-	-	-	-	-	-	-	-	-
In-kind	-	-	-	-	-	-	-	-	-
Gain (loss) on disposal of assets	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>108,494</b>	<b>12,664</b>	<b>15,062</b>	<b>64,620</b>	<b>324,366</b>	<b>8,916</b>	<b>98,497</b>	<b>103,893</b>	<b>-</b>
EXPENSES:									
Salaries & wages	94,483	3,077	10,977	50,508	224,263	8,916	35,113	72,741	-
Payroll taxes	7,071	200	959	3,534	17,689	-	4,655	5,482	-
Fringe benefits	24,415	2,268	3,126	10,398	50,554	-	14,913	11,203	-
Travel & training	6,240	164	-	-	7,034	-	-	220	-
Telephone	1,528	306	-	-	3,568	-	-	-	-
Space & occupancy	-	-	-	-	2,834	-	-	-	-
Library up-keep	-	-	-	-	4,136	-	-	-	-
Supplies	2,812	400	-	-	13,216	-	-	-	-
Insurance	-	-	-	-	15	-	-	-	-
Professional dues	260	-	-	-	1,343	-	-	-	-
Professional services	-	-	-	-	-	-	23,141	11,981	-
Litigation	-	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-
Other expense	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>136,809</b>	<b>6,415</b>	<b>15,062</b>	<b>64,440</b>	<b>324,652</b>	<b>8,916</b>	<b>77,822</b>	<b>101,627</b>	<b>-</b>
REVENUES OVER (UNDER) EXPENSES	(28,315)	6,249	-	180	(286)	-	20,675	2,266	-
OTHER CHANGES IN NET ASSETS:									
Acquisition of property	-	-	-	-	-	-	-	-	-
Note payable payments	-	-	-	-	-	-	-	-	-
Transfer in (out)	-	-	-	-	-	-	-	-	-
<b>NET OTHER CHANGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CHANGES IN NET ASSETS</b>	<b>(28,315)</b>	<b>6,249</b>	<b>-</b>	<b>180</b>	<b>(286)</b>	<b>-</b>	<b>20,675</b>	<b>2,266</b>	<b>-</b>
BEGINNING NET ASSETS	15,054	-	-	2,985	(13,282)	-	(20,675)	(3,479)	5,300
<b>ENDING NET ASSETS</b>	<b>\$ (13,261)</b>	<b>\$ 6,249</b>	<b>\$ -</b>	<b>\$ 3,165</b>	<b>\$ (13,568)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,213)</b>	<b>\$ 5,300</b>

Southwest Virginia Legal Aid Society, Inc.  
SCHEDULE OF ACTIVITY BY FUND  
For the Year Ended December 31, 2018

	Conferences						Total 2018	Total 2017
	DV	Elder	Bench Bar	Unrestricted	Non-LSC Property	LSC Property		
REVENUES:								
Grants	\$ 20,558	\$ 9,402	\$ -	\$ -	\$ -	\$ -	\$ 2,673,992	\$ 2,582,191
Interest income	-	-	-	1,250	-	-	2,193	407
In-kind	-	-	-	-	-	-	65,776	97,882
Gain (loss) on disposal of assets	-	-	-	-	-	-	-	(300)
Miscellaneous	235	-	11,045	2,398	-	-	13,683	29,671
<b>TOTAL REVENUES</b>	<b>20,793</b>	<b>9,402</b>	<b>11,045</b>	<b>3,648</b>	<b>-</b>	<b>-</b>	<b>2,755,644</b>	<b>2,709,851</b>
EXPENSES:								
Salaries & wages	-	-	-	4	-	-	1,700,525	1,642,753
Payroll taxes	-	-	-	-	-	-	125,084	130,319
Fringe benefits	-	-	-	-	-	-	396,490	377,445
Travel & training	19,112	8,202	7,634	601	-	-	102,825	80,353
Telephone	-	-	-	-	-	-	26,740	25,511
Space & occupancy	-	-	-	-	-	-	66,898	87,577
Library up-keep	-	-	-	-	-	-	20,711	18,654
Supplies	184	189	1,108	141	-	-	87,311	50,357
Insurance	-	-	-	-	-	-	17,583	17,588
Professional dues	-	-	-	100	-	-	12,979	10,721
Professional services	-	-	-	-	-	-	170,491	201,363
Litigation	-	-	-	-	-	-	829	443
Depreciation	-	-	-	-	9,747	9,760	19,507	28,683
Other expense	-	-	-	11,941	-	-	17,025	21,985
<b>TOTAL EXPENSES</b>	<b>19,296</b>	<b>8,391</b>	<b>8,742</b>	<b>12,787</b>	<b>9,747</b>	<b>9,760</b>	<b>2,764,998</b>	<b>2,693,752</b>
REVENUES OVER (UNDER) EXPENSES	1,497	1,011	2,303	(9,139)	(9,747)	(9,760)	(9,354)	16,099
OTHER CHANGES IN NET ASSETS:								
Acquisition of property	-	-	-	-	-	11,471	-	-
Note payable payments	-	-	-	(10,778)	10,778	-	-	-
Transfer in (out)	-	-	-	(64,807)	9,004	55,803	-	-
<b>NET OTHER CHANGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(75,585)</b>	<b>19,782</b>	<b>67,274</b>	<b>-</b>	<b>-</b>
TOTAL CHANGES IN NET ASSETS	1,497	1,011	2,303	(84,724)	10,035	57,514	(9,354)	16,099
BEGINNING NET ASSETS	5,369	-	-	388,009	10,001	72,990	827,420	811,321
ENDING NET ASSETS	\$ 6,866	\$ 1,011	\$ 2,303	\$ 303,285	\$ 20,036	\$ 130,504	\$ 818,066	\$ 827,420