

NATIONAL CRIME VICTIM
LAW INSTITUTE

Audited Financial Statements

For the Year Ended May 31, 2021



MCDONALD JACOBS

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, 2021, 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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, 2021, and changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited National Crime Victim Law Institute's 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 21, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended May 31, 2020 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 September 13, 2021, on our consideration of National Crime Victim Law Institute'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 National Crime Victim Law Institute'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 National Crime Victim Law Institute's internal control over financial reporting and compliance.

McDonald Jacobz, P.C.

Portland, Oregon
September 13, 2021

NATIONAL CRIME VICTIM LAW INSTITUTE
STATEMENT OF FINANCIAL POSITION
May 31, 2021
(With comparative totals for 2020)

	<u>2021</u>	<u>2020</u>
ASSETS		
Cash and cash equivalents	\$ 739,148	\$ 313,064
Accounts receivable	841,557	862,049
Prepaid expenses	<u>24,154</u>	<u>22,805</u>
TOTAL ASSETS	<u>\$ 1,604,859</u>	<u>\$ 1,197,918</u>
 LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable and accrued expenses	\$ 395,548	\$ 396,886
Deferred revenue	6,000	-
Due to College	<u>1,114,707</u>	<u>702,821</u>
Total liabilities	<u>1,516,255</u>	<u>1,099,707</u>
Net assets:		
Without donor restrictions	87,604	97,211
With donor restrictions	<u>1,000</u>	<u>1,000</u>
Total net assets	<u>88,604</u>	<u>98,211</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,604,859</u>	<u>\$ 1,197,918</u>

See notes to financial statements.

NATIONAL CRIME VICTIM LAW INSTITUTE
STATEMENT OF ACTIVITIES
For the year ended May 31, 2021
(With comparative totals for 2020)

	2021			2020
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Support and revenue:				
Contributions	\$ 66,429	\$ -	\$ 66,429	\$ 83,958
Government grants	4,380,851	-	4,380,851	3,891,940
Training contracts	433,753	-	433,753	236,930
Fee for service and membership	110,729	-	110,729	91,581
Conferences and events	80,424	-	80,424	146,795
Other income	9,619	-	9,619	17,349
Total support and revenue	5,081,805	-	5,081,805	4,468,553
Expenses:				
Program services	4,718,785	-	4,718,785	4,005,363
Management and general	316,297	-	316,297	300,667
Fundraising	56,330	-	56,330	28,073
Total expenses	5,091,412	-	5,091,412	4,334,103
Change in net assets	(9,607)	-	(9,607)	134,450
Net assets (deficit):				
Beginning of year	97,211	1,000	98,211	(36,239)
End of year	\$ 87,604	\$ 1,000	\$ 88,604	\$ 98,211

See notes to financial statements.

NATIONAL CRIME VICTIM LAW INSTITUTE
STATEMENT OF FUNCTIONAL EXPENSES
For the year ended May 31, 2021
(With comparative totals for 2020)

	2021						
	Program Services			Supporting Services			
	Victim Legal Assistance	Education on Victims' Rights	Total Program Services	Management and General	Fundraising	2021 Total	2020 Total
Salaries and related expenses	\$ 554,375	\$ 371,694	\$ 926,069	\$ 228,657	\$ 40,625	\$ 1,195,351	\$ 1,138,455
Professional fees	67,239	81,648	148,887	24,328	3,792	177,007	157,309
Services and supplies	21,811	9,537	31,348	48,049	9,134	88,531	163,330
Travel	-	-	-	-	-	-	25,123
Rent	35,185	22,359	57,544	15,263	2,779	75,586	69,433
Subrecipients	3,554,937	-	3,554,937	-	-	3,554,937	2,780,453
Total expenses	\$ 4,233,547	\$ 485,238	\$ 4,718,785	\$ 316,297	\$ 56,330	\$ 5,091,412	\$ 4,334,103

See notes to financial statements.

NATIONAL CRIME VICTIM LAW INSTITUTE
STATEMENT OF CASH FLOWS
For the year ended May 31, 2021
(With comparative totals for 2020)

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities:		
Cash received from contributions	\$ 56,429	\$ 73,958
Cash received from grants and training contracts	4,845,096	3,761,878
Cash received from fee for service	110,729	91,581
Cash received from conferences and other sources	86,670	126,129
Cash paid to employees and suppliers	(1,112,029)	(1,286,224)
Cash paid to subrecipients	<u>(3,560,811)</u>	<u>(2,559,668)</u>
Net cash flows from operating activities	<u>426,084</u>	<u>207,654</u>
Net change in cash and cash equivalents	426,084	207,654
Cash and cash equivalents - beginning of year	<u>313,064</u>	<u>105,410</u>
Cash and cash equivalents - end of year	<u>\$ 739,148</u>	<u>\$ 313,064</u>

See notes to financial statements.

NATIONAL CRIME VICTIM LAW INSTITUTE
NOTES TO FINANCIAL STATEMENTS
May 31, 2021

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 comprehensive and enforceable legal rights for crime victims, and access to knowledgeable attorneys to help protect those rights in every case, through victim centered legal advocacy, education, and resources. To achieve its mission, NCVLI focuses on 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 85% and 86% of total revenues for the years ended May 31, 2021 and 2020, respectively.

NCVLI's activities include:

Victim Legal Assistance:

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.

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.

Education on Victims' Rights:

National Alliance of Victims' Rights Attorneys and Advocates (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.

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; and in-person and technology-assisted trainings on fundamental victims' rights issues.

NATIONAL CRIME VICTIM LAW INSTITUTE
NOTES TO FINANCIAL STATEMENTS, Continued
May 31, 2021

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Net Assets

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

- *Net Assets Without Donor Restrictions* - Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.
- *Net Assets With Donor Restrictions* - Net assets subject to donor- (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Cash and Cash Equivalents

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.

Property and Equipment

Costs incurred for property and equipment in excess of \$5,000 are capitalized. Property and equipment purchased are recorded at cost. Donated assets are reflected as contributions at their estimated values on the date received. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets. Property and equipment at May 31, 2021 and 2020 totaling \$18,000 are fully depreciated.

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.

NATIONAL CRIME VICTIM LAW INSTITUTE
NOTES TO FINANCIAL STATEMENTS, Continued
May 31, 2021

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Income Tax Status, Continued

The Organization follows the provisions of FASB ASC Topic 740 *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.

Revenue Recognition

Revenues from various sources are recognized as follows:

Contributions: Contributions, which include unconditional promises to give (pledges), are recognized as revenues in the period the Organization is notified of the commitment. Bequests are recorded as revenue at the time the Organization has an established right to the bequest and the proceeds are measurable. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Government and Training Grants: A portion of the Organization's revenue is derived from cost-reimbursable grants, which are conditional upon certain performance requirements and/or incurring allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statement of financial position. The Organization has been awarded cost-reimbursable grants of approximately \$4.75 million for the period through September 2022 that have not been recognized as of May 31, 2021 because qualifying expenditures have not yet been incurred. The Organization has not received any advances on these grants as of May 31, 2021 and 2020.

Fee for Service: NCVLI provides subject matter expertise to the International Association of Chiefs of Police and recognizes revenue when consultation services have been provided. The Organization also earns membership fees are derived from providing various levels of access to legal resources and trainings through the National Alliance of Victims' Rights Attorneys and Advocates (NAVRA). Revenue is recognized over the period of membership.

Conferences and Events: The Organization records conference and event revenue equal to the fair value of direct benefits to donors, and contribution income for the excess received when the event takes place. Sponsorships are recorded as revenue at the time of commitment unless commensurate value included as part of agreements. The portion of sponsorship revenue that relates to commensurate value the sponsor received in return is recognized when the related events are held and performance obligations are met.

NATIONAL CRIME VICTIM LAW INSTITUTE
NOTES TO FINANCIAL STATEMENTS, Continued
May 31, 2021

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 support without donor restrictions unless the donor has restricted the donation to a specific purpose. 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 \$9,500 and \$6,000 of professional services for program activities for the years ended May 31, 2021 and 2020, respectively. The Organization estimates that over 600 volunteer hours were provided in 2021 (over 500 hours in 2020). No amounts have been reflected in the financial statements related to these donated services as they do not meet the criteria for recording.

Functional Expenses

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. The expenses that are allocated include salaries and related expenses, as well as rent, professional fees, services and supplies, which are allocated based on estimated time and effort.

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.

Change in Accounting Principles

The Organization has implemented Accounting Standards Update 2014-09, *Revenue from Contracts with Customers* beginning in 2021. This standard establishes a new contract and control-based revenue recognition model, changes the basis for deciding when revenue is recognized over time or at a point in time, and expands disclosures about revenue. The various provisions of this standard resulted in no significant changes in the way the Organization recognizes revenue, and therefore no changes to the previously issued financial statements were required on a retrospective basis.

Summarized Financial Information for 2020

The financial information as of May 31, 2020 and for the year then ended is presented for comparative purposes and is not intended to be a complete financial statement presentation.

NATIONAL CRIME VICTIM LAW INSTITUTE
NOTES TO FINANCIAL STATEMENTS, Continued
May 31, 2021

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Reclassifications

Certain accounts in the prior-year financial statements have been reclassified for comparative purposes to conform with the presentation in the current-year financial statements.

Subsequent Events

The Organization has evaluated all subsequent events through September 13, 2021, the date the financial statements were available to be issued.

3. AVAILABLE RESOURCES AND LIQUIDITY

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. For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its primary operations to be general expenditures. It excludes financial assets with donor or other restrictions limiting their use.

Financial assets of the Organization consist of the following at May 31:

	<u>2021</u>	<u>2020</u>
Cash and cash equivalents	\$ 739,148	\$ 313,064
Accounts receivable	<u>841,557</u>	<u>862,049</u>
	1,580,705	1,175,113
Less amounts unavailable for general expenditure:		
Net assets with donor restrictions	<u>1,000</u>	<u>1,000</u>
Financial assets available for general expenditure	<u>\$ 1,579,705</u>	<u>\$ 1,174,113</u>

4. ACCOUNTS RECEIVABLE

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

	<u>2021</u>	<u>2020</u>
U.S. Department of Justice	\$ 677,975	\$ 775,603
Other receivables	<u>163,582</u>	<u>86,446</u>
Total accounts receivable	<u>\$ 841,557</u>	<u>\$ 862,049</u>

NATIONAL CRIME VICTIM LAW INSTITUTE
NOTES TO FINANCIAL STATEMENTS, Continued
May 31, 2021

5. 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 \$1,114,707 and \$702,821 at May 31, 2021 and 2020, respectively.

6. LEASE COMMITMENT

The Organization leases administrative offices under an operating lease that expires in January 2022, with current monthly rent of \$6,205. Rent expense approximated \$75,600 and \$69,400 for the years ended May 31, 2021 and 2020, respectively. Future minimum lease commitments under the office lease are \$49,600 for the year ending May 31, 2022.

7. REVENUE FROM CONTRACTS WITH CUSTOMERS

For revenue from contracts with customers, the timing of revenue recognition, billings, and cash collections may result in billed accounts receivable (contract asset) and customer advances and deposits and deferred revenue (contract liabilities) on the statements of financial position.

- Revenue from training is recognized at a point in time when the training or clinic is conducted.
- Revenue from consultation is recognized at a point of time, when The Organization provides subject matter expertise, which triggers the invoicing process.
- Revenue from conference registration fees at a point in time when the conference and related training occur.
- Revenue from memberships is recognized over the membership period. Funds received in advance of services rendered result in contract liabilities (deferred revenue) until the deliverables are met. These deposits are liquidated when revenue is recognized.

NATIONAL CRIME VICTIM LAW INSTITUTE
NOTES TO FINANCIAL STATEMENTS, Continued
May 31, 2021

7. REVENUE FROM CONTRACTS WITH CUSTOMERS, Continued

Total revenue by contract type is as follows:

	2021	2020
Revenue recognized at a point in time:		
Fee for service:		
Training	\$ 92,144	70,599
Consultation	7,840	8,561
Total fee for service	99,984	79,160
Conference registration	43,286	124,004
Total revenue recognized at a point in time	143,270	203,164
Revenue recognized over time:		
Memberships	10,745	12,421
Total revenue from contracts with customers	\$ 154,015	\$ 215,585

Contract assets or contract liabilities as of May 31, 2021 and 2020 are insignificant.

8. 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, 2021 and 2020. Contributions to the plan approximated \$70,300 and \$72,400 during the years ended May 31, 2021 and 2020, respectively.

9. 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.

NATIONAL CRIME VICTIM LAW INSTITUTE
NOTES TO FINANCIAL STATEMENTS, Continued
May 31, 2021

10. CONCENTRATIONS OF CREDIT RISK

The Organization maintains its cash balances in one financial institution. 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 \$488,000 and \$61,900 as of May 31, 2021 and 2020, respectively.