

Prince George's County, Maryland
Office of Audits and Investigations

**Community Legal Services of Prince George's County,
Inc.**

October 2011



**David H. Van Dyke
County Auditor**



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

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The County Council and County Executive
of Prince George's County, Maryland

Council Resolution 51-1991, adopted June 25, 1991, requires the Office of Audits and Investigations to perform random financial audits of grants and transfer payments appropriated in the Non-Departmental section of the County's annual current expense budget.

We have examined the books and records of the

COMMUNITY LEGAL SERVICES OF PRINCE GEORGE'S COUNTY, INC.

for the period July 1, 2009 through June 30, 2010. Our examination included such tests of the accounting records and such other auditing procedures, as we considered necessary under the circumstances. We noted no matters involving the Prince George's County grant to the Community Legal Services of Prince George's County, Inc. that led us to believe that the County grant was spent for other than its intended purpose.

This report, in our opinion, fulfills the requirements of Council Resolution 51-1991 concerning random financial audits of grants and transfer payments made pursuant to the Non-Departmental section of the Prince George's County, Maryland, Fiscal Year 2010 Approved Current Expense Budget.

A handwritten signature in black ink, appearing to read "David H. Van Dyke".

David H. Van Dyke, CPA
County Auditor

A handwritten signature in black ink, appearing to read "Mackenzie Lewis".

Mackenzie Lewis
Auditor-In-Charge

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Community Legal Services of Prince George's County, Inc.

The Prince George's County Government provided grants totaling \$12,000 to the Community Legal Services of Prince George's County, Inc. (CLS) for fiscal year 2010. The grant funds were primarily received by the CLS in November and December of 2009 from the County Council.

The CLS is a non-profit organization established in 1989 to provide quality civil legal services to low-income citizens of Prince George's County. It was granted tax exempt status as a 501 (c) (3) non-profit organization by the Internal Revenue Service. It provides assistance in matters involving divorce, custody, child support, visitation, domestic violence, guardianship, foreclosure prevention, wills, landlord/tenant, unpaid wages, tort defense, and other non-fee generating legal matters.

Since its inception in 1989, the CLS has been the primary source of free legal referrals in the County. Last year, the CLS provided legal services to over 9,000 clients. The CLS screens potential clients for substantive legal problems and financial eligibility, and then refers qualified clients to their volunteer attorneys for free or reduced fee representation. The CLS operates three free legal clinics in Prince George's County; Family Law for the Self-Represented Clinic, Family Law Clinic in Langley Park (a Latino outreach facility), and Workers' Rights Legal Clinic. An application fee is charged (currently \$25-\$35) for processing applications referred to volunteer lawyers. They also provide limited advice to persons who are not represented by a lawyer and help explain and interpret Court Documents.

We examined the records maintained by CLS and included tests of the accounting records and such other auditing procedures as we considered necessary under the circumstances. Consideration was given to the fact that an independent audit was performed by Eric Bolin, CPA, P.C., for the period ending June 30, 2010 and no exceptions were noted. Our examination included a review of CLS's grant receipts, checking account, fundraising activity, expense accounts, and year-end bank reconciliations.

The following Statement of Revenues and Expenditures for the period July 1, 2009 through June 30, 2010, shows the activities of the organization for the period in which the grant funds were received.

Community Legal Services of Prince George's County, Inc.
Statement of Revenues and Expenditures
For The Period Ending Fiscal Year 2010

REVENUES:

Maryland Legal Services Corp.	\$ 343,950
Courthouse Family Law Clinic	123,600
Latino Law Clinic	94,601
Foreclosure Program	65,000
Meyer Foundation Grant	20,417
Contributions	12,194
Prince George's County Government	12,000
Transfer Reserve Funds	5,500
Client Referral Fees	5,205
Interest Income	4,345
Total	<u>\$ 686,812</u>

EXPENDITURES:

Salaries	\$ 447,868
Judicare Attorney Fees	111,878
Rent	28,138
Social Security	27,454
Office Supplies	9,708
Health Insurance	8,836
Liability Insurance	8,741
Technology	8,586
Audit and Accounting	7,650
Telephone	6,472
Medicare	6,421
Unemployment Insurance	5,047
Life Insurance	4,734
Travel	4,716
Miscellaneous	2,432
Depreciation	4,195
Printing	4,066
Library Dues	4,020
Training	3,735
Postage	2,480
Total	<u>\$ 707,177</u>

Excess Revenues Over/(Under) Expenditures	<u>\$ (20,365)</u>
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