

FINANCIAL STATEMENTS

DC VOLUNTEER LAWYERS PROJECT

**FOR THE YEAR ENDED DECEMBER 31, 2023
WITH SUMMARIZED FINANCIAL
INFORMATION FOR 2022**

DC VOLUNTEER LAWYERS PROJECT

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CPAs & ADVISORS

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
DC Volunteer Lawyers Project
Washington, D.C.

Opinion

We have audited the accompanying financial statements of the DC Volunteer Lawyers Project (DCVLP), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities and change in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of DCVLP as of December 31, 2023, and the change 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.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of DCVLP and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about DCVLP's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

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MEMBER OF THE AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS' PRIVATE COMPANIES PRACTICE SECTION

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 DCVLP's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about DCVLP's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited DCVLP's 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 23, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 29, 2024, on our consideration of DCVLP's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of DCVLP's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering DCVLP's internal control over financial reporting and compliance.



March 29, 2024

DC VOLUNTEER LAWYERS PROJECT
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2023
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2022

ASSETS		<u>2023</u>	<u>2022</u>
CURRENT ASSETS			
Cash and cash equivalents	\$	2,319,755	\$ 2,086,473
Investments		7,371	-
Grants receivable		595,156	563,372
Prepaid expenses		<u>28,611</u>	<u>21,706</u>
Total current assets		<u>2,950,893</u>	<u>2,671,551</u>
OTHER ASSETS			
Right-of-use asset, net		<u>102,202</u>	<u>275,332</u>
TOTAL ASSETS	\$	<u>3,053,095</u>	\$ <u>2,946,883</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts payable and accrued liabilities	\$	15,672	\$ 15,216
Accrued salaries and related benefits		135,018	16,465
Lease liability		<u>104,615</u>	<u>177,268</u>
Total current liabilities		<u>255,305</u>	<u>208,949</u>
LONG-TERM LIABILITIES			
Lease liability, net of current portion		<u>-</u>	<u>104,616</u>
Total liabilities		<u>255,305</u>	<u>313,565</u>
NET ASSETS			
Without donor restrictions:			
Undesignated		1,030,226	943,124
Board designated		<u>1,096,250</u>	<u>850,000</u>
Total without donor restrictions		2,126,476	1,793,124
With donor restrictions		<u>671,314</u>	<u>840,194</u>
Total net assets		<u>2,797,790</u>	<u>2,633,318</u>
TOTAL LIABILITIES AND NET ASSETS	\$	<u>3,053,095</u>	\$ <u>2,946,883</u>

See accompanying notes to financial statements.

DC VOLUNTEER LAWYERS PROJECT

**STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2022**

	2023			2022
	Without Donor Restrictions	With Donor Restrictions	Total	Total
REVENUE AND SUPPORT				
Contributed nonfinancial assets	\$ 17,907,844	\$ -	\$ 17,907,844	\$ 17,922,510
Foundation grants	964,602	879,449	1,844,051	1,899,726
Government grants	1,263,036	-	1,263,036	1,076,647
Contributions	430,443	-	430,443	495,611
Investment return and other income	33,869	-	33,869	2,104
Net assets released from donor restrictions	<u>1,048,329</u>	<u>(1,048,329)</u>	<u>-</u>	<u>-</u>
Total revenue and support	<u>21,648,123</u>	<u>(168,880)</u>	<u>21,479,243</u>	<u>21,396,598</u>
EXPENSES				
Program Services	<u>20,768,889</u>	<u>-</u>	<u>20,768,889</u>	<u>20,130,089</u>
Supporting Services:				
Management and General	224,152	-	224,152	209,053
Fundraising	<u>321,730</u>	<u>-</u>	<u>321,730</u>	<u>317,095</u>
Total supporting services	<u>545,882</u>	<u>-</u>	<u>545,882</u>	<u>526,148</u>
Total expenses	<u>21,314,771</u>	<u>-</u>	<u>21,314,771</u>	<u>20,656,237</u>
Change in net assets	333,352	(168,880)	164,472	740,361
Net assets at beginning of year	<u>1,793,124</u>	<u>840,194</u>	<u>2,633,318</u>	<u>1,892,957</u>
NET ASSETS AT END OF YEAR	<u>\$ 2,126,476</u>	<u>\$ 671,314</u>	<u>\$ 2,797,790</u>	<u>\$ 2,633,318</u>

DC VOLUNTEER LAWYERS PROJECT
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2023
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2022

	2023			2022		
	Supporting Services			Total Expenses	Total Expenses	
	Program Services	Management and General	Fundraising			Total Supporting Services
Salaries and related expenses	\$ 2,503,828	\$ 161,954	\$ 233,852	\$ 395,806	\$ 2,899,634	\$ 2,232,308
Contributed nonfinancial assets	17,907,844	-	-	-	17,907,844	17,922,510
Facilities and equipment expenses	173,511	935	1,441	2,376	175,887	173,332
Other expenses	53,470	(1,579)	44,886	43,307	96,777	152,900
Professional fees	-	60,775	6,400	67,175	67,175	53,692
Administrative expenses	39,489	1,750	27,032	28,782	68,271	53,735
Direct program expense	57,214	-	7,626	7,626	64,840	42,097
Insurance	30,540	314	484	798	31,338	25,229
Travel and meetings	2,993	3	9	12	3,005	434
TOTAL	\$ 20,768,889	\$ 224,152	\$ 321,730	\$ 545,882	\$ 21,314,771	\$ 20,656,237

See accompanying notes to financial statements.

DC VOLUNTEER LAWYERS PROJECT

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023
WITH SUMMARIZED FINANCIAL INFORMATION FOR 2022**

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 164,472	\$ 740,361
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Receipt of donated securities	(47,637)	-
Proceeds from donated securities	39,073	-
Realized loss on sale of donated securities	1,085	-
Unrealized loss	108	-
Amortization of right-of-use asset	173,130	142,323
(Increase) decrease in:		
Grants receivable	(31,784)	(150,910)
Prepaid expenses	(6,905)	14,640
Increase (decrease) in:		
Accounts payable and accrued liabilities	456	8,610
Accrued salaries and related benefits	118,553	11,619
Lease liability	<u>(177,269)</u>	<u>(135,771)</u>
Net cash provided by operating activities	<u>233,282</u>	<u>630,872</u>
Net increase in cash and cash equivalents	233,282	630,872
Cash and cash equivalents at beginning of year	<u>2,086,473</u>	<u>1,455,601</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 2,319,755</u>	<u>\$ 2,086,473</u>
SCHEDULE OF NONCASH TRANSACTIONS:		
Right-of-Use Asset	<u>\$ -</u>	<u>\$ 417,655</u>
Operating Lease Liability for Right-of-Use Asset	<u>\$ -</u>	<u>\$ 417,655</u>

DC VOLUNTEER LAWYERS PROJECT

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION

Organization -

The DC Volunteer Lawyers Project (DCVLP) is a non-profit organization whose mission is to provide high-quality, free legal and support services to low-income victims of domestic violence, at-risk children, and other vulnerable individuals in the DC metro area. Founded in 2008, DCVLP broadens their impact by training and supporting hundreds of attorneys to provide pro bono representation to indigent and vulnerable individuals. DCVLP provides volunteer attorneys with necessary resources including training, supervision, active mentoring, office and meeting space, and malpractice insurance. The attorneys of the organization provide pro bono legal representation to individuals such as survivors of domestic violence, children in high-conflict custody cases, and survivors of gender-based violence in immigration matters. DCVLP receives funding from individuals, corporations, foundations, and Government grants.

Basis of presentation -

The accompanying financial statements are presented on the accrual basis of accounting, and in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) related to nonprofit entities. As such, net assets are reported within two net asset classifications: without donor restrictions and with donor restrictions. Descriptions of the two net asset categories are as follows:

- **Net Assets Without Donor Restrictions** - Net assets available for use in general operations and not subject to donor restrictions are recorded as "net assets without donor restrictions". Assets restricted solely through the actions of the Board are referred to as Board Designated and are also reported as net assets without donor restrictions.
- **Net Assets With Donor Restrictions** - Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in "net assets with donor restrictions", depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities and Change in Net Assets as net assets released from donor restrictions.

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with DCVLP's financial statements for the year ended December 31, 2022, from which the summarized information was derived.

Cash and cash equivalents -

DCVLP considers all cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents. Bank deposit accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000. At times during the year, DCVLP maintains cash balances in excess of the FDIC insurance limits. Management believes the risk in these situations to be minimal.

Investments -

Investments are recorded at their readily determinable fair value. Realized and unrealized gains and losses are included in other income in the Statement of Activities and Change in Net Assets.

DC VOLUNTEER LAWYERS PROJECT

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION (Continued)

Investments (continued) -

Investments acquired by gift, such as donated securities, are recorded at their fair value at the date of the gift. DCVLP's policy is to liquidate all gifts of investments as soon as possible after the gift.

Grants receivable -

Grants receivable include unconditional promises to give that are expected to be collected in future years. Grants receivable are recorded at their net realizable value, which approximates fair value. Management considers all amounts to be fully collectible within one year. Accordingly, an allowance for doubtful accounts has not been established.

Income taxes -

DCVLP is exempt from Federal income tax under Section 501(a) of the Internal Revenue Code ("IRC"), as an organization described in IRC Section 501(c)(3). Accordingly, no provision for income taxes has been made in the accompanying financial statements. DCVLP is not a private foundation.

Contributions and grants -

DCVLP receives grants and contributions, including Federal awards from the U.S. Government. Contributions are recognized in the appropriate category of net assets in the period received. DCVLP performs an analysis of the individual contribution agreement to determine if the funding stream follows the contribution rules or if it should be recorded as an exchange transaction depending upon whether the transaction is deemed reciprocal or nonreciprocal in accordance with ASC Topic 958.

For grants qualifying under the contribution rules, support is recognized upon notification of the award and satisfaction of all conditions, if applicable. Conditional promises to give are not recognized until the conditions on which they depend are substantially met. Contributions, including grants qualifying as contributions, that are unconditional but have donor restrictions are recognized as "without donor restrictions" only to the extent of actual expenses incurred in compliance with the donor-imposed restrictions and satisfaction of time restrictions. Contributions with donor restrictions either in excess of expenses incurred or with time restrictions are shown as net assets with donor restrictions in the accompanying financial statements. Contributions that are both received and released from restrictions in the same year are classified as without donor restrictions.

Conditional contributions contain a right of return and a measurable barrier. Contributions are recognized when conditions have been satisfied. Most Federal grants are for direct and indirect program costs and are considered to be conditional contributions which are recognized as contributions when the amounts become unconditional. Conditional contributions received in advance of meeting specified conditions established by donors are recorded as refundable advances. However, DCVLP had no refundable advances as of December 31, 2023.

In addition, DCVLP has obtained funding source agreements related to conditional contributions, such as Federal awards from the U.S. Government, which will be received in future years. DCVLP's unrecognized conditional contributions to be received in future years totaled approximately \$1,970,000 as of December 31, 2023.

DC VOLUNTEER LAWYERS PROJECT

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION (Continued)

Contributed nonfinancial assets -

Contributed nonfinancial assets consists of legal representation provided by volunteer attorneys to the clients of the organization and consulting services. Contributed nonfinancial assets are recorded at their fair market value as of the date of the gift. Contributed services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by DCVLP.

Use of estimates -

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

Functional allocation of expenses -

The costs of providing the various programs and other activities have been summarized on a functional basis in the Statement of Activities and Change in Net Assets. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Expenses directly attributed to a specific functional area of DCVLP are reported as direct expenses to the programmatic area and those expenses that benefit more than one function are allocated on a basis of estimated time and effort or other reasonable basis.

2. INVESTMENTS AND FAIR VALUE MEASUREMENT

In accordance with FASB ASC 820, *Fair Value Measurement*, DCVLP has categorized its financial instruments, based on the priority of the inputs to the valuation technique, into a three-level fair value hierarchy. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). If the inputs used to measure the financial instruments fall within different levels of hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement of the instrument.

Investments recorded in the Statement of Financial Position are categorized based on the inputs to valuation techniques as follows:

Level 1. These are investments where values are based on unadjusted quoted prices for identical assets in an active market DCVLP has the ability to access.

Level 2. These are investments where values are based on quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active, or model-based valuation techniques that utilize inputs that are observable either directly or indirectly for substantially the full-term of the investments.

Level 3. These are investments where inputs to the valuation methodology are unobservable and significant to the fair value measurement.

DC VOLUNTEER LAWYERS PROJECT

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

2. INVESTMENTS AND FAIR VALUE MEASUREMENT (Continued)

Following is a description of the valuation methodology used for investments measured at fair value. There have been no changes in the methodologies used and there were no transfers between levels in the fair value hierarchy during the year ended December 31, 2023. Transfers between levels are recorded at the end of the reporting period, if applicable.

Common Stocks - Valued at the closing price reported on the active market in which the individual securities are traded.

The table below summarizes investments, which are measured at fair value on a recurring basis, by level within the fair value hierarchy as of December 31, 2023.

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Investments:				
Common Stocks	<u>\$ 7,371</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,371</u>

Net investment return consisted of the following for the year ended December 31, 2023:

Unrealized loss	\$ 108
Realized loss	<u>1,085</u>
NET INVESTMENT RETURN	<u>\$ 1,193</u>

Net investment return is included in investment return and other income on the accompanying Statement of Activities and Change in Net Assets.

3. BOARD DESIGNATED NET ASSETS

As of December 31, 2023, net assets have been designated by the Board of Directors for the following purposes:

Operating Reserve	<u>\$ 1,096,250</u>
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4. NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consisted of the following at December 31, 2023:

Subject to expenditure for specified purpose:	
Domestic Violence Program	\$ 221,807
Immigration Program	113,812
Child Advocacy Program	52,778
Subject to passage of time	<u>282,917</u>
TOTAL NET ASSETS WITH RESTRICTIONS	<u>\$ 671,314</u>

The following net assets with restrictions were released from donor restrictions by incurring expenses (or through the passage of time) which satisfied the restricted purposes specified by the donors:

Domestic Violence Program	\$ 406,276
Child Advocacy Program	158,939
Immigration Program	251,364
Passage of time	<u>231,750</u>
NET ASSETS RELEASED FROM DONOR RESTRICTIONS	<u>\$ 1,048,329</u>

DC VOLUNTEER LAWYERS PROJECT

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

5. LIQUIDITY

Financial assets available for use within one year of the Statement of Financial Position comprise the following at December 31, 2023:

Cash and cash equivalents	\$ 2,319,755
Investments	7,371
Grants receivable	<u>595,156</u>
Financial assets, at year-end	2,922,282
Less funds unavailable for general expenditures within one year, due to:	
Restricted by timing or donor purpose restrictions	(671,314)
Board designations:	
Amounts set aside for liquidity reserve	<u>(1,096,250)</u>
FINANCIAL ASSETS AVAILABLE TO MEET CASH NEEDS FOR GENERAL EXPENDITURES WITHIN ONE YEAR	<u>\$ 1,154,718</u>

As part of DCVLP's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. The Board designates a portion of any operating surplus to its liquidity reserve, which was \$1,096,250 as of December 31, 2023. The fund may be drawn upon in the event of financial distress or an immediate liquidity need resulting from events outside the typical life cycle of converting financial assets to cash or settling financial liabilities.

6. CONTRIBUTED NONFINANCIAL ASSETS

During the year ended December 31, 2023, DCVLP was the beneficiary of professional services which allowed DCVLP to provide greater resources toward various programs. Contributed nonfinancial assets consist of donated legal services, which are valued at \$375 per hour per the Laffey Matrix, which is the primary tool for assessing legal fees in the Washington-Baltimore area. All volunteer attorneys submit their pro bono hours on a quarterly basis. If necessary, DCVLP estimates the hours donated utilizing information in the case management database and a formula based on calculations from multiple years of experience.

For volunteer attorneys who staff DCVLP clinics, DCVLP tallies the hours donated based on scheduling information stored in the case management database. There were no donor imposed restrictions associated with the contributed services during the year ended December 31, 2023.

To properly reflect total program expenses, the following donations have been included in revenue and expense for the year ended December 31, 2023.

Pro-Bono Legal and Consulting Services	<u>\$ 17,907,844</u>
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7. LEASE COMMITMENTS

DCVLP leases office space under an agreement which originated in February 2013. On March 1, 2022, the lease was amended and extended through July 31, 2024, with a base rent of \$13,000 per month, plus a proportionate share of expenses, through July 31, 2022 and \$15,000 per month starting in August 2022. Subsequent to year-end, the lease was extended for a two year period, through July 31, 2026 at a rate of \$15,750 per month.

DC VOLUNTEER LAWYERS PROJECT

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

7. LEASE COMMITMENTS (Continued)

Effective January 1, 2022, DCVLP adopted ASU 2019-01, *Leases* (Topic 842). DCVLP elected the practical expedient that allows lessees to choose to not separate lease and non-lease components by class of underlying asset and are applying this expedient to all relevant asset classes. DCVLP adopted the package of practical expedients to not perform any lease reclassification, did not reevaluate embedded leases and did not reassess initial direct costs. As a result, DCVLP recorded a right-of-use asset and an operating lease liability in the amount of \$417,655.

These implementation date amounts were determined by calculating the present value of all future rentals using a risk free discount rate of 1.47%. The operating lease right-of-use asset totaled \$102,202, and the operating lease liability totaled \$104,615 as of December 31, 2023. The following is a schedule of the future minimum lease payments:

Year Ending December 31,

2024	\$ 105,000
Less: Imputed interest	<u>(385)</u>
	<u>\$ 104,615</u>

Lease expense for the year ended December 31, 2023 was \$175,887 and is included on the Statement of Functional Expenses in facilities and equipment expenses.

8. RETIREMENT PLAN

DCVLP provides retirement benefits to to eligible employees through a defined contribution plan. Full and part-time employees who are 21 years-of-age and older are eligible to participate. Eligible employees may contribute to the retirement plan immediately upon hire. Employer contributions to the retirement program, if any, are reviewed and determined annually by DCVLP Board of Directors. For the year ended December 31, 2023, DCVLP made contributions to the Plan totaling \$79,478.

9. COMMITMENTS

DCVLP is committed under an agreement for event space to hold their Annual Benefit for the fiscal year ending December 31, 2024. The total commitments under the agreements are not determinable as it depends upon attendance and other unknown factors. There are cancellation penalties that would be due if the agreement were cancelled prior to the event date. The amount of the cancellation penalties increase as the date of the event gets closer.

10. CONTINGENCY

DCVLP receives grants from various agencies of the United States Government. Such grants are subject to audit under the provisions of *Title 2 U.S. Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. The ultimate determination of amounts received under the United States Government grants is based upon the allowance of costs reported to and accepted by the United States Government as a result of the audits. Audits in accordance with the applicable provisions have been completed for all required fiscal years through 2023. Until such audits have been accepted by the United States Government, there exists a contingency to refund any amount received in excess of allowable costs. Management is of the opinion that no material liability will result from such audits.

DC VOLUNTEER LAWYERS PROJECT

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023**

11. SUBSEQUENT EVENTS

In preparing these financial statements, DCVLP has evaluated events and transactions for potential recognition or disclosure through March 29, 2024, the date the financial statements were issued.