

**CONNECTICUT LEGAL RIGHTS PROJECT, INC.**

**FINANCIAL STATEMENTS,  
SUPPLEMENTARY INFORMATION,  
AND STATE SINGLE AUDIT REPORTS**

**FOR THE YEAR ENDED JUNE 30, 2018**

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

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## INDEPENDENT AUDITORS' REPORT

To The Board of Directors  
**Connecticut Legal Rights Project, Inc.**

### *Report on the Financial Statements*

We have audited the accompanying financial statements of Connecticut Legal Rights Project, Inc. (CLRP) which comprise the statement of financial position as of June 30, 2018 and the related statements of activities and changes in net assets, 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.

### *Auditors' 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 audits 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 auditors' 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 Connecticut Legal Rights Project, Inc. as of June 30, 2018 and the 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.

## ***Other Matter – Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedules of Expenses by Object and Funding Source for General Advocacy, Housing Support Advocacy, Management and General, and Fundraising for the year ended June 30, 2018 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain other procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedules of Expenses by Object and Funding Source for General Advocacy, Housing Support Advocacy, Management and General, and Fundraising are fairly stated, in all material respects, in relation to the financial statements as a whole.

## ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 14, 2019, on our consideration of Connecticut Legal Rights Project, Inc.'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 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 Connecticut Legal Rights Project, Inc.'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 the entity's internal control over financial reporting and compliance.

*Marcum LLP*

New Haven, CT  
January 14, 2019

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## STATEMENT OF FINANCIAL POSITION

JUNE 30, 2018

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### Assets

#### Current Assets

Cash and cash equivalents	\$ 686,251
Unconditional promises to give	35,169
Prepaid expenses	<u>26,611</u>

**Total Current Assets** 748,031

#### Property and Equipment

Computer equipment	67,382
Computer software	45,782
Office equipment	<u>3,978</u>

	117,142
Less, accumulated depreciation	<u>103,252</u>

**Total Property and Equipment, net** 13,890

**Total Assets** \$ 761,921

### Liabilities and Net Assets

#### Current Liabilities

Accounts payable and accrued expenses	<u>\$ 92,812</u>
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**Total Current Liabilities** 92,812

#### Net Assets

Temporarily restricted	145,537
Unrestricted	<u>523,572</u>

**Total Net Assets** 669,109

**Total Liabilities and Net Assets** \$ 761,921

*The accompanying notes are an integral part of these financial statements.*

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

**FOR THE YEAR ENDED JUNE 30, 2018**

	Unrestricted	Temporarily Restricted	Total
<b>Support and Revenue</b>			
Grants, contracts, and contributions			
State	\$       --	\$ 1,320,353	\$ 1,320,353
Foundations	--	80,335	80,335
In-kind contributions	--	179,192	179,192
Other income	<u>59,298</u>	<u>--</u>	<u>59,298</u>
	59,298	1,579,880	1,639,178
<b>Net Assets Released from Time Restrictions</b>	<u>1,553,953</u>	<u>(1,553,953)</u>	<u>--</u>
<b>Total Support and Revenue</b>	<u>1,613,251</u>	<u>25,927</u>	<u>1,639,178</u>
<b>Expenses and Losses</b>			
Program services			
General Advocacy	1,099,115	--	1,099,115
Housing Support Advocacy	<u>112,073</u>	<u>--</u>	<u>112,073</u>
	1,211,188	--	1,211,188
Management and general	308,157	--	308,157
Fundraising	30,277	--	30,277
Loss on disposal of assets	<u>2,491</u>	<u>--</u>	<u>2,491</u>
<b>Total Expenses and Losses</b>	<u>1,552,113</u>	<u>--</u>	<u>1,552,113</u>
<b>Change in Net Assets</b>	61,138	25,927	87,065
<b>Net Assets - Beginning of year</b>	<u>462,434</u>	<u>119,610</u>	<u>582,044</u>
<b>Net Assets - End of year</b>	<u>\$ 523,572</u>	<u>\$ 145,537</u>	<u>\$ 669,109</u>

*The accompanying notes are an integral part of these financial statements.*

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## STATEMENT OF FUNCTIONAL EXPENSES

**FOR THE YEAR ENDED JUNE 30, 2018**

	Program Services			Management and General	Fundraising	Total
	General Advocacy	Housing Support Advocacy	Total			
Salaries	\$ 664,058	\$ 79,559	\$ 743,617	\$ 175,552	\$ 23,735	\$ 942,904
Payroll taxes and benefits	186,369	16,874	203,243	47,726	6,470	257,439
Computers	40,866	--	40,866	--	--	40,866
Temp services	23,551	--	23,551	--	--	23,551
Insurance	--	--	--	21,577	--	21,577
Audit	--	--	--	18,540	--	18,540
Library	12,516	--	12,516	--	--	12,516
Consultant	12,000	--	12,000	--	--	12,000
Travel	9,265	--	9,265	--	--	9,265
Conference	6,835	--	6,835	--	--	6,835
Depreciation	4,563	545	5,108	1,365	--	6,473
Dues	4,487	--	4,487	--	--	4,487
Attorney tax	3,796	--	3,796	--	--	3,796
Payroll service	--	--	--	3,678	--	3,678
Lobbying	1,542	--	1,542	--	--	1,542
Printing	1,376	--	1,376	--	72	1,448
Litigation	1,075	--	1,075	--	--	1,075
Pension plan admin fees	--	--	--	980	--	980
Office supplies	--	--	--	676	--	676
Fees	529	--	529	--	--	529
Banking service fees	--	--	--	183	--	183
Postage	--	--	--	70	--	70
In-kind						
Occupancy	82,456	9,856	92,312	24,688	--	117,000
Utilities	35,238	4,212	39,450	10,550	--	50,000
Janitorial services	4,440	531	4,971	1,329	--	6,300
Office supplies	4,153	496	4,649	1,243	--	5,892
<b>Total Functional Expenses</b>	<u>\$ 1,099,115</u>	<u>\$ 112,073</u>	<u>\$ 1,211,188</u>	<u>\$ 308,157</u>	<u>\$ 30,277</u>	<u>\$ 1,549,622</u>

*The accompanying notes are an integral part of these financial statements.*

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2018

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<b>Cash Flows from Operating Activities</b>	
Change in net assets	\$ 87,065
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	6,473
Loss on disposal of asset	2,491
Changes in assets and liabilities:	
Prepaid expenses	10,479
Unconditional promises to give	305
Accounts payable and accrued expenses	<u>33,139</u>
<b>Net Cash Provided by Operating Activities</b>	<u>139,952</u>
<b>Cash Flows Used in Investing Activities</b>	
Purchase of property and equipment	<u>(10,806)</u>
<b>Net Change in Cash and Cash Equivalents</b>	129,146
<b>Cash and Cash Equivalents - Beginning</b>	<u>557,105</u>
<b>Cash and Cash Equivalents - End</b>	<u>\$ 686,251</u>

*The accompanying notes are an integral part of these financial statements.*



# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2018

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### NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

#### *NATURE OF OPERATIONS*

Connecticut Legal Rights Project, Inc. (CLRP) is a not-for-profit corporation organized under the laws of the State of Connecticut. CLRP provides legal assistance, counsel and representation to adults receiving, or eligible for, services from the Connecticut Department of Mental Health and Addiction Services in either inpatient or community settings. CLRP is supported primarily by the State of Connecticut Department of Mental Health and Addiction Services (DMHAS), the Connecticut Bar Foundation's (CBF) Interest on Lawyers' Trust Accounts Program (IOLTA), Court Fees Grant-in-Aid (CFGIA) and Judicial Branch Grant-in-Aid (JBGIA).

#### *SIGNIFICANT ACCOUNTING POLICIES*

##### *BASIS OF ACCOUNTING*

CLRP's financial statements are prepared utilizing the accrual basis of accounting. Revenues are primarily recognized at the time of award. Expenses are recognized when the related liability for goods or services has been incurred regardless of the timing of the related cash flows.

Net assets are classified into temporarily restricted, permanently restricted and unrestricted. The temporarily restricted category is applied to those net assets whose use depends upon the passage of time or satisfaction of a particular purpose stipulated by the funding source. Permanently restricted applies to those assets whose use is limited to the amount of income generated by the asset. Unrestricted net assets are all other assets.

At June 30, 2018, CLRP had no permanently restricted net assets and had temporarily restricted net assets of \$145,537, representing awards under CBF IOLTA, CBF CFGIA, and Impact Fund (Impact) programs.

##### *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 and disclosures in the financial statements. It is reasonably possible that changes may occur in the near term that would affect management's estimates with respect to the estimated useful lives of assets and accrued expenses. Actual results could differ from those estimates.

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2018

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### NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *GRANTS AND CONTRACTS*

Grants and contracts are generally considered to be exchange transactions in which the grantor requires the performance for reimbursements of specified activities which go to further the overall mission of the grantor. Revenue is recognized to the extent that related expenses are incurred. Cash received in excess of amounts expended would be recognized as advances payable to third parties in the statement of financial position.

#### *CONTRIBUTIONS*

Unrestricted and unconditional contributions are recognized as support when awarded or pledged, if applicable. Contributions are reported as temporarily restricted support if they are received with donor stipulations that limit the use of such assets either by the passage of time or completion of a particular program. 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.

#### *DONATED ITEMS*

CLRP reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as temporarily restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, CLRP reports expirations of donor restrictions in full when the donated or acquired long-lived assets are placed in service. There were no donated assets during the year ended June 30, 2018.

CLRP recognizes donated services if they create or enhance non-financial assets or require specialized skills and would typically be purchased if not provided by donation. As detailed in Note 3, CLRP has recognized amounts for rent, office supplies, and other costs, provided by the State of Connecticut, within its financial statements.

#### *CASH AND CASH EQUIVALENTS*

CLRP considers all highly liquid instruments with an original maturity of three months or less when purchased, and its money market mutual fund, to be cash and cash equivalents.

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2018

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### NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *PROPERTY AND EQUIPMENT*

Property and equipment acquisitions and substantial improvements thereon that individually exceed \$500 and have an estimated useful life exceeding one year are capitalized at cost. Depreciation is provided using the straight-line method over the estimated useful lives of the related assets. Additions, renewals, and betterments that significantly extend the life of the asset are capitalized. Repairs and maintenance are charged to expense as incurred. Management reviews property and equipment annually or whenever events or changes in circumstances indicate that the carrying amount of such assets may not be recoverable. As of June 30, 2018 there were no impairment losses recognized for property and equipment.

#### *IMPAIRMENT OF LONG-LIVED ASSETS*

Accounting principles generally accepted in the United States of America requires that long-lived assets be reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of long-lived assets is measured by a comparison of the carrying amount of the assets to future undiscounted cash flows generated by the assets. No impairment losses have been recorded to date.

#### *ACCRUED ANNUAL LEAVE*

CLRP employees may accumulate up to 1.67 days per month of leave time and are entitled to payment of any unused time up to four weeks upon separation from employment.

#### *INCOME TAXES*

CLRP is a not-for-profit organization and is exempt from federal and state income taxes on exempt functional income as a public charity under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in the accompanying financial statements.

Accounting principles generally accepted in the United States of America require CLRP management to evaluate tax positions taken by CLRP and recognize a tax liability (or asset) if it has taken an uncertain position that more likely than not would not be sustained upon examination by taxing authorities. Management has analyzed the tax positions taken by CLRP, and has concluded that as of June 30, 2018, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. In addition, CLRP has no unrelated business income. CLRP is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods pending or in progress.

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2018

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### NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *SUBSEQUENT EVENTS*

Subsequent events have been evaluated by management through January 14, 2019, the date the financial statements were available for issuance. No events requiring recognition or identification in the financial statements were identified.

### NOTE 2 – CONCENTRATION OF CREDIT RISK

CLRP's financial instruments that are exposed to concentrations of credit risk consist of cash, cash equivalents, and its certificate of deposit investment. At June 30, 2018, the carrying amount of these funds totaled \$686,251. The bank balances of these accounts totaled \$746,602, and \$22,093 out of total balances was not insured by the Federal Deposit Insurance Corporation (FDIC).

### NOTE 3 – IN-KIND CONTRIBUTIONS

CLRP occupies office space under a consent decree with the DMHAS. The consent decree contains provisions that provide CLRP with office space, office supplies, utilities, janitorial services and the use of furniture as an in-kind contribution for a period as long as CLRP is located in a DMHAS facility. The value of these non-cash contributions as determined by DMHAS are \$179,192 for the year ended June 30, 2018 and consisted of the following:

Occupancy	\$ 117,000
Utilities	50,000
Janitorial Services	6,300
Office Supplies	<u>5,892</u>
	<u>\$ 179,192</u>

These non-cash contributions and services have been reported in the statement of activities and changes in net assets as both support and expenses for the year ended June 30, 2018.

### NOTE 4 – EMPLOYEE BENEFIT PLAN

CLRP maintains a tax-sheltered annuity plan that is available to all employees who work at least 20 hours per week as defined in the plan. Employees can make contributions up to \$18,000 per calendar year with an additional \$6,000 catch up for employees over 50 years of age. For the year ended June 30, 2018, CLRP made \$65,438 in contributions.

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2018

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### NOTE 4 – EMPLOYEE BENEFIT PLAN (CONTINUED)

During 2018, CLRP received \$27,703 from the Company's tax shelter annuity plan representing non-vested portion of employer contributions forfeited from employee balances upon termination or withdrawal from the plan based on the terms of the plan document. CLRP has included the amount in accounts payable and accrued expenses at June 30, 2018 in the statement of financial position. The Company remitted the amounts back into the plan subsequent to June 30, 2018 to be used to reduce future employer contributions or pay plan expenses in accordance with the plan document.

### NOTE 5 – PRINCIPAL FUNDING SOURCES

#### *CONNECTICUT BAR FOUNDATION*

CLRP has received direct funding from the Connecticut Bar Foundation (CBF) from its Interest on Lawyers Trust Account (IOLTA) program, as well as pass through funding through the CBF from the State of Connecticut Judicial Branch under its Judicial Grants-In-Aid (JBGIA) and Court Fees Grants-In-Aid programs (CFGIA). The CFGIA program resulted from the Connecticut State Legislature increasing court filing fees and directing those funds to be distributed through the CBF to non-profit legal service providers.

The IOLTA program supports general operations of CLRP. Revenue for the year ended June 30, 2018 of \$70,640 was based on costs charged to awards encompassing the periods January 1, 2017 through December 31, 2017 and January 1, 2018 through December 31, 2018.

The JBGIA and CFGIA funds are also for the general operations of CLRP. Awards for 2018 were \$51,176 and \$472,633, respectively for each of these programs. Revenue was recognized of \$51,176 and \$446,401 from awards covering the periods July 1, 2017 through December 31, 2018 (for JBGIA) and January 1, 2017 through December 31, 2018 (for CFGIA).

CLRP serves the needs of individuals within the federal poverty income limits, does not discriminate in providing its services, has cooperated with data collection activities of the CBF and complied with the assurances and application guidelines it has submitted to the CBF.

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2018

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### NOTE 5 – PRINCIPAL FUNDING SOURCES (CONTINUED)

#### *STATE OF CONNECTICUT DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)*

CLRP has received funding from DMHAS to provide consent services to indigent patients at state-operated treatment facilities throughout Connecticut. DMHAS funding for inpatient services are provided pursuant to a consent order issued in 1989 which mandated state payments to support a legal assistance program. These legal services encompass the areas of admissions, treatment, environmental conditions, discharge, and other hospital-related rights under state or federal policies and laws. For the 2018 year CLRP recognized revenue of \$700,111 based upon expenses charged to the program of \$700,111, as well as an additional amount of \$179,192 based upon in-kind revenue/expenses provided to CLRP by the State for operating the program.

Additional revenue of \$96,433 was also recognized by CLRP under DMHAS's Community Grant program for the year ended June 30, 2018.

#### *J. WALTON BISSELL FOUNDATION, INC. (BISSELL)*

CLRP received funding for general operating expenses from Bissell. For 2018, revenue of \$10,000 was recognized based on expenses charged to the program.

#### *IMPACT FUND (IMPACT)*

During 2018, CLRP received funding for legal consulting services from Impact in the amount of \$10,000. In 2018 there were no expenses charged to the program. Amounts received are included in temporarily restricted net assets.

### NOTE 6 – COMMITMENTS AND CONTINGENCIES

CLRP receives a significant part of its support from grants, contracts, and contributions received from State of Connecticut agencies and not-for-profit foundations. Support above and beyond that mandated for inpatient clients under the consent order could be subject to reduction or termination in future years. Any significant reduction in these revenues could have a negative impact on CLRP's program services.

CLRP has received funding from the State of Connecticut as well as private foundations and agencies, and has charged costs to each of these sources. The final determination of the allowability of these costs rests with the funding sources although CLRP management believes that any disallowances would be immaterial to its operations.

## CONNECTICUT LEGAL RIGHTS PROJECT, INC.

### SCHEDULE I – EXPENSES BY OBJECT AND FUNDING SOURCE – GENERAL ADVOCACY

FOR THE YEAR ENDED JUNE 30, 2018

	CT Dept of Mental Health and Addiction Services Consent Contract No. 18MHA6027	CT Bar Foundation IOLTA	CT Bar Foundation Judicial Branch Grant-in-Aid	CT Bar Foundation Court Fees Grant-in-Aid	J. Walton Bissell Foundation	Total
Salaries	\$ 372,228	\$ 32,581	\$ 30,243	\$ 223,231	\$ 5,775	\$ 664,058
Payroll taxes and benefits	105,258	8,920	8,527	61,977	1,687	186,369
Computers	21,141	3,945	--	15,780	--	40,866
Temp Services	12,418	2,227	--	8,906	--	23,551
Library	6,282	1,247	--	4,987	--	12,516
Consultant	12,000	--	--	--	--	12,000
Travel	2,578	2,087	--	4,600	--	9,265
Conference	3,649	637	--	2,549	--	6,835
Depreciation	2,563	223	207	1,530	40	4,563
Dues	2,282	441	--	1,764	--	4,487
Attorney tax	3,796	--	--	--	--	3,796
Lobbying	1,542	--	--	--	--	1,542
Printing	742	127	--	507	--	1,376
Litigation	1,075	--	--	--	--	1,075
Fees	271	52	--	206	--	529
In-kind						
Occupancy	46,304	4,036	3,747	27,654	715	82,456
Utilities	19,788	1,725	1,601	11,818	306	35,238
Janitorial services	2,493	217	202	1,489	39	4,440
Office supplies	2,332	203	189	1,393	36	4,153
<b>Total General Advocacy</b>	<b>\$ 618,742</b>	<b>\$ 58,668</b>	<b>\$ 44,716</b>	<b>\$ 368,391</b>	<b>\$ 8,598</b>	<b>\$ 1,099,115</b>

*See independent auditors' report.*

**CONNECTICUT LEGAL RIGHTS PROJECT, INC.**

**SCHEDULE II – EXPENSES BY OBJECT AND  
FUNDING SOURCE – HOUSING SUPPORT ADVOCACY**

**FOR THE YEAR ENDED JUNE 30, 2018**

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	CT Dept of Mental Health and Addiction Services Contract No. 18MHA6028
Salaries	\$ 79,559
Payroll taxes and benefits	16,874
Depreciation	545
In-kind	
Occupancy	9,856
Utilities	4,212
Janitorial services	531
Office supplies	496
<b>Total Housing Support Advocacy</b>	<b>\$ 112,073</b>

*See independent auditors' report.*



## CONNECTICUT LEGAL RIGHTS PROJECT, INC.

### SCHEDULE III – EXPENSES BY OBJECT AND FUNDING SOURCE - MANAGEMENT AND GENERAL

FOR THE YEAR ENDED JUNE 30, 2018

		JBGIA Community	CT Bar Foundation Interest on Lawyers Trust Account	CT Bar Foundation Court Fees Grant-in-Aid	CT Dept of Mental Health and Addiction Services Consent Contract No. 18MHA6027	J. Walton Bissell Foundation	Total
Salaries	\$	9,665	\$ 10,281	\$ 68,042	\$ 85,596	\$ 1,968	\$ 175,552
Payroll taxes and benefits		2,741	2,821	17,642	23,953	569	47,726
Insurance		--	1,953	7,813	11,811	--	21,577
Audit		--	1,685	6,740	10,115	--	18,540
Payroll service		--	361	1,446	1,871	--	3,678
Depreciation		66	70	548	668	13	1,365
Pension plan admin fees		--	98	392	490	--	980
Office supplies		--	66	265	345	--	676
Banking service fees		--	18	70	95	--	183
Postage		--	7	28	35	--	70
In-kind							
Occupancy		1,197	1,274	9,899	12,074	244	24,688
Utilities		512	544	4,230	5,160	104	10,550
Janitorial services		64	69	533	650	13	1,329
Office supplies		60	64	499	608	12	1,243
<b>Total Management and General</b>	<b>\$</b>	<b><u>14,305</u></b>	<b>\$ <u>19,311</u></b>	<b>\$ <u>118,147</u></b>	<b>\$ <u>153,471</u></b>	<b>\$ <u>2,923</u></b>	<b>\$ <u>308,157</u></b>

*See independent auditors' report.*

**CONNECTICUT LEGAL RIGHTS PROJECT, INC.**

**SCHEDULE IV – EXPENSES BY OBJECT AND FUNDING SOURCE - FUNDRAISING**

**FOR THE YEAR ENDED JUNE 30, 2018**

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	CT Dept of Mental Mental Health and Addiction Services Contract No. 18MHA6027	CT Bar Foundation Court Fees Grant-in-Aid	Total
Salaries	\$ 11,869	\$ 11,866	\$ 23,735
Payroll taxes and benefits	3,234	3,236	6,470
Printing	<u>32</u>	<u>40</u>	<u>72</u>
<b>Total Housing Support Advocacy</b>	<b><u>\$ 15,135</u></b>	<b><u>\$ 15,142</u></b>	<b><u>\$ 30,277</u></b>

*See independent auditors' report.*

**REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER  
MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
*GOVERNMENT AUDITING STANDARDS***

To The Board of Directors  
**Connecticut Legal Rights Project, Inc.**

We have audited, in accordance with the 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, the financial statements of Connecticut Legal Rights Project, Inc. (CLRP), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 14, 2019.

***INTERNAL CONTROL OVER FINANCIAL REPORTING***

In planning and performing our audit of the financial statements, we considered CLRP's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CLRP's internal control. Accordingly, we do not express an opinion on the effectiveness of the CLRP's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***COMPLIANCE AND OTHER MATTERS***

As part of obtaining reasonable assurance about whether CLRP's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### ***PURPOSE OF THIS REPORT***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Marcum LLP*

New Haven, CT  
January 14, 2019

**REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM;  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND  
REPORT ON THE SCHEDULE OF EXPENDITURES OF STATE FINANCIAL  
ASSISTANCE REQUIRED BY THE STATE SINGLE AUDIT ACT**

To The Board of Directors  
**Connecticut Legal Rights Project, Inc.**

***REPORT ON COMPLIANCE FOR MAJOR STATE PROGRAM***

We have audited Connecticut Legal Rights Project, Inc.'s (CLRP) compliance with the types of compliance requirements described in the Office of Policy and Management's *Compliance Supplement* that could have a direct and material effect on CLRP's major state program for the year ended June 30, 2018. CLRP's major state program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***MANAGEMENT'S RESPONSIBILITY***

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its state program.

***AUDITORS' RESPONSIBILITY***

Our responsibility is to express an opinion on compliance for CLRP's major state program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining on a test basis, evidence about CLRP's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for CLRP's major state program. However, our audit does not provide a legal determination of CLRP's compliance.

## ***OPINION ON MAJOR STATE PROGRAM***

In our opinion, CLRP, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on CLRP's major state program for the year ended June 30, 2018.

## ***REPORT ON INTERNAL CONTROL OVER COMPLIANCE***

Management of CLRP is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered CLRP's internal control over compliance with the types of requirements that could have a direct and material effect on CLRP's major state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for CLRP's major state program and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purposes of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of CLRP's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the State Single Audit Act. Accordingly this report is not suitable for any other purposes.

***REPORT ON SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE REQUIRED BY THE STATE SINGLE AUDIT ACT***

We have audited the financial statements of CLRP, as of and for the year ended June 30, 2018 and have issued our report thereon dated January 14, 2019, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by the State Single Audit Act, and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of state financial assistance is fairly stated in all material respects in related to the financial statements as a whole.

*Marcum LLP*

New Haven, CT  
January 14, 2019

**CONNECTICUT LEGAL RIGHTS PROJECT, INC.**

**SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE**

**FOR THE YEAR ENDED JUNE 30, 2018**

<u>Grantor/Program Title</u>	<u>Contract/Grant Number</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
Connecticut Department of Mental Health and Addiction Services (DMHAS)			
Consent Advocacy	18MHA6027		\$ 879,303
Community Advocacy	18MHA6028		<u>96,433</u>
	Total DMHAS Expenditures		<u>975,736</u>
Judicial Branch:			
Passed through from the Connecticut Bar Foundation			
Court Fees Grant-In-Aid		34001-JUD95000-22009	446,401
Judicial Branch Grant-In-Aid		11000-JUD95131-22004	<u>51,176</u>
	Total Judicial Branch Expenditures		<u>497,577</u>
Total Expenditures of State Financial Assistance			<u>\$ 1,473,313</u>

*See notes to schedule of expenditures of state financial assistance.*



# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## NOTES TO SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE FOR THE YEAR ENDED JUNE 30, 2018

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The accompanying Schedule of Expenditures of State Financial Assistance includes grant activity of CLRP under programs of the State of Connecticut for the fiscal year ended June 30, 2018. The State of Connecticut Department of Mental Health and Addiction Service and the Connecticut Bar Foundation provide financial assistance to CLRP through grants and other authorizations in accordance with General Statutes of the State of Connecticut.

### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of CLRP conform to accounting principles generally accepted in the United States of America as applicable to not-for-profit organizations.

#### *BASIS OF ACCOUNTING*

The expenditures reported on the Schedule of Expenditures of State Financial assistance are reported on the accrual basis of accounting, consistent with the preparation of the financial statements.

### NOTE 2 – IN-KIND - DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)

Included in the schedule of expenditures of state financial assistance for the DMHAS General Advocacy program is \$179,192 representing in-kind contributions provided and valued by DMHAS, and recognized in CLRP's financial statements, for occupancy costs (\$50,000), utilities (\$117,000), janitorial services (\$6,300) and office supplies (\$5,892).

### NOTE 3 – SUBRECIPIENTS

CLRP had no subrecipients for the year ended June 30, 2018.

**CONNECTICUT LEGAL RIGHTS PROJECT, INC.**

**SCHEDULE OF STATE FINDINGS AND QUESTIONED COSTS**

**FOR THE YEAR ENDED JUNE 30, 2018**

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**I. SUMMARY OF AUDITORS' RESULTS**

*Financial Statements*

Type of auditors' report issued: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified?  yes  no
- Significant deficiency(ies) identified  yes  none reported
- Noncompliance material to financial statements noted?  yes  no

*State Financial Assistance*

Internal control over major programs:

- Material weakness(es) identified?  yes  no
- Significant deficiency(ies) identified  yes  none reported

Type of auditors' report issued on compliance for major programs: *Unmodified*

Any audit findings disclosed that are required in accordance with Section 4-236-24 of the Regulations to the State Single Audit Act?  yes  no

- The following schedule reflects the major programs included in the audit:

State Grantor/Program	State Grant Program Core-CT Number	Expenditures
Department of Mental Health and Addiction Services:		
General Advocacy	-	\$ 879,303

Dollar threshold to distinguish between type A and type B programs: \$200,000

# CONNECTICUT LEGAL RIGHTS PROJECT, INC.

## SCHEDULE OF STATE FINDINGS AND QUESTIONED COSTS (CONTINUED)

FOR THE YEAR ENDED JUNE 30, 2018

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### II. SUMMARY OF FINDINGS RELATED TO FINANCIAL STATEMENTS REQUIRED BY GENERALLY ACCEPTED *GOVERNMENT AUDITING STANDARDS*

- We issued a report, dated January 14, 2019, on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- Our report on compliance indicated no reportable instances of noncompliance or other matters.
- Our report on internal control over financial reporting indicated no material weaknesses.

### III. FINDINGS AND QUESTIONED COSTS FOR STATE FINANCIAL ASSISTANCE

There were no findings or questioned costs related to state financial assistance programs.

**CONNECTICUT LEGAL RIGHTS PROJECT, INC.**

**SUMMARY OF PRIOR YEAR FINDINGS**

**FOR THE YEAR ENDED JUNE 30, 2018**

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There were no findings related to state financial assistance programs reported in the prior year.