

Philadelphia VIP, Inc.

Financial Statements
Year Ended December 31, 2018



1835 Market Street, 3rd Floor
Philadelphia, PA 19103

215/567-7770 | bbdcpa.com

PHILADELPHIA VIP, INC.

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INDEPENDENT AUDITOR'S REPORT

**To the Board of Directors
Philadelphia VIP, Inc.
Philadelphia, Pennsylvania**

We have audited the accompanying financial statements of Philadelphia VIP, Inc. (a nonprofit corporation), which comprise the statement of financial position as of December 31, 2018, 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 U.S. generally accepted accounting principles; 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 U.S. generally accepted auditing standards. 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 Philadelphia VIP, Inc. as of December 31, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with U.S. generally accepted accounting principles.

Report on Summarized Comparative Information

We have previously audited Philadelphia VIP, Inc.'s 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated May 17, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

BBD LLP

Philadelphia, Pennsylvania
May 30, 2019

PHILADELPHIA VIP, INC.

STATEMENT OF FINANCIAL POSITION

December 31, 2018 with comparative totals for 2017

	<u>2018</u>	<u>2017</u>
ASSETS		
Cash	\$ 748,117	\$ 917,226
Grants and contributions receivable	380,188	290,248
Prepaid expenses and other assets	44,269	46,618
Equipment, net of accumulated depreciation of \$27,438 and \$19,314 as of December 31, 2018 and 2017, respectively	<u>14,885</u>	<u>24,412</u>
Total assets	<u>\$ 1,187,459</u>	<u>\$ 1,278,504</u>
LIABILITIES		
Accounts payable	\$ 9,182	\$ 8,030
Deferred rent	<u>24,797</u>	<u>19,130</u>
Total liabilities	<u>33,979</u>	<u>27,160</u>
NET ASSETS		
Without donor restrictions	877,993	963,493
With donor restrictions	<u>275,487</u>	<u>287,851</u>
Total net assets	<u>1,153,480</u>	<u>1,251,344</u>
Total liabilities and net assets	<u>\$ 1,187,459</u>	<u>\$ 1,278,504</u>

PHILADELPHIA VIP, INC.

STATEMENT OF ACTIVITIES

Year ended December 31, 2018 with comparative totals for 2017

	Without Donor Restrictions	With Donor Restrictions	Totals	
			2018	2017
SUPPORT AND REVENUE				
Grants and contributions	\$ 1,249,605	\$ 75,375	\$ 1,324,980	\$ 1,172,138
Fundraising event	61,662	-	61,662	53,145
Interest income	510	-	510	424
In kind contributions	5,187,777	-	5,187,777	3,728,370
Net assets released from restrictions				
Satisfaction of program or time restrictions	87,739	(87,739)	-	-
Total support and revenue	6,587,293	(12,364)	6,574,929	4,954,077
EXPENSES				
Program services	6,353,871	-	6,353,871	4,745,809
Supporting services				
Management and general	157,722	-	157,722	147,099
Fundraising	148,887	-	148,887	142,108
Costs of direct benefit to donor	12,313	-	12,313	5,659
Total expenses	6,672,793	-	6,672,793	5,040,675
Change in net assets	(85,500)	(12,364)	(97,864)	(86,598)
NET ASSETS				
Beginning of year	<u>963,493</u>	<u>287,851</u>	<u>1,251,344</u>	<u>1,337,942</u>
End of year	\$ 877,993	\$275,487	\$1,153,480	\$1,251,344

See accompanying notes

PHILADELPHIA VIP, INC.

STATEMENT OF FUNCTIONAL EXPENSES

Year ended December 31, 2018 with comparative totals for 2017

	<u>Program Services</u>	<u>Supporting Services</u>		<u>Cost of Direct Benefit To Donor</u>	<u>Totals</u>	
		<u>Management and General</u>	<u>Fund Raising</u>		<u>2018</u>	<u>2017</u>
Payroll	\$ 693,800	\$ 106,739	\$ 88,949	\$ -	\$ 889,488	\$ 827,339
Payroll taxes	59,026	9,081	7,567	-	75,674	65,776
Employee benefits	<u>83,439</u>	<u>12,837</u>	<u>10,697</u>	<u>-</u>	<u>106,973</u>	<u>90,726</u>
Total payroll and related expenses	836,265	128,657	107,213	-	1,072,135	983,841
Consultants	21,014	-	-	-	21,014	8,471
Contributed services and facilities	5,183,510	-	3,550	717	5,187,777	3,728,370
Depreciation	9,402	1,447	1,206	-	12,055	11,947
Event expenses	-	-	-	11,596	11,596	3,048
Fundraising consultant	-	-	15,110	-	15,110	12,781
Insurance expense	10,229	1,096	852	-	12,177	9,871
Marketing and communications	23,221	-	-	-	23,221	1,372
Office expense	52,119	8,018	6,682	-	66,819	65,343
Other direct program expense	83,873	-	-	-	83,873	50,056
Professional fees	4,125	1,375	-	-	5,500	5,500
Program litigation fees and expenses	371	-	-	-	371	880
Rent	111,335	17,129	14,274	-	142,738	142,302
Staff development	<u>18,407</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>18,407</u>	<u>16,893</u>
Total expenses	<u>\$ 6,353,871</u>	<u>\$ 157,722</u>	<u>\$ 148,887</u>	<u>\$ 12,313</u>	<u>\$ 6,672,793</u>	<u>\$ 5,040,675</u>

See accompanying notes

PHILADELPHIA VIP, INC.

STATEMENT OF CASH FLOWS

Year ended December 31, 2018 with comparative totals for 2017

	<u>2018</u>	<u>2017</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
<i>Change in net assets</i>	\$ (97,864)	\$ (86,598)
<i>Adjustments to reconcile change in net assets to net cash provided by (used for) operating activities</i>		
Depreciation	12,055	11,947
(Increase) decrease in		
Grants and contributions receivable	(89,940)	109,609
Prepaid expenses and other assets	2,349	(22,874)
Increase (decrease) in		
Accounts payable	1,152	(1,616)
Deferred rent	5,667	8,593
Net cash provided by (used for) operating activities	<u>(166,581)</u>	<u>19,061</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of equipment	<u>(2,528)</u>	<u>(3,918)</u>
Net change in cash	(169,109)	15,143
CASH		
Beginning of year	<u>917,226</u>	<u>902,083</u>
End of year	<u>\$ 748,117</u>	<u>\$ 917,226</u>

PHILADELPHIA VIP, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

(1) ORGANIZATION

Philadelphia VIP, Inc. (the "**Organization**" or "**VIP**") has a 38-year history as the only legal aid organization in Philadelphia entirely dedicated to securing pro bono (i.e., free) legal assistance for low-income individuals, families, businesses, and nonprofits. Created by the Philadelphia Bar Association, the Organization was incorporated in 1981 under the Non-Profit Corporation Law of 1972 of the Commonwealth of Pennsylvania. Originally, the Organization was named the Philadelphia Volunteer Lawyers Action Program, and was renamed Philadelphia VIP, Inc. in 1986.

Too often, a person's ability to achieve a fair and just outcome in a legal matter depends not on the merits of the case but on her/his ability to pay for a lawyer. This results in a "civil justice gap" whereby each year tens of thousands of Philadelphians confront daunting legal matters that implicate basic needs and central relationships – housing, income, family composition – on their own without counsel, simply because they cannot afford to hire an attorney. VIP was founded and continues to exist to help close that gap.

To that end, the goal of VIP is to provide civil legal services to low-income residents of the City of Philadelphia. VIP pursues this goal by recruiting, training, and supporting thousands of legal professionals throughout Philadelphia who then provide pro bono legal services to VIP's low-income clients. VIP volunteers represent individuals, small businesses, and nonprofits on civil legal matters in four priority areas: (1) preventing homelessness; (2) supporting family stability; (3) maintaining family income; and (4) promoting community economic development. VIP has earned a reputation as the "hub of pro bono" in Philadelphia.

VIP primarily accepts referrals from Community Legal Services, Inc. ("**CLS**") and Philadelphia Legal Assistance Center, Inc. ("**PLA**"), and also receives referrals from other law offices, social service agencies, the courts, legislative offices, and individual attorneys.

VIP relies on funding from the legal community, private foundations, corporations, individuals, and, to a lesser extent, government grants.

VIP is independently operated and governed. The by-laws of VIP specify that appointments to its Board of Directors are to be confirmed subsequently by the Board of Governors of the Philadelphia Bar Association ("**Association**").

(2) SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Organization have been prepared utilizing the accrual basis of accounting and, accordingly, reflect all significant receivables, payables and other liabilities.

Financial Statement Presentation

The Organization reports information regarding its financial position and activities according to the following classes of net assets:

Without donor restrictions

Net assets which are not subject to donor-imposed restrictions.

With donor restrictions

Net assets that are subject to donor-imposed restrictions that will be satisfied by actions of the Organization and/or the passage of time. When a restriction is satisfied, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as "net assets released from restrictions."

PHILADELPHIA VIP, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

Also included in this category are net assets that are subject to donor-imposed restrictions that require the net assets be maintained indefinitely while permitting the Agency to expense the income generated in accordance with the provisions of the contributions.

Summarized Prior-Year 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 U.S. generally accepted accounting principles ("GAAP"). Accordingly, such information should be read in conjunction with the financial statements for the year ended December 31, 2017, from which the summarized information was derived.

Estimates

In preparing financial statements in conformity with GAAP, management makes estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenses during the reported period. Actual results could vary from those estimates.

Grants and contributions

Grants and contributions, including unconditional promises to give, are recognized as revenues in the period received. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation. Conditional promises to give are not included as revenue until such time as the conditions are substantially met. Conditional promises to VIP at June 30, 2018 amount to \$750,000 and relate to a grant for core support for the period of July 2018 through June 2022. These funds are conditional upon the donor's review and approval of reports and activities as submitted by VIP.

The Organization uses the allowance method to determine uncollectible grants and contributions receivable. The allowance is based on prior years' experience and management's analysis of specific amounts due. Management has determined that a provision for doubtful accounts is not necessary as of December 31, 2018.

In kind Contributions

The Organization recognizes revenue for donated services received when they require specialized skills which would need to be purchased if they were not donated. Donated services are recorded as both revenue and expenses in the accompanying statement of activities at their estimated value at the date of receipt.

Property and Equipment

Equipment is stated at cost. Contributions of equipment is recorded at fair value at the date of donation. The Organization capitalizes all significant additions over \$1,000 while all other costs that do not improve or extend the useful lives of the respective assets are expensed in the period in which they occur. Depreciation is calculated using the straight-line method over the estimated useful lives of the respective assets.

Computers	3 years
Phone system	10 years

Deferred Rent

The deferred rent liability represents the cumulative excess of straight line rent expense over the actual rent paid according to the lease terms.

PHILADELPHIA VIP, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

Functional Expenses

The costs of providing the Organization's various programs and supporting services have been presented on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the program and supporting services benefited.

The financial statements have certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include payroll and related expenses, insurance, office expenses, rent, and depreciation, which are allocated on the basis of estimates of time and effort.

Income Tax Status

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to the Organization's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A)(vi) and has been classified as an organization other than a private foundation under Section 509(a)(1). As a result, no provision or liability for income taxes is included in the accompanying financial statements.

GAAP requires entities to evaluate, measure, recognize and disclose any uncertain income tax positions taken on their tax returns. GAAP prescribes a minimum recognition threshold that a tax position is required to meet in order to be recognized in the financial statements. The Organization believes that it had no uncertain tax positions as defined in GAAP.

Concentrations of Credit Risk

Financial instruments which potentially subject the Organization to concentrations of credit risk are cash and grants and contributions receivable. The Organization maintains its cash at high quality financial institutions. At times, such deposits may exceed federally-insured limits.

Revenues from three sources accounted for 45% of revenues in 2018. These same sources comprise 38% of accounts receivable at December 31, 2018.

Accounting Pronouncements Adopted

On August 18, 2016, FASB issued Accounting Standards Update (ASU) 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. We have implemented ASU 2016-14 and have adjusted the presentation in these financial statements accordingly.

(3) LIQUIDITY AND AVAILABILITY OF RESOURCES

The following reflects VIP's financial assets as of the statement of financial position date and the amounts available within one year of that date.

Cash	\$ 748,117
Grants and contributions receivable	<u>380,188</u>
Total financial assets	1,128,305
Less: Financial assets not available for general operations within one year Restricted by donor for specific purposes or periods	(190,112)
Financial assets available for general expenditures within one year	\$ 938,193

PHILADELPHIA VIP, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

Liquidity Management

The Organization receives significant contributions and promises to give restricted by donors, and considers contributions restricted for programs which are ongoing, major, and central to its annual operations to be available to meet cash needs for general expenditures. The Organization 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. The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds.

(4) GRANTS AND CONTRIBUTIONS RECEIVABLE

Grants and contributions receivable as of December 31, 2018 are as follows:

Foundations and organizations	\$ 226,951
Individuals	60,707
City of Philadelphia	92,530
	<u><u>\$ 380,188</u></u>

Grants and contributions receivable are expected to be fully collectible in 2019.

(5) IN KIND CONTRIBUTIONS

The Organization has recognized the following in kind contributions as of December 31, 2018:

<u>Contributor</u>	<u>Nature of Contribution</u>	<u>Fair Value</u>
Pro bono attorneys	Legal representation	\$5,140,525
Other	Event-related expenses	4,267
Other	Technical services, printing, other	42,985
		<u><u>\$5,187,777</u></u>

(6) NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions, as of December 31, 2018, consist of the following:

	<u>December 31, 2017</u>	<u>Releases</u>		<u>December 31, 2018</u>
		<u>Contributions</u>	<u>from Restrictions</u>	
Purpose Restricted				
Long Term Projects	\$ 190,975	\$ -	\$ (863)	\$ 190,112
Time restricted	96,876	75,375	(86,876)	85,375
	<u><u>\$ 287,851</u></u>	<u><u>\$ 75,375</u></u>	<u><u>\$ (87,739)</u></u>	<u><u>\$ 275,487</u></u>

PHILADELPHIA VIP, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

(7) LEASE COMMITMENT

The Organization leases office space under a noncancelable operating lease expiring in November 2021. Rent expense for the year ended December 31, 2018 was \$142,738.

Scheduled future minimum lease payments are as follows:

<u>Year ending December 31,</u>	
2019	129,684
2020	144,994
2021	135,807
	<hr/>
	<u>\$410,485</u>

(8) PENSION

The Organization has a discretionary contributory 403(b) retirement plan (the "**Plan**") which covers all employees who meet certain service requirements. The Organization, at its discretion, may make contributions to the Plan. Pension expense was \$16,363 for the year ended December 31, 2018.

(9) SUBSEQUENT EVENTS

Management has evaluated subsequent events through May 30, 2019, the date on which the financial statements were available to be issued. No material subsequent events, have occurred since December 31, 2018 that would require recognition or disclosure in the financial statements.