

NATIONAL CRIME VICTIM  
LAW INSTITUTE

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Audited Financial  
Statements

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For the Year Ended  
May 31, 2015



McDONALD JACOBS

Shareholders

Mark A. Clift, CPA

Jill Oswald

Karin S. Wandtke, CPA

Sang Ahn, CPA

Gerard DeBlois Jr., CPA

Mary Strasdin, CPA

Anthony Almer, CPA

Principals

Jake Jacobs, CPA

Susan J. Marks, CPA

Tyee Carr, CPA

Victor Epstein, CPA

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
National Crime Victim Law Institute

We have audited the accompanying financial statements of National Crime Victim Law Institute (a nonprofit corporation), which comprise the statement of financial position as of May 31, 2015, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

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

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. 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 organization'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 organization'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 National Crime Victim Law Institute as of May 31, 2015, and changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Report on Summarized Comparative Information*

We have previously audited National Crime Victim Law Institute's 2014 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 9, 2014. In our opinion, the summarized comparative information presented herein as of and for the year ended May 31, 2014 is consistent, in all material respects, with the audited financial statements from which it has been derived.

*McDonald Jacobson, P.C.*

Portland, Oregon  
November 9, 2015

**NATIONAL CRIME VICTIM LAW INSTITUTE**  
**STATEMENT OF FINANCIAL POSITION**  
**May 31, 2015**  
**(With comparative totals for 2014)**

	<u>2015</u>	<u>2014</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 353,688	\$ 245,799
Accounts receivable	108,240	132,918
Prepaid expenses	4,539	20,764
Website - in development	<u>6,675</u>	<u>-</u>
 TOTAL ASSETS	 <u>\$ 473,142</u>	 <u>\$ 399,481</u>
<b>LIABILITIES AND NET ASSETS</b>		
Liabilities:		
Accounts payable and accrued expenses	\$ 41,007	\$ 42,783
Deferred revenue	-	31,807
Due to College	<u>297,657</u>	<u>198,516</u>
 Total liabilities	 <u>338,664</u>	 <u>273,106</u>
Net assets:		
Unrestricted net assets	134,478	126,304
Temporarily restricted	<u>-</u>	<u>71</u>
 Total net assets	 <u>134,478</u>	 <u>126,375</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 473,142</u>	 <u>\$ 399,481</u>

See notes to financial statements.

**NATIONAL CRIME VICTIM LAW INSTITUTE**  
**STATEMENT OF ACTIVITIES**  
**For the year ended May 31, 2015**  
**(With comparative totals for 2014)**

	2015			2014 Total
	Unrestricted	Temporarily Restricted	Total	
<b>Support and revenue:</b>				
Contributions	\$ 146,865	\$ -	\$ 146,865	\$ 113,544
Government grants	209,364	-	209,364	291,622
Program service revenue	374,214	-	374,214	386,785
Donated assets and services	40,989	-	40,989	67,167
Interest income	1,445	-	1,445	1,184
Other income	12,346	-	12,346	16,527
Net assets released from restrictions:				
Satisfaction of purpose restrictions	71	(71)	-	-
Total support and revenue	<u>785,294</u>	<u>(71)</u>	<u>785,223</u>	<u>876,829</u>
<b>Expenses:</b>				
Program services	558,806	-	558,806	664,078
Management and general	130,714	-	130,714	146,671
Fundraising	87,600	-	87,600	62,899
Total expenses	<u>777,120</u>	<u>-</u>	<u>777,120</u>	<u>873,648</u>
Change in net assets	8,174	(71)	8,103	3,181
<b>Net assets:</b>				
Beginning of year	<u>126,304</u>	<u>71</u>	<u>126,375</u>	<u>123,194</u>
End of year	<u>\$ 134,478</u>	<u>\$ -</u>	<u>\$ 134,478</u>	<u>\$ 126,375</u>

See notes to financial statements.

NATIONAL CRIME VICTIM LAW INSTITUTE  
STATEMENT OF FUNCTIONAL EXPENSES  
For the year ended May 31, 2015  
(With comparative totals for 2014)

	Program Services					Supporting Services			2014 Total
	TTAC	OVW	OVC Wrap-Around	Other Programs	Total Program Services	Management and General	Fundraising	2015 Total	
Salaries and related expenses	\$ 179,210	\$ 42,787	\$ 114,844	\$ 94,493	\$ 431,334	\$ 66,629	\$ 46,962	\$ 544,925	\$ 650,923
Professional fees	11,601	1,100	1,557	41,341	55,599	47,754	5,595	108,948	130,284
Services and supplies	445	-	11	27,371	27,827	7,269	30,358	65,454	38,445
Travel	-	-	-	4,912	4,912	2,099	-	7,011	13,871
Rent	16,445	4,039	8,679	9,971	39,134	6,963	4,685	50,782	40,125
Total expenses	\$ 207,701	\$ 47,926	\$ 125,091	\$ 178,088	\$ 558,806	\$ 130,714	\$ 87,600	\$ 777,120	\$ 873,648

See notes to financial statements.

**NATIONAL CRIME VICTIM LAW INSTITUTE**  
**STATEMENT OF CASH FLOWS**  
**For the year ended May 31, 2015**  
**(With comparative totals for 2014)**

	2015	2014
<b>Cash flows from operating activities:</b>		
Cash received from contributions	\$ 146,865	\$ 113,544
Cash received from grants	205,446	300,405
Cash received from program services	371,003	389,178
Other cash receipts	13,791	19,591
Cash paid to employees and suppliers	<u>(622,541)</u>	<u>(733,283)</u>
Net cash provided by operating activities	<u>114,564</u>	<u>89,435</u>
 <b>Cash flows from investing activities:</b>		
Purchase of property and equipment	<u>(6,675)</u>	<u>-</u>
Net cash used in investing activities	<u>(6,675)</u>	<u>-</u>
 Net increase in cash and cash equivalents	107,889	89,435
 Cash and cash equivalents - beginning of year	<u>245,799</u>	<u>156,364</u>
 Cash and cash equivalents - end of year	<u>\$ 353,688</u>	<u>\$ 245,799</u>
 <b>Reconciliation of change in net assets to net cash provided by operating activities:</b>		
Change in net assets	\$ 8,103	\$ 3,181
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
(Increase) decrease in:		
Accounts receivable	24,678	11,176
Prepaid expenses	16,225	766
Increase (decrease) in:		
Accounts payable and accrued expenses	(1,776)	7,159
Deferred revenue	(31,807)	1,880
Due to College	<u>99,141</u>	<u>65,273</u>
 Net cash provided by operating activities	<u>\$ 114,564</u>	<u>\$ 89,435</u>

See notes to financial statements.

**NATIONAL CRIME VICTIM LAW INSTITUTE**  
**NOTES TO FINANCIAL STATEMENTS**  
**May 31, 2015**

**1. THE ORGANIZATION**

National Crime Victim Law Institute (NCVLI or the Organization) is a nonprofit corporation, conceived in 1998 and established in 2000, that actively promotes balance and fairness in the justice system through crime-victim-centered legal advocacy, education, and resource sharing. To achieve its mission, NCVLI pursues three program areas: legal advocacy, training and education, and public policy. NCVLI is supported primarily through federal grants from the U.S. Department of Justice, which comprise approximately 27% and 36% of total revenues for the years ended May 31, 2015 and 2014, respectively. Additional revenue from a training contract with one organization was approximately 29% and 39% of revenues for the years ended May 31, 2015 and 2014.

NCVLI's activities include:

**National Alliance of Victims' Rights Attorneys (NAVRA).** NAVRA is NCVLI's membership alliance of attorneys, advocates, law students, and other persons interested in advancing victims' rights. To ensure that that this community has all of the tools necessary to effectively advocate for victims, NAVRA provides practical skills trainings and legal technical assistance in the form of research, writing, and strategic case consultation to practitioners nationwide, and facilitates an online community space.

**Amicus Curiae Participation.** In addition to its technical assistance to other victims' rights attorneys, NCVLI conducts impact litigation through the submission of amicus curiae ("friend of the court") briefs on victim law issues in state and federal trial and appellate cases around the nation.

**Responding to Violence Against Women.** Because victims of domestic violence, sexual assault, stalking, dating violence, and other acts of violence against women face unique hurdles in accessing justice, NCVLI launched this project to provide focused legal technical assistance and training to attorneys and advocates dedicated to serving these populations.

**Victim Law Education.** NCVLI provides educational resources and trainings on victims' rights to attorneys, judges, victims, victim advocates and members of the public nationwide. The core initiatives include: NCVLI's annual Crime Victim Law Conference which offers a wide range of training for novice and experienced attorneys and advocates; the Crime Victim Litigation Clinic at Lewis & Clark Law School, which trains second and third year law students how to be a victims' rights attorney; publication of the bi-annual legal newsletter, *NCVLI News*, which contains substantive victim law articles; and in-person and technology-assisted trainings on fundamental victims' rights issues.



NATIONAL CRIME VICTIM LAW INSTITUTE  
NOTES TO FINANCIAL STATEMENTS, Continued  
May 31, 2015

1. THE ORGANIZATION, Continued

**Office For Victims of Crime Training and Technical Assistance Center.** In 2012, NCVLI became active in a national initiative, working with the Office for Victims of Crime Training and Technical Assistance Center (OVC-TTAC) of Fairfax, Virginia on a national initiative Legal Assistance for Crime Victims: An OVC Capacity Building Initiative. The Initiative aims to develop and expand the availability of pro-bono and low cost legal assistance for victims of crime and promote rights recognition and their enforcement. This effort engaged the organization's central strengths of research, training, outreach and awareness building, and building collaborative relationships among legal professionals. The work has involved technical assistance for attorneys, victims, and advocates nationwide, amicus curiae participation in State, Federal and Military courts, production of webinars, and legal publications.

**Technical Assistance.** To ensure victims' rights advocacy nationally is of the highest quality, NCVLI provides legal technical assistance to advocates and attorneys across the country. The technical assistance comes in the form of legal research and writing, case consultation, strategic advice, sample pleadings, sample legislation, and more.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

Net assets and all balances and transactions are presented based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified and reported as unrestricted or restricted net assets. Unrestricted net assets are those that are not subject to donor-imposed stipulations. Temporarily restricted net assets are subject to donor-imposed stipulations that will be met, either by actions of the Organization and/or the passage of time.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with maturities of three months or less at the time of purchase to be cash equivalents.

Accounts Receivable

Accounts receivable are reported at the amount management expects to collect on balances outstanding at year-end. Based on an assessment of the credit history with those having outstanding balances and current relationships with them, management has concluded that realization losses on balances outstanding at year-end will be immaterial.

NATIONAL CRIME VICTIM LAW INSTITUTE  
NOTES TO FINANCIAL STATEMENTS, *Continued*  
May 31, 2015

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, *Continued***

Website and Equipment

Acquisitions of the website and equipment in excess of \$5,000 are capitalized. Website and equipment purchased are recorded at cost. Donated assets are reflected as contributions at their estimated values on the date received. Depreciation of the website and equipment is calculated using the straight-line method over the estimated useful lives of the assets. At May 31, 2015, costs had been incurred for a website that is in development. No depreciation will be recorded until the asset is placed in service.

Income Tax Status

National Crime Victim Law Institute is a nonprofit corporation exempt from income tax under section 501(c)(3) of the Internal Revenue Code and applicable state law. No provision for income taxes is made in the accompanying financial statements, as the Organization has no activities subject to unrelated business income tax. The Organization is not a private foundation.

The Organization follows the provisions of FASB ASC *Topic Accounting for Uncertainty in Income Taxes*. Management has evaluated the Organization's tax positions and concluded that there are no uncertain tax positions that require adjustment to the financial statements to comply with provisions of this Topic.

The Organization's information returns for years ended May 31, 2011 and prior are generally no longer subject to examination by taxing authorities in its major tax jurisdictions.

Restricted and Unrestricted Revenue and Support

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Program Services Revenue and Deferred Revenue

Revenues from program services are recognized as revenue in the period earned. Deferred revenue represents amounts collected in advance of providing services and is generally realized in the next year.

**NATIONAL CRIME VICTIM LAW INSTITUTE**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**May 31, 2015**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

Donated Assets and Services

Donations of property, equipment, materials and other assets are recorded as support at their estimated fair value at the date of donation. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. The Organization recorded approximately \$15,900 and \$12,000 in donated supplies used for supporting services for the years ended May 31, 2015 and 2014, respectively.

The Organization recognizes donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. The Organization recorded approximately \$25,100 and \$55,100 of professional services for program activities for the years ended May 31, 2015 and 2014, respectively.

Expense Allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities and in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Use of Estimates

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

Summarized Financial Information for 2014

The financial information as of May 31, 2014 and for the year then ended is presented for comparative purposes and is not intended to be a complete financial statement presentation.

Subsequent Events

The Organization has evaluated all subsequent events through November 9, 2015, the date the financial statements were available to be issued.

**NATIONAL CRIME VICTIM LAW INSTITUTE**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**May 31, 2015**

**3. ACCOUNTS RECEIVABLE**

Accounts receivable are unsecured and consist of the following at May 31:

	2015	2014
U.S. Department of Justice	\$ 60,093	\$ 54,558
Training and Technical Assistance Center	23,735	52,331
Other receivables	24,412	26,029
Total accounts receivable	\$ 108,240	\$ 132,918

**4. DUE TO COLLEGE**

NCVLI was originally a program of Lewis & Clark College (the College) until being established as a separate nonprofit organization in 2003. The College continues to provide administrative, accounting and other supporting services to NCVLI under an administrative services agreement, and many transactions of NCVLI are processed by the College. The amounts owed to the College at year end for expenses incurred on behalf of NCVLI are reflected as Due to College on the statement of financial position and total \$297,657 and \$198,516 for the years ended May 31, 2015 and 2014, respectively.

**5. LEASE COMMITMENT**

The Organization leases administrative offices under an operating lease that expires in December 2016, with monthly rent of \$4,122. Under the terms of the lease, the Organization received two months of lease abatement in 2014. Rent expense under the agreement approximated \$50,800 and \$41,400 for the years ended May 31, 2015 and 2014, respectively.

Future minimum lease commitments under the office lease are as follows:

Years ending May 31, 2016	\$ 49,500
2017	28,900
Total	\$ 78,400

**NATIONAL CRIME VICTIM LAW INSTITUTE**  
**NOTES TO FINANCIAL STATEMENTS, Continued**  
**May 31, 2015**

**6. RETIREMENT PLAN**

The Organization participates in a 403(b) retirement plan maintained by the College. The plan includes a salary deferral arrangement for eligible employees. Employer contributions to the plan were 9% of eligible compensation for the years ended May 31, 2015 and 2014. Contributions to the plan approximated \$34,100 and \$41,500 during the years ended May 31, 2015 and 2014, respectively.

**7. COMMITMENTS AND CONTINGENCIES**

Amounts received or receivable from various contracting agencies are subject to audit and potential adjustment by the contracting agencies. Any disallowed claims, including amounts already collected, would become a liability of the Organization if so determined in the future. It is management's belief that no significant amounts received or receivable will be required to be returned in the future.

NCVLI entered into an administrative services agreement with Lewis & Clark College covering services provided by the college to NCVLI. NCVLI is billed periodically for actual costs incurred and the agreement may be terminated at any time with one year's notice.

**8. CONCENTRATIONS OF CREDIT RISK**

The Organization maintains its cash balances in financial institutions. Balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The balances, at times, may exceed the federally insured limit. Balances in excess of insured limits were approximately \$82,400 as of May 31, 2015. Cash balances May 31, 2014 were fully insured.