LEGAL AID SERVICES OF OKLAHOMA, INC.



financial training

June 2006

With each refinement in the process of collecting information, the value from the use of this information will inevitably grow. Those leaders best able to sift quickly through the vast debris of data will be winners. Those who keep wanting more data for its own sake will be paralyzed.

Coach Bill Walsh

San Francisco 49ers

4 Stages of Learning

- Unconscious Incompetence We don't know what we don't know. *Not aware of the existence of information that would assist us.*
- Conscious Incompetence We know that we don't know. Aware of information but unable to understand what it's saying.
- Conscious Competence We work at what we don't know. *Make an effort to learn how to interpret and understand reports.*
- Unconscious Competence We don't have to think about knowing it. We are able to read and understand financial information automatically.

Agenda

Legal Aid Services of Oklahoma, Inc. provides legal services to eligible individuals statewide.

This presentation provides an overview of our financial statements.



Responsibility



Accounting Concepts



Review 2005 Audited Financial Statements



Net Assets



Analysis Tools

Responsibility

Board of Directors

- Broad responsibilities for direction of business affairs
- Responsibility for the quality of the financial reporting that communicates the results of stewardship to funders and the financial community
- Directors have been held liable for failure to discharge their responsibilities for financial reporting
- Directors and auditors are "watch dogs" of financial reporting

"Yes" should always be the answer

- Sound Financial Management System
- Appropriate accounting and reporting system
- Adequate internal controls
- Appropriate budgeting
- Concurrence with Strategic Planning
- Self-sufficient programs
- Justifiable expenses
- Adequate income diversification
- Reliability of core revenues
- Minimal budget variances
- Adequate working capital and reserves

Financial Controls Toolkit

- Accounting Manual
- Chart of Accounts
- Segregation of Duties
- Budget
- Review Financials
- Audit

Segregation of Duties

The person responsible for the physical custody of an asset should not be the person recording the accounting entries with respect to that asset, and neither of those individuals should be responsible for initiating the transaction or authorizing the use of the asset, or for acquiring or disposing of it.

Budgets

- Future plan of action expressed in monetary terms
- A tool to set realistic goals through resource allocation
- A means of monitoring the financial progress of an organization

Future Budget Work

- Identify Priorities and Core Program Focus Areas
- Determine objectives and activities for the upcoming year
- Compile income/expenses by Program or Function
- Contingency Plan written plan of action to implement in event of shortfall of resources – must include benchmarks (i.e. raise \$20,000 by December, if not, new staff will not be hired)

Accounting

Methods of Accounting

- Cash Basis: There are no accounts receivable or accounts payable.
- Matching Principle: Expenses incurred to produce revenue must be matched together in the same accounting period.
- Accrual Basis: Revenue or expenses are assigned to the proper period (even if cash has not yet been paid).

Types of Costs

- Product Costs
- Fixed Period Costs
- Variable Period Costs

Financial Statements

FASB 117 Financial Statements for Not-for-Profit Organizations

Requires uniform format

Requires basic statements:

- 1. Statement of Financial Position (Balance Sheet)
- Statement of Activities (Income/Expense Statement)
- 3. Statement of Cash Flows
- 4. Statement of Functional Expenses (for social service agencies)

Requires grouping:

- Unrestricted
- 2. Temporarily Restricted: Donor requires \$\$ to be used for a specific purpose or for a future time period.
- 3. Permanently Restricted: Assets are kept permanently, but can use the income generated from the donated asset

Statement of Financial Position

aka Balance Sheet

Presents financial position at one given point in time.

Financial Position Formula

Old "Balance Sheet"



Cash 30 bank accounts!

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

ASSETS		Unrestricted	-	Temporarily Restricted	_	Permanently Restricted		Total
Current Assets:							_	
Cash and Cash Equivalents	\$	1,275,570	S	420,548	\$	(0	\$	1.696.118
Grants Receivable		470,164		40,089		9	_	510.253
Other Receivables		0		756		0		756
Unconditional Promises to Give		30.619		40,865		0		71,484
Allowance for Uncollectible Promises		(11.963)		0		0		(11,963)
Prepaid Expenses		0		79.632		0		79,632
Total Current Assets	_	1,764,390		581,890	-	0		2,346,280
Property (Note 3):								
Land		0		6,500		0		6.500
Buildings & Improvements		0		87.676		0		87,676
Furniture		0		11,429		0		11,429
Equipment		146,259		88,839		0		235.098
Software		37,527		4,225		0		41.752
Less: Accumulated Depreciation		(131,766)		(120,754)		0		(252,520)
Total Property	-	52,020		77,915		0	-	129,935
. ,	-	52,020		11,010			-	120,000
Other Assets: Endowment Fund (Note 6)		0		0		6.077		6.077
Unconditional Promises to Give		-		-				
Total Other Assets	-	29,295		0		0	-	29,295
lotal Other Assets	-	29,295		0		6,077	-	35,372
OTAL ASSETS	\$_	1,845,705	\$ _	659,805	\$	6,077	\$_	2,511,587
IABILITIES AND NET ASSETS								
Current Liabilities:								
Accounts Payable	S	18,641	\$	24,574	\$	0	\$	43.215
Other Payable		38,687		1		0		38,688
Client Trust Payable		. 0		12.316		0		12.316
Due to Grantor		0		2.962		0		2.962
Accrued Salaries and Benefits		121,077		0		0		121.077
Deferred Revenue		2,204		29.853		0		32,057
Accrued Vacation		326,242		0		0		326,242
Total Current Liabilities	_	506,851	-	69,706		0	_	576,557
Total Liabilities		506,851		69,706	_	0	_	576,557
et Assets:								
Unrestricted		1,338,854		0		0		1,338,854
Temporarily Restricted:		.,,		Ü		Ü		.,500,000
Legal Services Corporation		0		488,745		0		488,745
Non-LSC		0		101,354		0		101,354
Permanently Restricted		0		0		6.077		6.077
Total Net Assets		1.338.854	-	590.099	-	6,077	-	1.935.030
	_	.,,,	-		-		-	
OTAL LIABILITIES AND NET ASSETS	\$	1,845,705	\$	659,805	\$_	6,077	-	2,511,587

- Operating Account: funds invested in treasury fund. "Sweep" account nightly.
- Each office has client trust account and imprest account
- Payroll Account
- Operating II 3rd party Cafeteria Plan Administration

Unconditional Promises to Pay

	LEGAL AID SERVICES OF OKLAHOMA,	INC.							
Oklahoma City, Oklahoma									

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

ASSETS Current Assets:		Unrestricted	_	Temporarily Restricted	-	Permanently Restricted	-	Total
Cash and Cash Equivalents	s	1,275,570	9	420,548	¢	0	s	1.696.118
Grants Receivable	Φ	470.164	9	40.089	φ	0	4	510,253
Other Receivables		470,104		756		0		756
Unconditional Promises to Give		30.619		40.865		0		71,484
Allowance for Uncollectible Promises		(11,963)		40,000		0		(11,963)
Prepaid Expenses		(11,500)		79.632		0		79,632
Total Current Assets	-	1,764,390		581.890	-	0	-	2,346,280
	-	1,101,000		001,000	-		-	2,070,200
Property (Note 3):								
Land		0		6,500		0		6,500
Buildings & Improvements		0		87,676		0		87,676
Furniture		0		11,429		0		11,429
Equipment		146,259		88,839		0		235,098
Software		37,527		4,225		0		41,752
Less: Accumulated Depreciation		(131,766)		(120,754)		0		(252,520)
Total Property	-	52,020		77,915		0		129,935
Other Assets:								
Endowment Fund (Note 6)		0		0		6,077		6,077
Unconditional Promises to Give		29,295		0		0	C	29,295
Total Other Assets	-	29,295		0		6,077		35,372
TOTAL ASSETS	\$_	1,845,705	\$_	659,805	\$	6,077	\$	2,511,587
LIABILITIES AND NET ASSETS								
Current Liabilities:								
	•	40.044		04.574				10.015
Accounts Payable Other Payable	\$	18,641	Ф	24,574	2	0	\$	43,215
Client Trust Payable		38,687 0		10.040		0		38,688
Due to Grantor		0		12,316 2.962		0		12,316
Accrued Salaries and Benefits		121.077		2,962		0		2,962
Deferred Revenue		2,204		29.853		0		121,077 32,057
Accrued Vacation		326,242		29,000		0		32,057
Total Current Liabilities		506,851	-	69.706	-	0	-	
Total Current Elabilities	_	300,031		69,706	-	U	-	576,557
Total Liabilities		506,851		69,706	-	0		576,557
Net Assets:								
Unrestricted		1,338,854		0		0		1,338,854
Temporarily Restricted:		1,550,054		0		U		1,330,034
Legal Services Corporation		0		488.745		0		488.745
Non-LSC		0		101,354		0		101,354
Permanently Restricted		0		0 0		6,077		
Total Net Assets		1.338.854	_	590.099	-	6,077	-	6,077 1,935,030
Total Het / Gaeta	_	1,000,004	-000	350,099	-	3,077	100	1,933,030
TOTAL LIABILITIES AND NET ASSETS	\$	1,845,705	\$	659,805	\$_	6,077	\$_	2,511,587

Pledges Receivable

- Promise of "all" future contributions is recorded as revenue when promise is received
- Current (\$71,484) to be received within 1 year
- Other (\$29,295) 1-3 years
- 12% of Receivable is set aside in "Allowance for uncollectible Pledges"

Prepaid Expenses

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

<u>ASSETS</u>		Unrestricted		Temporarily Restricted	_	Permanently Restricted	-	Total
Current Assets:								
Cash and Cash Equivalents	\$	1,275,570	\$	420,548	\$	0	\$	1,696,118
Grants Receivable		470,164		40,089		0		510,253
Other Receivables		0		756		0		756
Unconditional Promises to Give		30,619		40,865		0		71,484
Allowance for Uncollectible Promises		(11,963)		0		0		(11,963)
Prepaid Expenses	-	0	-	79,632		0		79,632
Total Gurrent Assets	-	1,764,390	-	581,890		0	-	2,346,280
Property (Note 3):								
Land		0		6.500		0		6.500
Buildings & Improvements		0		87,676		0		87,676
Furniture		0		11,429		0		11,429
Equipment		146,259		88,839		0		235.098
Software		37,527		4,225		0		41,752
Less: Accumulated Depreciation		(131,766)		(120,754)		0		(252,520)
Total Property	-	52,020		77,915		0		129,935
. ,	_		-					,
Other Assets:								
Endowment Fund (Note 6)		0		0		6,077		6,077
Unconditional Promises to Give	-	29,295		0		0		29,295
Total Other Assets	_	29,295		0		6,077		35,372
TOTAL ASSETS	\$_	1,845,705	\$	659,805	\$_	6,077	\$	2,511,587
LIABILITIES AND NET ASSETS								
Current Liabilities:								
Accounts Payable	S	18,641	\$	24,574	¢.	0	s	43.215
Other Payable	9	38.687	Φ	24,574	Φ	0	э	38.688
Client Trust Payable		0,007		12.316		0		12,316
Due to Grantor		0		2.962		0		2.962
Accrued Salaries and Benefits		121,077		2,502		0		121,077
Deferred Revenue		2,204		29.853		0		32,057
Accrued Vacation		326,242		25,000		0		326,242
Total Current Liabilities	-	506,851	-	69.706	-	0	-	576,557
Total Gallett Elabilities	_	000,001	-	03,100	-		-	370,337
Total Liabilities		506,851		69,706	-	0	-	576,557
Net Assets:								
Unrestricted		1,338,854		0		0		1,338,854
Temporarily Restricted:						· ·		.,,
Legal Services Corporation		0		488,745		0		488,745
Non-LSC		0		101,354		ō		101,354
Permanently Restricted		0		0		6,077		6,077
Total Net Assets	_	1,338,854	-	590,099		6,077	-	1,935,030
TOTAL LIABILITIES AND NET ASSETS	\$_	1,845,705	\$	659,805	\$	6,077	\$_	2,511,587

- Insurance Policies
- Postage
- Rent
- Pikepass

Endowment Fund

LEGAL AID SERVICES OF OKLAHOMA, INC Oklahoma City, Oklahoma

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

ASSETS Current Assets:		Unrestricted	-	Temporarily Restricted	_	Permanently Restricted	Total
Cash and Cash Equivalents	5	1,275,570		100 510	d.	0 \$	4 000 440
Grants Receivable	4	470.164	2	420,548 40.089	Ф	0	1,696,118 510.253
Other Receivables		470,104		756		0	756
Unconditional Promises to Give		30.619		40.865		0	71,484
Allowance for Uncollectible Promises		(11,963)		40,000		0	(11,963)
Prepaid Expenses		(11,500)		79.632		0	79,632
Total Current Assets		1.764.390		581.890	-	0	2,346,280
		1,101,000		001,000			2,070,200
Property (Note 3):							
Land		0		6,500		0	6,500
Buildings & Improvements		0		87,676		0	87,676
Furniture		0		11,429		0	11,429
Equipment		146,259		88,839		0	235,098
Software		37,527		4,225		0	41,752
Less: Accumulated Depreciation		(131,766)		(120,754)		0	(252,520)
Total Property		52,020		77,915		0	129,935
Other Assets:							
Endowment Fund (Note 6)		0		0		6,077	6,077
Unconditional Promises to Give		29,295		. 0		00	29,295
Total Other Assets		29,295		0		6,077	35,372
TOTAL ASSETS	\$	1,845,705	\$ _	659,805	\$ _	6,077 \$	2,511,587
LIABILITIES AND NET ASSETS							
Current Liabilities:							
Accounts Payable	s	18,641	\$	24.574	\$	0 \$	43.215
Other Payable		38,687	*	1	Ψ	0	38.688
Client Trust Payable		0		12,316		0	12,316
Due to Grantor		0		2.962		0	2.962
Accrued Salaries and Benefits		121,077		0		ů.	121,077
Deferred Revenue		2,204		29,853		0	32,057
Accrued Vacation		326,242		0		0	326,242
Total Current Liabilities		506,851	-	69,706		0	576,557
Total Liabilities		506,851		69,706		0	576,557
Net Assets:							
Unrestricted		1,338,854		0		0	1,338,854
Temporarily Restricted:							
Legal Services Corporation		0		488,745		0	488,745
Non-LSC		0		101,354		0	101,354
Permanently Restricted		0	_	0	_	6,077	6,077
Total Net Assets		1,338,854	.000	590,099	_	6,077	1,935,030
TOTAL LIABILITIES AND NET ASSETS	\$	1,845,705	\$	659,805	\$_	6,077 \$_	2,511,587

Beneficial Interest OKC Community Foundation

Money that LAWO gave to Community

Foundation for a permanent endowment

have legal ownership and variance power over the funds. Not Reflected is \$37,513 in OKC and \$77,098 in Tulsa that contributors have donated in our name.

Property

LEGAL AID SERVICES OF OKLAHOMA, INC Oklahoma City, Oklahoma

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

<u>ASSETS</u>		Unrestricted		Temporarily Restricted		Permanently Restricted	-	Total	
Current Assets:									
Cash and Cash Equivalents	\$	1,275,570	\$	420,548	\$	0 \$	\$	1,696,118	
Grants Receivable		470,164		40,089		0		510,253	
Other Receivables		0		756		0		756	
Unconditional Promises to Give		30,619		40,865		0		71,484	
Allowance for Uncollectible Promises Prepaid Expenses		(11,963)		0		0		(11,963)	
Total Current Assets	-	1.764.390		79,632 581.890		<u>0</u>	-	79,632	
Total Garrent Assets	-	1,764,390		361,690	-		-	2,340,280	
Property (Note 3):								/	\
Land		0		6.500		0	/	6.500	\
Buildings & Improvements		0		87,676		ō /	-	87,676	,
Furniture		0		11,429		0		11,429	
Equipment		146,259		88,839		0		235,098	
Software		37,527		4,225		0		41,752	
Less: Accumulated Depreciation		(131,766)		(120,754)		0	\	(252,520)	1
Total Property		52,020		77,915	_	0	/	129,935	/
Other Assets:									
Endowment Fund (Note 6) Unconditional Promises to Give		0		0		6,077		6,077	
Total Other Assets	-	29,295	-	0	-	0	_	29,295	
Total Other Assets	-	29,295	-	<u>U</u>	-	6,077	-	35,372	
TOTAL ASSETS	\$_	1,845,705	\$ _	659,805	\$_	6,077 \$	_	2,511,587	
LIABILITIES AND NET ASSETS									
Current Liabilities:									
Accounts Payable	\$	18.641	¢	24.574	ż	0 \$		43.215	
Other Payable		38.687	Ψ	24,574	p	0		38.688	
Client Trust Payable		0,007		12.316		0		12,316	
Due to Grantor		0		2.962		0		2,962	
Accrued Salaries and Benefits		121.077		0		o o		121,077	
Deferred Revenue		2,204		29.853		Ō		32,057	
Accrued Vacation		326,242		0		0		326,242	
Total Current Liabilities	_	506,851	_	69,706	-	0	_	576,557	
Total Liabilities		506.851		69.706		0		576,557	
	-			001100	_		_	010,007	
Net Assets:									
Unrestricted		1,338,854		0		0		1,338,854	
Temporarily Restricted:						_			
Legal Services Corporation Non-LSC		0		488,745		0		488,745	
Permanently Restricted		-		101,354		0		101,354	
Total Net Assets		1,338,854	_	590.099	_	6,077		6,077	
Total Net Assets	_	1,338,834	1000	390,099	_	6,077		1,935,030	
TOTAL LIABILITIES AND NET ASSETS	\$_	1,845,705	\$	659,805 \$	note	6,077 \$	_	2,511,587	

- New Capitalization threshold is \$5,000
- Land & Building is our Poteau office
- Furniture and some equipment were capitalized under old threshold and will remain until completely depreciated

Grants Receivable, Due to Grantor & Deferred Revenue

LEGAL AID SERVICES OF OKLAHOMA, INC.
Oklahoma City, Oklahoma

STATEMENT OF FINANCIAL POSITION

	As of De	cember 31, 20	05				
ASSETS		Unrestricted		Temporarily Restricted	_	Permanently Restricted	Total
Current Assets:			_				
Cash and Cash Equivalents	\$	1,275,570	\$	420,548	\$	-	\$ 1,696,118
Grants Receivable		470,164		40,089		0	510,253 756
Unconditional Promises to Give		0 30.619		756 40.865		0	71,484
Allowance for Uncollectible Promises		(11,963)		40,000		0	(11,963)
Prepaid Expenses		(11,903)		79.632		0	79.632
Total Current Assets		1,764,390		581,890	-	0	2,346,280
Property (Note 3):							
Land		0		6,500		0	6,500
Buildings & Improvements		0		87,676		0	87,676
Furniture		0		11,429		0	11,429
Equipment		146,259		88,839		0	235.098
Software		37,527		4,225		0	41.752
Less: Accumulated Depreciation		(131,766)		(120,754)		0	(252,520)
Total Property		52,020		77,915		0	129,935
Other Assets:							
Endowment Fund (Note 6)		0		0		6,077	6,077
Unconditional Promises to Give		29,295		0		0	29,295
Total Other Assets		29,295	_	0		6,077	35,372
TOTAL ASSETS	\$	1,845,705	\$ _	659,805	\$	6,077	2,511,587
LIABILITIES AND NET ASSETS							
Current Liabilities:							
Accounts Payable	\$	18,641	\$	24,574	\$	0 \$	43,215
Other Payable		38,687		1		0	38,688
Client Trust Payable		0		12,316		0	12,316
Due to Grantor		0		2,962		0 <	2,962
Accrued Salaries and Benefits		121,077		0		0	121,077
Deferred Revenue		2,204		29,853		0	32,057
Accrued Vacation	-	326,242	-	0		0	326,242
Total Current Liabilities	-	506,851		69,706	-	0	576,557
Total Liabilities	-	506,851		69,706	-	0	576,557
Net Assets: Unrestricted Temporarily Restricted:		1,338,854		0		0	1,338,854
Legal Services Corporation		0		488,745		0	488,745
Non-LSC		0		101,354		0	101,354
Permanently Restricted		0		0		6,077	6,077
Total Net Assets	_	1,338,854		590,099	_	6,077	1,935,030
TOTAL LIABILITIES AND NET ASSETS	\$_	1,845,705	S	659,805	\$_	6,077 \$	2,511,587

- Grants Receivable: Earned but not yet received
- Due to Grantor:

 Funds unused at the time the grant terminated
- Deferred Revenue:
 Money received in advance of providing services

Liabilities

LEGAL AID SERVICES OF OKLAHOMA, INC Oklahoma City, Oklahoma

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

ASSETS Current Assets:	Unre	stricted	Temporarily Restricted		manently stricted	Total	_
Cash and Cash Equivalents	\$ 1.2	75,570 S	420,548	\$	0	\$ 1,696,118	
Grants Receivable		70.164	40.089	*	0	510.253	
Other Receivables		0	756		0	756	
Unconditional Promises to Give		30,619	40,865		0	71,484	
Allowance for Uncollectible Promises	(11,963)	0		0	(11,963)
Prepaid Expenses		0	79,632		0	79,632	
Total Current Assets	1,7	64,390	581,890		0	2,346,280	
Property (Note 3):							
Land		0	6,500		0	6,500	
Buildings & Improvements		0	87,676		0	87,676	
Furniture		0	11,429		0	11,429	
Equipment		46,259	88,839		0	235,098	
Software		37,527	4,225		0	41,752	
Less: Accumulated Depreciation		31,766)	(120,754)		00	(252,520)	
Total Property		52,020	77,915		0	129,935	_
Other Assets:							
Endowment Fund (Note 6)		0	0		6,077	6,077	
Unconditional Promises to Give		29,295			0	29,295	_
Total Other Assets		29,295	0		6,077	35,372	_
TOTAL ASSETS	\$1,84	15,705 \$	659,805	\$	6,077	\$_2,511,587	-
LIABILITIES AND NET ASSETS							
Current Liabilities: Accounts Payable	S 1	0.044 6	24.574	e.	0 9	10.045	$\overline{}$
Other Payable		8,641 \$ 8,687	24,574	Э	0	43,215	_
Client Trust Payable	-	0.00,00	12,316		0	38,688 12,316	
Due to Grantor		0	2.962		0	2,962	
Accrued Salaries and Benefits	12	1.077	2,302		0	121.077	
Deferred Revenue	12	2,204	29.853		0	32,057	
Accrued Vacation	32	6.242	0		0	326,242)
Total Current Liabilities		6,851	69,706		0	576,557	_
Total Liabilities	50	6,851	69,706		0	576,557	
Net Assets:							
Unrestricted	1 22	8.854	0		0	1,338,854	
Temporarily Restricted:	1,33	0,004	0		U	1,330,004	
			488.745		0	488.745	
						400,740	
Legal Services Corporation		0				101 354	
Non-LSC		0	101,354		0	101,354	
	1 33	0	101,354 0		0 6,077	6,077	
Non-LSC Permanently Restricted		0	101,354	\$	0 6,077 6,077		

A claim of the assets by an outsider. A financial obligation.

- Accounts Payable: Owed to vendor for goods or services.
- Accrued Vacation: Benefit owed to employees either in time off or in payment upon termination of employment.

Statement of Activities

aka Income Statement

Summarizes financial activity for a given period of time.

FASB 116 Accounting for Contributions

An unconditional promise to make a contribution is revenue in the year the promise is received (Example: Three year pledge to contribute \$1,000 a year).

Contributions classified as "restricted" or "unrestricted".

Contributed Services. If contributed by persons with skills which would have been purchased is not provided by donation.

"Support" Income

Income from voluntary contributions and grants.

Classified as either:

- Direct: Fundraising donations and IOLTA
- Indirect: Donation passes through an intermediary agency before it is received by the agency (ex. United Way).

LEGAL AID SERVICES OF OKLAHOMA, INC Oklahoma City, Oklahoma

STATEMENT OF ACTIVITIES

			Temporarily Rest	tricted	Permanently	
	Unrestricted	LSC	NON-LSC	Total	Restricted	Total
REVENUES, GAINS AND						
OTHER SUPPORT						
Government Grant Revenue	\$ 0 \$	4,137,493	\$ 524,487	\$ 4,661,980	\$ 0	\$ 4,661,980
Private Grant Revenue	150,000	0	52,169	52,169	0	202,169
Contract Revenue	1,418,739	0	0	0	0	1,418,739
United Way	0	0	386,955	386,955	0	386,955
Contributions	170,884	25	240,878	240,903	0	411,787
Miscellaneous Income	0	585	48	633	99	732
Interest Income	0	57,240	0	57,240	0	57,240
Donated Services	723,500	0	0	0	0	723,500
Total Revenue and Gains	2,463,123	4,195,343	1,204,537	5,399,880	99	7,863,102
Net Assets Released From						
Restrictions:						
Satisfaction of Program						
Requirements	5,576,528	(4,472,319)	(1,104,209)	(5,576,528)	0	
Total Revenues, Gains and						
Other Support	8,039,651	(276,976)	100,328	(176,648)	99	7,863,102
EXPENSES						
Civil Legal Services	5,731,317	0	G-	0	0	5,731,317
Municipal Legal Services	409,390	0	0	0	0	409,390
Management and						
General	1.086,955	0	0	0	0	1,086,955
Fund Raising	162,690	0	0	0	0	162,690
Donated Services	723,500	0	0	0	0	723,500
Total Expenses	8,113,852	0	0	0	0	8,113,852
Change in Net Assets	(74,201)	(276,976)	100,328	(176,648)	99	(250,750
Net Assets, Beginning						
of Year	1,407,827	758.184	13.791	771,975	5.978	2.185,780
Transfers	5,228	7,537	(12,765)	(5,228)	0	0
Gain/Loss on Disposal of Property	0	0	0	0	0	0
NET ASSETS,						
END OF YEAR	\$ 1,338,854 \$	488,745 \$	101,354	\$ 590,099	\$ 6,077	\$ 1,935,030

Government Grant Income

Generally an exchange transaction (fee for service revenue) and not a contribution.

Examples: Title III, HUD, LSC

LEGAL AID SERVICES OF OKLAHOMA, INC Oklahoma City, Oklahoma

STATEMENT OF ACTIVITIES

			emporarily Restric		Permanently	
	Unrestricted	LSC	NON-LSC	Total	Restricted	Total
REVENUES, GAINS AND						
OTHER SUPPORT						
Government Grant Revenue	0 \$	4,137,493 \$		4,661,980		\$ 4,661,98
Private Grant Revenue	150,000	0	52,169	52,169	0	202,16
Contract Revenue	1,418,739	0	0	0	0	1,418,73
United Way	0	0	386,955	386,955	0	386,95
Contributions	170,884	25	240,878	240,903	0	411,78
Miscellaneous Income	0	585	48	633	99	73
Interest Income	0	57,240	0	57,240	0	57,24
Donated Services	723,500	0	0	0	0	723,50
Total Revenue and Gains	2,463,123	4,195,343	1,204,537	5,399,880	99	7,863,10
Net Assets Released From						
Restrictions:						
Satisfaction of Program						
Requirements	5,576,528	(4,472,319)	(1,104,209)	(5,576,528)	0	
Total Revenues, Gains and						
Other Support	8,039,651	(276,976)	100,328	(176,648)	99	7,863,10
EXPENSES						
Civil Legal Services	5,731,317	0	0	0	0	5,731,317
Municipal Legal Services	409,390	0	0	0	0	409,390
Management and	,				-	100,000
General	1.086,955	0	0	0	0	1,086,956
Fund Raising	162,690	0	0	0	0	162,690
Donated Services	723,500	0	0	0	0	723,500
Total Expenses	8,113,852			0	0	8,113,852
Total Exposition	0,110,002					0,110,002
Change in Net Assets	(74,201)	(276,976)	100,328	(176,648)	99	(250,750
Net Assets, Beginning						
of Year	1.407.827	758.184	13,791	771.975	5,978	2.185.780
Transfers	5,228	7,537	(12,765)	(5,228)	0,870	2,100,700
Gain/Loss on Disposal of Property	0	0	(12,700)	(5,226)	0	0
NET ASSETS.						
END OF YEAR	\$ 1,338,854 \$	488.745 \$	101,354 \$	590.099 \$	0.077	1,935,030
END OF TEAR	Φ 1,330,034 \$	400,745 \$	101,334 3	DBD 088 3	0,077	1,835,030

"Revenue" Income

Contracts

Income from services performed or goods sold.

Examples:

- Public Defender Contract
- DAP TANF Contract
- Oklahoma State Revolving Fund
- LSC Technology Grants

LEGAL AID SERVICES OF OKLAHOMA, INC Oklahoma City, Oklahoma

STATEMENT OF ACTIVITIES

			Temporarily Res		Permanently	
	Unrestricted	LSC	NON-LSC	Total	Restricted	Total
REVENUES, GAINS AND						
OTHER SUPPORT						
Government Grant Revenue	\$ 0\$	4,137,493	\$ 524,487	\$ 4,661,980	\$ 0	\$ 4,661,98
Private Grant Revenue	150,000	0	52,169	52,169	0	202,16
Contract Revenue	1,418,739	0	0	0	0	1,418,73
United Way	0	0	386,955	386,955	0	386,95
Contributions	170,884	25	240,878	240,903	0	411,78
Miscellaneous Income	0	585	48	633	99	73:
Interest Income	0	57,240	0	57,240	0	57,24
Donated Services	723,500	0	0	0	0	723,50
Total Revenue and Gains	2,463,123	4,195,343	1,204,537	5,399,880	99	7,863,10
Net Assets Released From						
Restrictions:						
Satisfaction of Program						
Requirements	5,576,528	(4,472,319)	(1,104,209	(5,576,528)	0	
						-
Total Revenues, Gains and						
Other Support	8.039.651	(276.976)	100,328	(176,648)	99	7,863,102
					-	
EXPENSES						
Civil Legal Services	5,731,317	0	0	0	0	5.731,317
Municipal Legal Services	409.390	0	0	0	0	409.390
Management and	,				-	100,000
General	1.086,955	0	0	0	0	1.086.955
Fund Raising	162,690	0	0	0	0	162,690
Donated Services	723.500	0	0	0	0	723,500
Total Expenses	8,113,852	0	0	0	0	8.113.852
						0,110,002
Change in Net Assets	(74,201)	(276,976)	100,328	(176,648)	99	(250,750
Net Assets, Beginning						
of Year	1,407,827	758,184	13,791	771,975	5.978	2,185,780
Fransfers	5,228	7,537	(12,765)	,	0	2,700,700
Gain/Loss on Disposal of Property	0	0	0	0	0	
NET ASSETS,						
END OF YEAR	\$ 1,338,854 \$	488,745	s 101.354	\$ 590,099	\$ 6,077	\$ 1,935,030

Statement of Cash Flows

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF CASH FLOWS

For the Year Ended December 31, 2005

Cash Flows From Operating Activities:		
Change in Net Assets	s	(250,750)
Adjustments to Reconcile the Change in Net Assets to Cash		(200,100)
Provided by (used for) Operating Activities:		
Depreciation		62,165
(Increase) Decrease in Receivables		72,042
(Increase) Decrease in Prepaid Expenses		(8,059)
Increase (Decrease) in Payables		(12,160)
Increase (Decrease) in Client Trust Liabilities		(6,070)
Increase (Decrease) in Due to Grantor		2,962
Increase (Decrease) in Accrued Payroll and Benefits		(3,411)
Increase (Decrease) in Deferred Revenue		(137,762)
Increase (Decrease) in Accrued Vacation		18,311
(Increase) Decrease in Endowment Fund		(99)
Net Cash Provided (Used) by Operating Activities	_	(262,831)
Cash Flows From Investing Activities:		
Purchase of Fixed Assets		(21,425)
Net Cash Provided (Used) by Investing Activities	_	(21,425)
Cash Flows From Financing Activities:		0
Net Increase (Decrease) in Cash		(284,256)
Cash, Beginning of Year		1,980,374
CASH, END OF YEAR	\$	1,696,118

- Change in Total Assets (13.9%)
- Change in Total Liabilities (23.9%)
- Change in Net Assets (11.5 %)
- Change in Total Income .042%
- Change in Total Expenditures .07%

Per 2004 and 2005 audit

Statement of Functional Expenses

Expense Ratios

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended December 31, 2005

EXPENSES		Civil Legal Services		Municipal Legal Services		General and Adminis- trative		Fund Raising		Total
Salaries	\$	3,619,484	\$	303,182	S	501,030	\$	77,668	\$	4,501,364
Fringe Benefits		1,032,524		73,864		128,738		20.718	-	1,255,844
Occupancy		351.190		21,308		31,140		10,256		413.894
Office Expense		143,721		5,390		88,983		35.346		273,440
Telephone		113,988		325		7,860		2,779		124,952
Travel		124,247		0		10,405		2,642		137,294
Litigation		15,926		108		0		0		16,034
Training		57,138		189		20,187		5,086		82,600
Library		87,730		3,135		4,860		4,775		100,500
Dues and Fees		21,157		455		18,935		589		41,136
Insurance		0		0		34,034		0		34,034
Professional Services		250		0		22,846		0		23,096
Private Contract Attorneys		26,435		0		0		0		26,435
Equipment		53,545		0		28,237		70		81,852
Equipment Maintenance		83,982		1,434		127,535		2,761		215,712
Depreciation Expense		0		0		62,165		0		62,165
Donated Services	_	723,500	_	0	-	0	-	0	-	723,500
TOTAL EXPENSES	\$_	6,454,817	\$_	409,390	\$_	1,086,955	\$_	162,690	\$_	8,113,852

- Salaries 56%
- Benefits 16%
- Donated Services, Contract Attorneys 9%
- Occupancy, Office, Telephone
 10%
- Equipment 4%
- Training, Library, Insurance, Dues, Professional Services
 3%
- Travel, Litigation 2%

Per 2005 audit

Net Assets

Aka Fund Balance

Net Assets - What is it?

Financial Position

12/31/05

Financial Position

12/31/06



Statement of Activities

2006 Period



- Only a new nonprofit will have "0"
- Each year the Statement of Activities accumulates revenue and expenses
- At end of year it is deposited to (withdrawn from) the beginning balance

Net Assets

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

		Unrestricted		Temporarily Restricted		Permanently Restricted		Total
ASSETS								
Current Assets:								
Cash and Cash Equivalents	\$	1,275,570	\$	420,548	\$	0	\$	1,696,118
Grants Receivable		470,164		40,089		0		510,253
Other Receivables		0		756		0		756
Unconditional Promises to Give		30,619		40,865		0		71,48
Allowance for Uncollectible Promises		(11,963)		0		0		(11,96
Prepaid Expenses		0		79,632		0		79,63
Total Current Assets		1,764,390		581,890		0		2,346,28
Property (Note 3):								
Land		0		6.500		0		6,50
Buildings & Improvements		0		87,676		0		87.67
Furniture		0		11.429		0		11.42
Equipment		146,259		88,839		0		235,09
Software		37,527		4,225		0		41,75
Less: Accumulated Depreciation		(131,766)		(120,754)		0		(252,52)
Total Property		52.020	-	77,915	-	0		129,93
	-	02,020	-	77,010	-			120,00
Other Assets: Endowment Fund (Note 6)		0		0		6.077		6.07
Unconditional Promises to Give				0				
Total Other Assets		29,295			-	0		29,29
lotal Other Assets	-	29,295			-	6,077	-	35,372
FOTAL ASSETS	\$ _	1,845,705	\$	659,805	\$_	6,077	\$	2,511,587
IABILITIES AND NET ASSETS								
Current Liabilities:								
Accounts Payable	S	18,641	\$	24.574	\$	0	S	43.215
Other Payable		38.687		1		0		38.688
Client Trust Pavable		0		12.316		0		12,310
Due to Grantor		0		2.962		0		2,962
Accrued Salaries and Benefits		121,077		0		o o		121,07
Deferred Revenue		2,204		29.853		ñ		32,057
Accrued Vacation		326.242		29,000		0		326,242
Total Current Liabilities	-	506,851	-	69,706	-	0	-	576,557
Total Liabilities		506.851		69.706	_	0		576,557
	-	300,031	-	05,700	-		-	376,337
let Assets: Unrestricted		1 220 054						4 220 65
		1,338,854		0		0		1,338,854
Temporarily Restricted:		_						
Legal Services Corporation		0		488,745		0		488,745
Non-LSC		0		101,354		0		101,354
Permanently Restricted	_	00	_	0	_	6,07	1	6,077
Total Net Assets	_	1,338,854		590,099	_	6,6.7	(1,935,030
OTAL LIABILITIES AND NET ASSETS	\$	1,845,705	s	659,805	6	6,077	\$	2,511,587

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF ACTIVITIES

			Temporarily Res	Permanently		
	Unrestricted	LSC	NON-LSC	Total	Restricted	Total
REVENUES, GAINS AND						
OTHER SUPPORT						
Government Grant Revenue	\$ 0 \$	4,137,493			\$ 0	\$ 4,661,980
Private Grant Revenue	150,000	0	52,169	52,169	0	202,169
Contract Revenue	1,418,739	0	0	0	0	1,418,739
United Way	0	0	386,955	386,955	0	386,955
Contributions	170,884	25	240,878	240,903	0	411,787
Miscellaneous Income	0	585	48	633	99	732
Interest Income	0	57,240	0	57,240	0	57,240
Donated Services	723,500	0	0	0	0	723,500
Total Revenue and Gains	2,463,123	4,195,343	1,204,537	5,399,880	99	7,863,102
Net Assets Released From						. '
Restrictions:						
Satisfaction of Program						
Requirements	5,576,528	(4,472,319)	(1,104,209)	(5.576.528)	0	0
•	***************************************					
Total Revenues, Gains and						
Other Support	8,039,651	(276,976)	100,328	(176,648)	99	7,863,102
EXPENSES						
Civil Legal Services	5,731,317	0	0	0	0	5,731,317
Municipal Legal Services	409,390	0	Ď.	0	0	409.390
Management and	,		· ·	· ·		100,000
General	1.086,955	0	0	0	0	1.086.955
Fund Raising	162,690	0	0	0	n	162.690
Donated Services	723,500	0	ő	0		723,500
Total Expenses	8,113,852	0		0		8.113.852
Total Exportoo	0,110,002					0,110,002
Change in Net Assets	(74,201)	(276,976)	100,328	(176,648)	99	(250,750
let Assets, Beginning						\sim
of Year	1.407.827	758.184	13.791	771.975	5.9 78	2,185,780
ransfers	5,228	7,537	(12,765)	(5.228)	0,30	0,100,700
Sain/Loss on Disposal of Property	0,220	7,557	(12,700)	(3,220)	0	0
an a supposal of Froperty		· ·				
ET ASSETS.					1	
END OF YEAR	\$ 1,338,854 \$	488.745	\$ 101.354	\$ 590.099	s <077(s	1.935.030

Operating and Capital Reserves aka Board Restricted Net Assets

Those dollars accumulated over time "intentionally" set aside by the board for the purpose of ensuring long-term financial stability.

- Used to meet unanticipated contingencies, including major funding cutbacks or major property acquisition.
- Access restricted by board policy requiring board action.

How much is enough?

What would you need to close down your organization with dignity?

- Satisfaction of performance requirements with donors.
- Legal and notification requirements.
- Transfer of clients.
- Notification to staff, severance pay, opportunity to secure alternative employment.

Analysis

Is the organization financially healthy?

Working capital

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

ASSETS		Unrestricted	1	Temporarily Restricted	_	Permanently Restricted	Total	
Current Assets:			_					
Cash and Cash Equivalents	\$	1,275,570		420,548	\$	-	\$ 1,696,118	
Grants Receivable		470,164		40,089		0	510,253	
Other Receivables Unconditional Promises to Give		0		756		0	756	
		30,619		40,865		0	71,484	
Allowance for Uncollectible Promises Prepaid Expenses		(11,963		0		0	(11,963)	_
Total Current Assets	-	1.764.390		79,632 581.890	_		79,632	
Total Cultent Assets	-	1,764,390	-	301,090	-		2,346,280	ノ
Property (Note 3):								
Land		0		6.500		0	6,500	
Buildings & Improvements		0		87,676		0	87,676	
Furniture		0		11,429		0	11,429	
Equipment		146,259		88,839		0	235.098	
Software		37,527		4.225		0	41,752	
Less: Accumulated Depreciation		(131,766))	(120,754)		0	(252,520)	
Total Property	-	52,020		77,915		0	129,935	
,	-	,					100,000	
Other Assets:								
Endowment Fund (Note 6)		0		0		6,077	6,077	
Unconditional Promises to Give		29,295		0		0	29,295	
Total Other Assets		29,295		0		6,077	35,372	
TOTAL ASSETS	\$_	1,845,705	\$	659,805	\$	6,077	2,511,587	
LIABILITIES AND NET ASSETS								
Current Liabilities:								
Accounts Payable	s	18,641	¢.	24.574	¢	0 3	43.215	
Other Payable	9	38,687	Φ	24,574	Ф	0 .	38,688	
Client Trust Payable		30,007		12.316		0	12,316	
Due to Grantor		0		2.962		0	2,962	
Accrued Salaries and Benefits		121,077		2,302		0	121,077	
Deferred Revenue		2,204		29.853		Ö	32,057	
Accrued Vacation		326,242		0		0	326,242	_
Total Current Liabilities	-	506,851	-	69.706	-		576,557	
	_	000,001		30,100	-			ノ
Total Liabilities		506,851		69,706	_	0	576,557	
Net Assets:								
Net Assets; Unrestricted								
		1,338,854		0		0	1,338,854	
Temporarily Restricted:		0		400 745			100 715	
Legal Services Corporation Non-LSC		_		488,745		0	488,745	
Permanently Restricted		0		101,354		0	101,354	
Total Net Assets		4 220 054	-	500,000	_	6,077	6,077	
I Oldi Nel Assets	_	1,338,854	-	590,099	-	6,077	1,935,030	
TOTAL LIABILITIES AND NET ASSETS	\$	1,845,705	\$	659,805	\$_	6,077 \$	2,511,587	

(current assets – current liabilities) \$1,769,723

Liquidity ratio (number of days of operating expenses covered by working capital ... absolute minimum should be 30 days, may be up to 180 days)

LEGAL AID	SERVICES	OF	OKLAHOMA,	INC.
	klahoma Cit	v O	klahoma	

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

ASSETS Current Assets:		Unrestricted		Temporarily Restricted	-	Permanently Restricted		Total
Cash and Cash Equivalents	s	1,275,570		420,548	ď-	0	s	1 000 110
Grants Receivable	Φ		٥		Φ	_	à	1,696,118
		470,164		40,089		0		510,253
Other Receivables		0		756		0		756
Unconditional Promises to Give		30,619		40,865		0		71,484
Allowance for Uncollectible Promises		(11,963)		0		0		(11,963)
Prepaid Expenses		0		79,632		0		79,632
Total Current Assets	_	1,764,390		581,890		D	. 7	2,346,280
							,	
Property (Note 3):								$\overline{}$
Land		0		6,500		0		6,500
Buildings & Improvements		0		87,676		0		87,676
Furniture		0		11,429		0		11,429
Equipment		146,259		88,839		0		235,098
Software		37,527		4,225		0		41,752
Less: Accumulated Depreciation		(131,766)		(120,754)		0		(252,520)
Total Property		52,020		77,915		0	_	129,935

Working Capital \$1,769,723 / \$22,230 a day = 79.6 days

current Liabilities:								
Accounts Payable	\$	18,641	\$	24,574	\$	0	\$	43,215
Other Payable		38,687		1		0		38,688
Client Trust Payable		0		12,316		0		12,316
Due to Grantor		0		2,962		0		2,962
Accrued Salaries and Benefits		121,077		0		0		121,077
Deferred Revenue		2,204		29,853		0		32,057
Accrued Vacation		326,242		0		0		326,242
Total Current Liabilities	_	506,851	-	69,706	-	. 0		576,557
Total Liabilities	-	506,851		69,706		0	(576,557
et Assets:							`	$\overline{}$
Unrestricted		1,338,854		0		0		1,338,854
Temporarily Restricted:								.,,
Legal Services Corporation		0		488.745		0		488.745
Non-LSC		0		101,354		0		101,354
Permanently Restricted		0		0		6,077		6,077
Total Net Assets	_	1,338,854	-	590,099		6,077	-	1,935,030
OTAL LIABILITIES AND NET ASSETS	\$	1,845,705	S	659,805	s	6,077	\$	2.511.587

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF ACTIVITIES

REVENUES, GAINS AND	Unrestricted	LSC Ter	mporarily Restric NON-LSC	ted Total	Permanently Restricted	Total
OTHER SUPPORT Government Grant Revenue Private Grant Revenue Contract Revenue	\$ 0 \$ 150,000 1 418 739	4,137,493 \$ 0	524,487 \$ 52,169	4,661,980 \$ 52,169	0 \$	4,661,980 202,169 1,418,739
Total Exp		88,113	3,852	/ 365	days	=
\$22,230 a	a day					
Net Assets Released From Restrictions: Satisfaction of Program	2,403,123	4,190,343	1,204,537	5,399,880	99	7,863,102
Requirements	5,576,528	(4,472,319)	(1,104,209)	(5,576,528)	0	0
Total Revenues, Gains and Other Support	8,039,651	(276,976)	100,328	(176,648)	99	7,863,102
EXPENSES	5704.047					
Civil Legal Services Municipal Legal Services Management and	5,731,317 409,390	0	0	0	0	5,731,317 409,390
General	1,086,955	0	0	0	0	1,086,955
Fund Raising Denated Services	162,690 723,500	0	0	0	0	162,690 - 723,50 0
Total Expenses	8,113,852	0	0	0		8,113,852
Change in Net Assets	(74,201)	(276,976)	100,328	(176,648)	99	(250,750)
Net Assets, Beginning of Year	1.407.827	758,184	13.791	771.975	5.978	2.185.780
Transfers	5,228	7,537	(12,765)	(5,228)	0,878	2,160,780
Gain/Loss on Disposal of Property	0 _	0	0	0	0	0
NET ASSETS, END OF YEAR	\$ <u>1.338,854</u> \$	488,745 \$	101,354 \$	590,099 \$	6,077_\$	1,935,030

Current Ratio (ability to pay debts with available resources)

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

		Unrestricted		Temporarily Restricted	,	Permanently Restricted	Total
ASSETS	-	Officociolog	-	ricounited		7 COBIOCO	1000
Current Assets:							
Cash and Cash Equivalents	\$	1,275,570	S	420,548	\$	0	\$ 1,696,118
Grants Receivable		470,164		40,089		0	510,253
Other Receivables		0		756		0	756
Unconditional Promises to Give		30,619		40,865		0	71,484
Allowance for Uncollectible Promises		(11,963)		0		0	(11,963)
Prepaid Expenses		0		79,632		0	79,632
Total Current Assets	_	1,764,390		581,890		0	2,346,280
Property (Note 3):							
Land		0		6,500		0	6,500
Buildings & Improvements		0		87,676		0	87,676
Furniture		0		11,429		0	11,429
Equipment		146,259		88,839		0	235,098
Software		37,527		4,225		0	41,752
Less: Accumulated Depreciation	-	(131,766)		(120,754)	<u> </u>	0	(252,520)
Total Property	-	52,020		77,915		0	129,935
Other Assets:							
Endowment Fund (Note 6)		0		0		6,077	6,077
Unconditional Promises to Give		29,295		0	_	0	29,295
Total Other Assets	-	29,295	_	0		6,077	35,372
TOTAL ASSETS	\$_	1,845,705	\$ _	659,805	\$_	6,077 \$	2,511,587
LIABILITIES AND NET ASSETS							
Current Liabilities:							
Accounts Payable	\$		\$	24,574	\$	0 \$	43,215
Other Payable		38,687		1		0	38,688
Client Trust Payable		0		12,316		0	12,316
Due to Grantor		0		2,962		0	2,962
Accrued Salaries and Benefits		121,077		0		0	121,077
Deferred Revenue		2,204		29,853		0	32,057
Accreded Vacation		326,242	-	0		0_	326,242
Total Current Liabilities	-	506,851		69,706	-	0	576,557
Total Liabilities		506,851		69,706		0	576,557
Net Assets:							
Unrestricted		1.338.854		0		0	1,338,854
Temporarily Restricted:		.,,		_			.,000,00
Legal Services Corporation		0		488.745		0	488.745
Non-LSC		0		101,354		0	101,354
Permanently Restricted		0		0		6,077	6,077
Total Net Assets	_	1,338,854		590,099	_	6,077	1,935,030
TOTAL LIABILITIES AND NET ASSETS	\$	1,845,705	\$	659,805	\$_	6,077 \$	2,511,587

Current assets / current liabilities)
4.07

Availability of Cash (how much of incoming

revenues are cash.. Should be greater than 10%)

LEGAL AID SERVICES OF OKLAHOMA,	INC.
Oklahoma City, Oklahoma	

STATEMENT OF FINANCIAL POSITION

As of December 31, 2005

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
ASSETS				
Current Assets:				
Cash and Cash Equivalents	\$ 1,275,570 \$	\$ 420,548	\$ 6 \$	1,696,118
Grants Receivable	470,164	40,089	0	510,253
Other Receivables	0	756	0	756
Unconditional Promises to Give	30,619	40,865	0	71,484
Allowance for Uncollectible Promises	(11,963)	0	0	(11,963)
Prepaid Expenses	0	79,632	0	79,632
Total Current Assets	1,764,390	581,890	0	2,346,280
Property (Note 3):				
Land	0	6,500	0	6,500
Buildings & Improvements	0	87,676	0	87,676
Furniture	0	11,429	0	11,429
Equipment	146,259	88,839	0	235,098
Software	37,527	4,225	0	41,752
Less: Accumulated Depreciation	(131,766)	(120,754)	0	(252,520)
Total Property	52,020	77,915	0	129,935

Cash/Total Revenues = 21.6

TOTAL ASSETS

Current Liabilities:								
Accounts Payable	S	18,641	\$	24,574	\$	0	\$	43,215
Other Payable		38,687		1		0		38,688
Client Trust Payable		0		12,316		0		12,316
Due to Grantor		0		2,962		0		2,962
Accrued Salaries and Benefits		121,077		0		0		121,077
Deferred Revenue		2,204		29,853		0		32,057
Accrued Vacation		326,242		0		0		326,242
Total Current Liabilities	_	506,851		69,706	-	0		576,557
Total Liabilities	-	506,851		69,706	_	0		576,557
Net Assets:								
Unrestricted		1,338,854		0		0		1,338,854
Temporarily Restricted:								.,,
Legal Services Corporation		0		488.745		0		488,745
Non-LSC		0		101,354		0		101,354
Permanently Restricted		0		0		6,077		6,077
Total Net Assets	_	1,338,854	-	590,099		6,077	-	1,935,030
TOTAL LIABILITIES AND NET ASSETS	\$	1.845,705	s	659,805	s	6,077	\$	2.511.587

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF ACTIVITIES

			_ Permanently			
DENEMUES CAMP AND	Unrestricted	LSC	NON-LSC	Total	Restricted	Total
REVENUES, GAINS AND OTHER SUPPORT						
Government Grant Revenue	s 0 s	4.137.493	\$ 524,487	\$ 4,661,980	\$ 0.5	4,661,980
Private Grant Revenue	150.000	0	52,169	52,169	0	202,169
Contract Revenue	1,418,739	0	0	0	0	1.418.739
United Way	0	0	386,955	386.955	0	386,955
Contributions	170.884	25	240.878	240.903	0	411.787
Miscellaneous Income	0	585	48	633	99	732
Interest Income	0	57.240	0	57,240	0	57.240
Donated Services	723,500	0	0	. 0	0	723,500
Total Revenue and Gains	2,463,123	4,195,343	1,204,537	5.399.880	99	7,863,102
Net Assets Released From						
Restrictions:						
Satisfaction of Program						
Requirements	5,576,528	(4,472,319)	(1,104,209)	(5,576,528)	0	0
Total Revenues, Gains and						
Other Support	8,039,651	(276,976)	100,328	(176,648)	99	7,863,102
EUDENAMA					· · · · · · · · · · · · · · · · · · ·	
EXPENSES						
Civil Legal Services	5,731,317	0	0	0	0	5,731,317
Municipal Legal Services Management and	409,390	0	0	0	0	409,390
General	1,086,955	0	0	0	0	1,086,955
Fund Raising	162,690	0	0	0	0	162,690
Donated Services	723,500	-0	0	0	0	723,500
Total Expenses	8,113,852	0	0	0	0	8,113,852
Change in Net Assets	(74,201)	(276,976)	100,328	(176,648)	99	(250,750)
Net Assets, Beginning						
of Year	1.407.827	758.184	13,791	771.975	5.978	2,185,780
Transfers	5,228	7,537	(12,765)	(5,228)	0,070	0
Gain/Loss on Disposal of Property	0	0	0	0	0	0
NET ASSETS.						
END OF YEAR	\$ 1.338,854 \$	488.745	s 101.354	\$ 590,099	s 6077 s	1,935,030

Revenue by Source (economic vulnerability)

- Government Grants
 59%
- Contract Revenue 18%
- Donated Services 9%
- Contributions 5%
- United Way 5%
- Private Grants 3%
- Interest Income 1%

LEGAL AID SERVICES OF OKLAHOMA, INC Oklahoma City, Oklahoma

STATEMENT OF ACTIVITIES

			emporarily Restri		Permanently	
REVENUES, GAINS AND	Unrestricted	LSC	NON-LSC	Total	Restricted	Total
OTHER SUPPORT					/	
Government Grant Revenue	\$ 0 \$	4,137,493 \$	524,487 \$	4,661,980	s ds	4,661,98
Private Grant Revenue	150,000	0	52,169	52,169	•	202,16
Contract Revenue	1,418,739	0	0	0	þ	1,418,73
United Way	0	0	386,955	386,955	þ	386,95
Contributions	170,884	25	240,878	240,903	þ	411,78
Miscellaneous Income	0	585	48	633	99	73
Interest Income	0	57,240	0	57,240	O	57,24
Donated Services	723,500	0	0	0	0	723,50
Total Revenue and Gains	2,463,123	4,195,343	1,204,537	5,399,880	99	7,863,10
Net Assets Released From	•				,	\
Restrictions:						
Satisfaction of Program						
Requirements	5,576,528	(4,472,319)	(1,104,209)	(5,576,528)	0	
Total Revenues, Gains and						
Other Support	8.039.651	(276.976)	100,328	(176,648)	99	7,863,10
out output	0,000,001	(2/0,5/0)	100,020	(170,040)		1,000,10
EXPENSES						
Civil Legal Services	5,731,317	0	G.	0	0	5,731,31
Municipal Legal Services	409,390	0	0	0	0	409,39
Management and						
General	1,086,955	0	0	0	0	1,086,95
Fund Raising	162,690	0	0	0	0	162,69
Donated Services	723,500	-0	0	0	0	723,50
Total Expenses	8,113,852	00	0	0	0	8,113,852
Change in Net Assets	(74,201)	(276,976)	100,328	(176,648)	99	(250,750
Net Assets, Beginning						
of Year	1.407.827	758.184	13.791	771.975	E 070	0.405.70
Of Year Transfers	1,407,827 5,228			,	5,978	2,185,780
Gain/Loss on Disposal of Property	5,228	7,537	(12,765)	(5,228)	0	(
Ganificoso on Disposar or Froperty		0	0	0		(
NET ASSETS.						
END OF YEAR	\$ 1,338,854 \$	488 745 S	101.354 \$	590,099 \$	6 077 ¢	1,935,030

Function Classification (The function representing the

organizations highest mission priority should be receiving the highest portion of the agency's resources.

Civil Legal Services 71%

Management & General 13%

Donated Services 9%
Public Defender Services
5%

Fund Raising 2%

Rule of thumb ... at least 70% should be for program activities, Management between 7-15%, Fundraising 4-10%. Note – currently most of LASO's grant renewal work is performed by the Operations department.

LEGAL AID SERVICES OF OKLAHOMA, INC. Oklahoma City, Oklahoma

STATEMENT OF ACTIVITIES

			emporarily Res		Permanently	
DESCRIPTION OF THE PARTY OF THE	Unrestricted	LSC	NON-LSC	Total	Restricted	Total
REVENUES, GAINS AND						
OTHER SUPPORT						
Government Grant Revenue	\$ 0\$	4,137,493		,		10011000
Private Grant Revenue	150,000	0	52,169	52,169	0	202,169
Contract Revenue	1,418,739	0	0	0	0	1,418,739
United Way	0	0	386,955	386,955	0	386,955
Contributions	170,884	25	240,878	240,903	0	411,787
Miscellaneous Income	0	585	48	633	99	732
Interest Income	0	57,240	0	57,240	0	57,240
Donated Services	723,500	0	0	0	0	723,500
Total Revenue and Gains	2,463,123	4,195,343	1,204,537	5,399,880	99	7,863,102
Net Assets Released From						
Restrictions:						
Satisfaction of Program						
Requirements	5,576,528	(4,472,319)	(1,104,209)	(5,576,528)	0	0
Total Revenues, Gains and						
Other Support	8,039,651	(276,976)	100,328	(176,648)	99	7,863,162
EXPENSES					/	
Civil Legal Services	5,731,317	0	0	0	0/	5,731,317
Municipal Legal Services	409,390	0	0	0	y	409,390
Management and	400,000	0	0	v	7	400,000
General	1.086,955	0	0	0	4	1.086.955
Fund Raising	162,690	0	0	0	4	162,690
Donated Services	723.500	0	0	0	٥	723,500
Total Expenses	8,113,852	0		0	0	8,113,852
Total Exponses	0,113,032			0		0,113,052
Change in Net Assets	(74,201)	(276,976)	100,328	(176,648)	99	(250,750)
Net Assets, Beginning						
of Year	1.407.827	758.184	13.791	771.975	5.978	2.185.780
Fransfers	5,228	7,537	(12,765)	(5,228)	0,070	2,100,700
Gain/Loss on Disposal of Property	0,220	0	(12,700)	(0,220)	0	0
,						
NET ASSETS,	* 40000004	100 7 15 0	101.051			
END OF YEAR	\$ 1,338,854 \$	488,745 \$	101,354	\$ 590,099	§ <u>6,077</u> \$	1,935,030

