

FINANCIAL STATEMENTS

JUNE 30, 2020

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#### INDEPENDENT AUDITORS' REPORT

To the Board of Directors OneJustice

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

We have audited the accompanying financial statements of OneJustice (a nonprofit organization), which comprise the Statement of Financial Position as of June 30, 2020, and the related Statements of Activities, Functional Expenses, and Cash Flows for the year 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.

#### Auditors' 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. 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 auditors' 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 OneJustice as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Other Matter

#### Report on Summarized Comparative Information

We have previously audited OneJustice's 2019 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated January 30, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Harrington Group

Oakland, California February 17, 2021

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# STATEMENT OF FINANCIAL POSITION

June 30, 2020 With comparative totals at June 30, 2019

	2020	2019
ASSETS		
Cash and cash equivalents	\$ 1,068,764	\$ 1,226,027
Accounts receivable (Note 2)	424,223	252,622
Pledges receivable (Note 4)	550,000	242,500
Prepaid expenses	110,647	62,224
Property and equipment (Note 5)	 -	 -
TOTAL ASSETS	\$ 2,153,634	\$ 1,783,373
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	\$ 45,617	\$ 67,154
Accrued liabilities (Note 6)	170,706	158,671
Deferred revenue	99,629	17,000
Paycheck protection program loan (Note 7)	 375,000	 
TOTAL LIABILITIES	 690,952	 242,825
NET ASSETS		
Without donor restrictions	60,704	409,743
Without donor restrictions - board designated (Note 11)	232,463	232,463
With donor restrictions (Note 10)	 1,169,515	 898,342
TOTAL NET ASSETS	 1,462,682	 1,540,548
TOTAL LIABILITIES AND NET ASSETS	\$ 2,153,634	\$ 1,783,373

# STATEMENT OF ACTIVITIES

For the year ended June 30, 2020 With comparative totals for the year ended June 30, 2019

	Without Donor Restrictions	With Donor Restrictions	2020	2019
<b>REVENUE AND SUPPORT</b>				
Grants	\$ 469,034	<b>\$ 1,348,170</b>	\$ 1,817,204	\$ 905,642
Special event - net of expenses of \$34,509	447,153		447,153	437,212
Fee for service contracts	293,839		293,839	408,220
Contributions	220,794		220,794	341,754
Workshops and conference	113,523		113,523	104,410
Other income	52,843		52,843	1,519
In-kind contributions	45,212		45,212	142,106
Interest	3,742		3,742	783
Net assets released from restrictions (Note 10)	1,076,997	(1,076,997)		
TOTAL REVENUE AND SUPPORT	2,723,137	271,173	2,994,310	2,341,646
EXPENSES				
Program services	2,169,359		2,169,359	2,206,879
Management and general	439,702		439,702	447,169
Fundraising	463,115		463,115	415,242
TOTAL EXPENSES	3,072,176		3,072,176	3,069,290
CHANGE IN NET ASSETS	(349,039)	271,173	(77,866)	(727,644)
NET ASSETS, BEGINNING OF YEAR	642,206	898,342	1,540,548	2,268,192
NET ASSETS, END OF YEAR	\$ 293,167	\$ 1,169,515	\$ 1,462,682	\$ 1,540,548

# STATEMENT OF FUNCTIONAL EXPENSES

For the year ended June 30,  $2020\,$ 

With comparative totals for the year ended June 30, 2019

	Program Services		Total	Support	Services	Total		
	Healthy	Pro Bono	Program	Management		Support	Total E	xpenses
	Nonprofits	Justice	Services	and General	Fundraising	Services	2020	2019
Salaries	\$ 588,358	\$ 646,823	\$ 1,235,181	\$ 225,504	\$ 245,428	\$ 470,932	\$ 1,706,113	\$ 1,839,669
Employee benefits	62,475	68,375	130,850	13,969	25,176	39,145	169,995	166,293
Payroll taxes	48,015	52,317	100,332	18,236	20,338	38,574	138,906	150,583
Total personnel cost	698,848	767,515	1,466,363	257,709	290,942	548,651	2,015,014	2,156,545
Contracted services	65,857	218,074	283,931	106,501	61,451	167,952	451,883	238,375
Rent	96,097	105,021	201,118	35,053	40,463	75,516	276,634	218,986
Travel and training	24,148	53,264	77,412	1,740	4,706	6,446	83,858	125,153
Telephone and online	24,318	12,297	36,615	4,348	10,572	14,920	51,535	50,134
In-kind services				20,212	25,000	45,212	45,212	142,106
Meetings	26,621	9,627	36,248	1,357	521	1,878	38,126	20,182
Supplies, postage, and printing	4,908	7,782	12,690	1,695	8,955	10,650	23,340	31,494
Miscellaneous		8,170	8,170	2,663	10,790	13,453	21,623	11,379
Meals and entertainment	2,571	16,482	19,053	1,132	1,139	2,271	21,324	30,020
Dues and fees	8,942	2,944	11,886	2,543	4,963	7,506	19,392	19,167
Insurance	3,141	3,182	6,323	4,131	1,480	5,611	11,934	12,139
Repair and maintenance	1,886	1,779	3,665	498	1,484	1,982	5,647	9,942
Library	3,257	316	3,573	24	134	158	3,731	540
Advertising	95	2,217	2,312	96	515	611	2,923	3,052
Depreciation			-					76
TOTAL 2020 FUNCTIONAL EXPENSES	\$ 960,689	\$1,208,670	\$ 2,169,359	\$ 439,702	\$ 463,115	\$ 902,817	\$ 3,072,176	
TOTAL 2019 FUNCTIONAL EXPENSES	\$ 863,528	\$1,343,351	\$ 2,206,879	\$ 447,169	\$ 415,242	\$ 862,411		\$ 3,069,290

# STATEMENT OF CASH FLOWS

For the year ended June 30, 2020

With comparative totals for the year ended June 30, 2019

	2020		2019	
CASH FLOWS TO OPERATING:				
Change in net assets	\$	(77,866)	\$	(727,644)
Adjustments to reconcile change in net assets to net cash				
(used) by operating activities:				
Depreciation		-		76
(Increase) decrease in operating assets:				
Accounts receivable		(171,601)		(51,546)
Pledges receivable		(307,500)		699,490
Prepaid expenses		(48,423)		(6,550)
Increase (decrease) in operating liabilities:				
Accounts payable		(21,537)		(5,091)
Accrued liabilities		12,035		6,291
Deferred revenue		82,629		8,030
NET CASH (USED) BY OPERATING ACTIVITIES		(532,263)		(76,944)
CASH FLOWS FROM FINANCING ACTIVITIES:				
Paycheck protection program loan		375,000		-
NET CASH PROVIDED BY FINANCING ACTIVITIES		375,000		-
NET (DECREASE) IN CASH AND CASH EQUIVALENTS		(157,263)		(76,944)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR		1,226,027		1,302,971
CASH AND CASH EQUIVALENTS, END OF YEAR	\$	1,068,764	\$	1,226,027

# 1. Organization

# Mission

With over 40 years of experience as the backbone for California's civil justice infrastructure, OneJustice brings life-changing legal help to those in need by transforming the civil legal aid system.

# The Need

Millions of Californians face legal barriers to basic life necessities and experience needless suffering from solvable legal problems. While California has a strong statewide network of legal services nonprofits that provide free legal help to those in need, there are simply not adequate resources–including attorneys–to meet the overwhelming need for assistance.

# Nature of Activities

Building on a rich history of creativity, strong relationships, and excellent programming, OneJustice serves as a support center and hub for new ideas and demonstration projects that transform and expand the delivery of civil legal services to low-income and other underserved communities. OneJustice's expertise is its deep knowledge of legal aid and *pro bono* legal services strategy and its understanding of the most pressing issues and how the system can address them. OneJustice provides systems-level analysis on effective legal aid management and delivery and also designs statewide, regional, and local projects that support the continuing development of the legal aid safety net, making it more effective and cohesive for low-income Californians. In terms of key strategies, OneJustice increases the supply of services through the Pro Bono Justice Program and strengthens the delivery of services through its Healthy Nonprofits Program.

# Pro Bono Justice: Partnering with the private sector to reach those in need

While there are hundreds of legal services nonprofits across California that provide a safety net for low-income people, too often those in need slip through the cracks because these nonprofits are stretched too thin. OneJustice's Pro Bono Justice program addresses this lack of resources by expanding volunteerism in the legal community, working with law schools, law firms, corporate legal departments, and nonprofit legal organizations.

# Healthy Nonprofits: Increasing service availability through nonprofit strength

Where the boards and executive directors of legal services nonprofits were once able to get by with reliable streams of government funding, these nonprofits now face significant shifts in the broader environment and their historical business models. These nonprofits and their leaders need a new set of skills around effective fundraising, marketing, strategic planning, program evaluation, and board development. OneJustice's Healthy Nonprofits program provides training, coaching, and consulting to boards, executives, and senior management to build the leadership and management skills they need to survive and thrive in the increasingly complex nonprofit sector.

# NOTES TO FINANCIAL STATEMENTS

# 1. **Organization**, continued

OneJustice programs work within the existing service delivery system to close the greatest gaps in legal aid while testing new models to transform the sector. OneJustice works on a national level as a thought partner and resource, as well as representing the interests of California's legal aid sector in efforts to change policy and systems. OneJustice also supports the import and export of creative ideas by packaging its own approaches and projects for replication in other states and by identifying effective practices from outside California.

## 2. Summary of Significant Accounting Policies

A summary of the significant accounting policies applied in the preparation of the accompanying financial statements is as follows:

## **Basis of Presentation**

The accompanying financial statements have been prepared on the accrual basis of accounting.

## Net Assets

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

Without Donor Restrictions. Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The governing board has designated, from net assets without donor restrictions, net assets for future program expansion and organizational growth.

With Donor Restrictions. Net assets are subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

#### Cash and Cash Equivalents

OneJustice has defined cash and cash equivalents as cash in banks and certificates of deposits with an original maturity of nine months or less.

#### Accounts Receivable

Accounts receivable includes outstanding contracts and grants receivable. No allowance for doubtful accounts has been provided as they are all deemed fully collectible.

# NOTES TO FINANCIAL STATEMENTS

# 2. Summary of Significant Accounting Policies, continued

### **Contributions and Pledges Receivable**

Unconditional promises to give that are expected to be collected within one year are recorded as net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at fair value, which is measured as the present value of their future cash flows. The discounts on those amounts are computed using risk adjusted interest rates applicable to the years in which the promises are received. Amortization of the discount is included in contribution revenue. Conditional promises to give are not included as support until the conditions are substantially met. OneJustice reports unconditional contributions as restricted support if they are received with donor stipulations that limit the use of the donated assets.

## **Concentration of Credit Risks**

OneJustice places its temporary cash investments with high-credit, quality financial institutions. At times, such investments may be in excess of the Federal Deposit Insurance Corporation insurance limit. OneJustice has not incurred losses related to these investments.

## Fair Value Measurements

Generally accepted accounting principles provide guidance on how fair value should be determined when financial statement elements are required to be measured at fair value. Valuation techniques are ranked in three levels depending on the degree of objectivity of the inputs used with each level:

Level 1 inputs - quoted prices in active markets for identical assets Level 2 inputs - quoted prices in active or inactive markets for the same or similar assets Level 3 inputs - estimates using the best information available when there is little or no market

OneJustice is required to measure non-cash contributions at fair value. The specific techniques used to measure fair value for this financial statement element is described in the notes below that relate to the element.

# Property and Equipment

Property and equipment are recorded at cost if purchased or at fair value at the date of donation if donated. Depreciation is computed on the straight-line basis over the estimated useful lives of the related assets. Maintenance and repair costs are charged to expense as incurred. Property and equipment are capitalized if the cost of an asset is greater than or equal to five thousand dollars and the useful life is greater than one year.

# NOTES TO FINANCIAL STATEMENTS

# 2. Summary of Significant Accounting Policies, continued

## **Donated Materials and Services**

Contributions of donated non-cash assets are measured on a non-recurring basis and recorded at fair value in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at fair value on a non-recurring basis in the period received (see Note 8).

A number of unpaid volunteers have made contributions of their time to OneJustice. However, the value of these services is not reflected in these statements because the criterion for recognition has not been satisfied.

## **Functional Allocation of Expenses**

Costs of providing OneJustice's programs and other activities have been presented in the Statement of Functional Expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit. OneJustice uses the salaries expense related to each functional category to allocate indirect costs.

## **Income Taxes**

OneJustice is exempt from taxation under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d.

Generally accepted accounting principles provide accounting and disclosure guidance about positions taken by an organization in its tax returns that might be uncertain. Management has considered its tax positions and believes that all of the positions taken by OneJustice in its federal and state exempt organization tax returns are more likely than not to be sustained upon examination. OneJustice's returns are subject to examination by federal and state taxing authorities, generally for three and four years, respectively, after they are filed.

#### **Revenue and Revenue Recognition**

OneJustice recognizes contributions when cash, securities, or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional promises to give – that is, those with a measurable performance or other barrier and a right of return – are not recognized until the conditions on which they depend have been met.

A portion of OneJustice's revenue is derived from state contracts and grants, which are conditioned upon performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when OneJustice has incurred expenditures in compliance with specific contract or grant provisions. Amounts received before incurring qualifying expenditures are reported as deferred revenue in the statement of financial position. As of June 30, 2020, OneJustice has recognized \$99,629 of government contracts and grants as deferred revenue pending qualifying expenditures in fiscal year 2020-2021.

# NOTES TO FINANCIAL STATEMENTS

# 2. Summary of Significant Accounting Policies, continued

#### Use of Estimates

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

#### **Recently Adopted Accounting Pronouncement**

Financial Accounting Standards Board ("FASB") Accounting Standards Codification Topic 606, *Revenue from Contracts with Customers*, as amended, supersedes, or replaces nearly all GAAP revenue recognition guidance. These standards establish a new contract and control-based revenue recognition model, change the basis for deciding when revenue is recognized over time or at a point in time, and expanded disclosures about revenue. OneJustice has implemented Topic 606 and have adjusted the presentation in these financial statements accordingly.

In June 2018, FASB issued ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made.* This standard assist entities in evaluating whether transactions should be accounted for as contributions or exchange transactions and determining whether a contribution is conditional. OneJustice has implemented the provisions of ASU 2018-08 applicable to both contributions received and to contributions made in the accompanying financial statements under a modified prospective basis. Analysis of various provisions of these standards resulted in no significant changes in the way OneJustice recognizes revenue, and therefore no changes to the previously issued audited financial statements were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the standard.

#### **Comparative Totals**

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 accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with OneJustice's financial statements for the year ended June 30, 2019, from which the summarized information was derived.

#### Subsequent Events

Management has evaluated subsequent events through February 17, 2021, the date which the financial statements were available for issue. No events or transactions have occurred during this period that appear to require recognition or disclosure in the financial statements.

# NOTES TO FINANCIAL STATEMENTS

#### 3. Liquidity and Availability of Resources

OneJustice receives significant contributions and promises to give that are restricted by donors, and considers contributions restricted for programs that are ongoing, major, and central to its annual operations to be available to meet cash needs for general expenditures. OneJustice manages its liquidity and reserves following three guiding principles: operating within a prudent range of financial soundness and stability, maintaining adequate liquid assets to fund near-term operating needs, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged. OneJustice targets a year-end balance of reserves that can meet at least 4 months of expected expenditures. To achieve this target, OneJustice regularly forecasts its fiscal-year finance performance and carefully monitors its cash flows, liquidity, and reserves.

Cash and cash equivalents	\$ 1,068,764
Accounts receivable	424,223
Pledges receivable	550,000
Total financial assets at year-end	2,042,987
Less: cash and pledges with donor restrictions	<u>(1,169,515</u> )
Assets available to meet general expenditures within one year	<u>\$ 873,472</u>

#### 4. Pledges Receivable

Pledges receivable are recorded as support when pledged unless designated otherwise. Management deemed pledges collectible, accordingly no allowance for doubtful accounts has been established for uncollectible pledges. Additionally, all pledges are valued at the estimated fair present value at June 30, 2020. Discount on pledges receivable is immaterial, accordingly unamortized discount on pledges receivable is not recorded. Total amount of pledges receivable at June 30, 2020 of \$550,000 is expected to be collected as follows:

<u>Year ending June 30,</u>	
2021	\$275,000
2022	275,000
	<u>\$550,000</u>

## 5. **Property and Equipment**

Property and equipment at June 30, 2020 consist of the following:

Furniture and equipment	\$ 16,847
Less: accumulated depreciation	(16,847)
	<u>\$</u>

No depreciation expense was recorded during the year, as all furniture and equipment were fully depreciated.

### 6. Accrued Liabilities

Accrued liabilities at June 30, 2020 consist of the following:

Accrued salaries	\$ 53,574
Accrued vacation	67,405
Other accrued expenses	49,727
	<u>\$170,706</u>

## 7. Paycheck Protection Program

In April 2020, OneJustice received loan proceeds in the amount of \$375,000 under the Paycheck Protection Program ("PPP"). The PPP, established as part of the Coronavirus Aid Relief and Economic Security Act ("CARES Act"), provides for loans to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. The loans and accrued interest are forgivable after twenty-four weeks as long as the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains its payroll levels. The amount of loan forgiveness will be reduced if the borrower terminates employees or reduces salaries during the twenty-four-week period. The outstanding balance at June 30, 2020 is \$375,000.

The unforgiven portion of the PPP loan is payable over two years at an interest rate of 1%, with a deferral of payments for the first six months. OneJustice intends to use the proceeds for purposes consistent with the PPP. OneJustice currently believes that its use of the loan proceeds will meet the conditions for forgiveness of the loan.

#### 8. Fair Value Measurements

The table below presents transactions measured at fair value on a non-recurring basis during the year ended June 30, 2020:

	Level	1	Level 2	Leve	<u>el 3</u>	<u>Total</u>
Contributed services	\$	-	\$45,212	\$	-	\$ 45,212
Pledge contributions -						
current year				550,0	000	550,000
	\$	-	<u>\$45,212</u>	<u>\$550,0</u>	000	<u>\$595,212</u>

The fair value of contributed services has been measured on a non-recurring basis using quoted prices for similar assets in inactive markets (Level 2 inputs).

The fair value of pledge contributions – current year has been measured on a non-recurring basis using the value provided by the donor at the date of pledges and based on evaluating the credit worthiness of the donor (Level 3 inputs).

#### 9. Commitments and Contingencies

#### **Obligations Under Operating Leases**

OneJustice leases various facilities under operating leases with various terms. Future minimum payments by year and in the aggregate, under these leases with initial or remaining terms of one year or more, consist of the following:

Year ending June 30,	
2021	\$ 292,910
2022	301,703
2023	305,762
2024	148,137
2025	64,032
Thereafter	116,522
	<u>\$1,229,066</u>

Rent expense under operating leases for the year ended June 30, 2020 was \$276,634.

#### Impact of COVID-19 Virus

OneJustice has been adversely affected by the novel strain of coronavirus ("COVID-19") outbreak in the United States. In March 2020, the World Health Organization declared COVID-19 a global pandemic. This contagious virus has adversely affected the livelihoods of countless individuals and families, including many of OneJustice's donors, as well as the financial outlook of OneJustice's nonprofit and for-profit partners and clients. In particular, the virus has temporarily lessened the ability of OneJustice's core supporters and stakeholders to donate to OneJustice, participate in pro bono legal clinics, and engage in legal aid consulting projects.

#### 10. Net Assets With Donor Restrictions

Net assets with purpose restrictions as of June 30, 2020 consist of the following:

Pro Bono Justice	\$ 995,336
Healthy Nonprofits	92,015
Capacity Building	82,164
	\$1,169,515

For the year ended June 30, 2020, net assets released from time and purpose restrictions were \$1,076,997.

# NOTES TO FINANCIAL STATEMENTS

#### 11. Board Designated Net Assets

OneJustice received a Cy Pres award of \$400,000 in October 2009. The OneJustice Board of Directors approved the use of \$55,533 of the award in fiscal year 2009-2010 and designated the remaining funds of \$344,467 for future program expansion and organizational growth. The Board approved the use of \$43,000 for program expansion in fiscal year 2010-2011 and the use of \$69,004 for organizational growth in fiscal year 2011-2012, ending with a remaining balance of \$232,463. The Board did not project the need for the use of any board designated funds for program expansion in fiscal year 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, and 2019-2020 and therefore did not approve the use of any funds in those fiscal years.