

**CATHOLIC LEGAL IMMIGRATION  
NETWORK, INC.**

**FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT**

**DECEMBER 31, 2015 AND 2014**

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## Independent Auditor's Report

To the Board of Directors  
Catholic Legal Immigration Network, Inc.  
Silver Spring, MD

We have audited the accompanying financial statements of Catholic Legal Immigration Network, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2015 and 2014, and the related statements of activities, functional expenses and cash flows for the years 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 audits. We conducted our audits 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 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 Catholic Legal Immigration Network, Inc. as of December 31, 2015, and 2014, and the changes in its net assets, functional expenses, and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*James Marusa & McQuade PA*

Washington, DC  
May 11, 2016

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
**DECEMBER 31, 2015 AND 2014**

|  | 2015                | 2014                |
|--|---------------------|---------------------|
| <b><u>ASSETS</u></b>                     |                     |                     |
| <b>CURRENT ASSETS</b>                    |                     |                     |
| Cash and cash equivalents                | \$ 222,231          | \$ 1,371,962        |
| Accounts receivable                      | 73,926              | 192,685             |
| Contributions receivable                 | 974,412             | 533,422             |
| Federal grants receivable                | 116,889             | 46,490              |
| Prepaid expenses and other assets        | 104,484             | 77,161              |
| Total Current Assets                     | 1,491,942           | 2,221,720           |
| <b>NON CURRENT ASSETS</b>                |                     |                     |
| Investments                              | 7,764,639           | 5,312,178           |
| Property and equipment, net              | 378,838             | 426,099             |
| Total Non Current Assets                 | 8,143,477           | 5,738,277           |
| <b>TOTAL ASSETS</b>                      | <b>\$ 9,635,419</b> | <b>\$ 7,959,997</b> |
| <b><u>LIABILITIES AND NET ASSETS</u></b> |                     |                     |
| <b>CURRENT LIABILITIES</b>               |                     |                     |
| Accounts payable                         | \$ 217,756          | \$ 197,867          |
| Accrued expenses                         | 695,479             | 487,654             |
| Deferred revenue                         | 50,196              | 144,975             |
| Total Current Liabilities                | 963,431             | 830,496             |
| <b>NON CURRENT LIABILITIES</b>           |                     |                     |
| Deferred rent                            | 288,534             | 326,582             |
| Total Liabilities                        | 1,251,965           | 1,157,078           |
| <b>NET ASSETS</b>                        |                     |                     |
| Unrestricted                             | 6,142,034           | 4,726,851           |
| Board designated                         | 675,268             | 680,209             |
| Total unrestricted                       | 6,817,302           | 5,407,060           |
| Temporarily restricted                   | 1,566,152           | 1,395,859           |
| Total Net Assets                         | 8,383,454           | 6,802,919           |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>  | <b>\$ 9,635,419</b> | <b>\$ 7,959,997</b> |

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

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED DECEMBER 31, 2015**

|  | Unrestricted | Temporarily<br>Restricted | Total        |
|--|--------------|---------------------------|--------------|
| <b>REVENUE AND SUPPORT</b>                                     |              |                           |              |
| United States Conference of Catholic Bishops ("USCCB") support | \$ 2,295,951 | \$ -                      | \$ 2,295,951 |
| Training and seminars  | 403,073      | -                         | 403,073      |
| Religious contracts  | 1,006,432    | -                         | 1,006,432    |
| Federal awards   | 367,758      | -                         | 367,758      |
| Other grants and contributions                                 | 148,949      | 3,489,500                 | 3,638,449    |
| Membership and other   | 266,150      | -                         | 266,150      |
| In-kind contributions  | 170,864      | -                         | 170,864      |
| Professional services fees                                     | 901,112      | -                         | 901,112      |
| Investment income  | 21,136       | -                         | 21,136       |
| Net assets released from restrictions                          | 3,319,207    | (3,319,207)               | -            |
| Total Revenue and Support                                      | 8,900,632    | 170,293                   | 9,070,925    |
| <b>EXPENSES</b>  |              |                           |              |
| Program Services   |              |                           |              |
| Direct representation  | 928,388      | -                         | 928,388      |
| Education and network growth                                   | 4,644,251    | -                         | 4,644,251    |
| Advocacy and community engagement                              | 910,279      | -                         | 910,279      |
| Total Program Services   | 6,482,918    | -                         | 6,482,918    |
| Support Services   |              |                           |              |
| Management and general   | 733,023      | -                         | 733,023      |
| Fundraising and development                                    | 274,449      | -                         | 274,449      |
| Total Support Services   | 1,007,472    | -                         | 1,007,472    |
| Total Expenses   | 7,490,390    | -                         | 7,490,390    |
| <b>CHANGE IN NET ASSETS</b>                                    | 1,410,242    | 170,293                   | 1,580,535    |
| <b>NET ASSETS</b> , beginning of year                          | 5,407,060    | 1,395,859                 | 6,802,919    |
| <b>NET ASSETS</b> , end of year                                | \$ 6,817,302 | \$ 1,566,152              | \$ 8,383,454 |

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

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED DECEMBER 31, 2014**

|  | Unrestricted | Temporarily<br>Restricted | Total        |
|--|--------------|---------------------------|--------------|
| <b>REVENUE AND SUPPORT</b>                                     |              |                           |              |
| United States Conference of Catholic Bishops ("USCCB") support | \$ 2,612,433 | \$ -                      | \$ 2,612,433 |
| Religious contracts  | 1,085,112    | -                         | 1,085,112    |
| Training and seminars  | 271,398      | -                         | 271,398      |
| Other grants and contributions                                 | 739,850      | 1,135,000                 | 1,874,850    |
| Membership and other   | 250,150      | -                         | 250,150      |
| Federal awards   | 187,435      | -                         | 187,435      |
| Investment income  | 122,642      | -                         | 122,642      |
| In-kind contributions  | 88,983       | -                         | 88,983       |
| Professional services fees                                     | 772,953      | -                         | 772,953      |
| Net assets released from restrictions                          | 608,101      | (608,101)                 | -            |
| Total Revenue and Support                                      | 6,739,057    | 526,899                   | 7,265,956    |
| <b>EXPENSES</b>  |              |                           |              |
| Program Services   |              |                           |              |
| Direct representation  | 948,230      | -                         | 948,230      |
| Education and network growth                                   | 2,876,171    | -                         | 2,876,171    |
| Advocacy and community engagement                              | 633,293      | -                         | 633,293      |
| Total Program Services   | 4,457,694    | -                         | 4,457,694    |
| Support Services   |              |                           |              |
| Management and general   | 698,895      | -                         | 698,895      |
| Fundraising and development                                    | 263,359      | -                         | 263,359      |
| Total Support Services   | 962,254      | -                         | 962,254      |
| Total Expenses   | 5,419,948    | -                         | 5,419,948    |
| <b>CHANGE IN NET ASSETS</b>                                    | 1,319,109    | 526,899                   | 1,846,008    |
| <b>NET ASSETS, beginning of year</b>                           | 4,087,951    | 868,960                   | 4,956,911    |
| <b>NET ASSETS, end of year</b>                                 | \$ 5,407,060 | \$ 1,395,859              | \$ 6,802,919 |

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

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED DECEMBER 31, 2015**

|   | Program Services      |                              |                                   |                        | Support Services       |                             |                        | Total        |
|---|-----------------------|------------------------------|-----------------------------------|------------------------|------------------------|-----------------------------|------------------------|--------------|
|   | Direct Representation | Education and Network Growth | Advocacy and Community Engagement | Total Program Services | Management and General | Fundraising and Development | Total Support Services |              |
| Salaries  | \$ 569,747            | \$ 1,486,615                 | \$ 425,224                        | 2,481,586              | \$ 405,989             | \$ 168,355                  | \$ 574,344             | \$ 3,055,930 |
| Payroll Taxes   | 44,333                | 115,676                      | 33,088                            | 193,097                | 31,591                 | 13,100                      | 44,691                 | 237,788      |
| Employee benefits                                       | 100,584               | 167,224                      | 36,528                            | 304,336                | 45,098                 | 24,766                      | 69,864                 | 374,200      |
| Total personnel   | 714,664               | 1,769,515                    | 494,840                           | 2,979,019              | 482,678                | 206,221                     | 688,899                | 3,667,918    |
| Audit and accounting                                    | -                     | -                            | -                                 | -                      | 16,147                 | -                           | 16,147                 | 16,147       |
| Bank charges and credit card fees                       | 20                    | 156                          | -                                 | 176                    | 5,336                  | 15                          | 5,351                  | 5,527        |
| Communication   | 6,359                 | 46,580                       | 7,546                             | 60,485                 | 5,836                  | 1,944                       | 7,780                  | 68,265       |
| Conference  | -                     | 166,738                      | 402                               | 167,140                | -                      | -                           | -                      | 167,140      |
| Convening   | 18,699                | 52,071                       | 34,415                            | 105,185                | 28,613                 | 16,588                      | 45,201                 | 150,386      |
| Depreciation and amortization                           | 7,400                 | 24,270                       | 16,478                            | 48,148                 | 11,065                 | 7,402                       | 18,467                 | 66,615       |
| Equipment rental and maintenance                        | 11,419                | 26,445                       | 5,380                             | 43,244                 | 5,300                  | 3,245                       | 8,545                  | 51,789       |
| Insurance   | 6,425                 | 15,871                       | 5,104                             | 27,400                 | 3,466                  | 1,437                       | 4,903                  | 32,303       |
| Licenses/practice related fees                          | 3,654                 | 9,815                        | 1,792                             | 15,261                 | 822                    | 330                         | 1,152                  | 16,413       |
| Occupancy   | 57,554                | 106,090                      | 49,070                            | 212,714                | 50,314                 | 17,378                      | 67,692                 | 280,406      |
| Office supplies   | 12,352                | 15,083                       | 4,673                             | 32,108                 | 46,322                 | 2,000                       | 48,322                 | 80,430       |
| Postage, shipping and freight                           | 9,675                 | 2,059                        | 1,715                             | 13,449                 | 1,019                  | 1,302                       | 2,321                  | 15,770       |
| Printing and duplication                                | 3,930                 | 5,521                        | 1,367                             | 10,818                 | 4,999                  | 486                         | 5,485                  | 16,303       |
| Professional services, temporary staff, and consultants | 54,220                | 194,614                      | 139,401                           | 388,235                | 41,164                 | 8,388                       | 49,552                 | 437,787      |
| Program development and marketing                       | 3,559                 | 3,002                        | 130,203                           | 136,764                | 231                    | 138                         | 369                    | 137,133      |
| Reports and state filing fees                           | -                     | -                            | 130                               | 130                    | 115                    | 2,885                       | 3,000                  | 3,130        |
| Staff development                                       | 6,093                 | 6,554                        | 4,426                             | 17,073                 | 6,253                  | 1,436                       | 7,689                  | 24,762       |
| Sub grants  | -                     | 2,091,517                    | -                                 | 2,091,517              | -                      | -                           | -                      | 2,091,517    |
| Subscriptions, books and reference materials            | 1,963                 | 4,464                        | 592                               | 7,019                  | 3,138                  | 1,304                       | 4,442                  | 11,461       |
| Training and program materials                          | 1,322                 | 17,350                       | -                                 | 18,672                 | -                      | -                           | -                      | 18,672       |
| Travel  | 9,080                 | 86,536                       | 12,745                            | 108,361                | 20,205                 | 1,950                       | 22,155                 | 130,516      |
| Total expenses  | \$ 928,388            | \$ 4,644,251                 | \$ 910,279                        | \$ 6,482,918           | \$ 733,023             | \$ 274,449                  | \$ 1,007,472           | \$ 7,490,390 |

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



**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED DECEMBER 31, 2014**

|  | Program Services      |                              |                                   |                        | Support Services       |                             |                        | Total        |
|--|-----------------------|------------------------------|-----------------------------------|------------------------|------------------------|-----------------------------|------------------------|--------------|
|  | Direct Representation | Education and Network Growth | Advocacy and Community Engagement | Total Program Expenses | Management and General | Fundraising and Development | Total Support Services |              |
| Salaries   | \$ 569,407            | \$ 1,291,120                 | \$ 349,893                        | \$ 2,210,420           | \$ 377,993             | \$ 161,196                  | \$ 539,189             | \$ 2,749,609 |
| Payroll Taxes  | 43,750                | 99,200                       | 26,882                            | 169,832                | 29,043                 | 12,385                      | 41,428                 | 211,260      |
| Employee benefits                                      | 93,179                | 100,805                      | 18,099                            | 212,083                | 62,143                 | 23,815                      | 85,958                 | 298,041      |
| Total personnel  | 706,336               | 1,491,125                    | 394,874                           | 2,592,335              | 469,179                | 197,396                     | 666,575                | 3,258,910    |
| Bank charges and credit card fees                      | -                     | 85                           | -                                 | 85                     | 6,051                  | -                           | 6,051                  | 6,136        |
| Communication  | 7,326                 | 35,040                       | 7,216                             | 49,582                 | 6,473                  | 2,095                       | 8,568                  | 58,150       |
| Convening  | 8,422                 | 37,719                       | 13,449                            | 59,590                 | 10,893                 | 10,690                      | 21,583                 | 81,173       |
| Depreciation and amortization                          | 8,486                 | 16,943                       | 12,223                            | 37,652                 | 9,325                  | 6,711                       | 16,036                 | 53,688       |
| Equipment rental and maintenance                       | 17,293                | 23,749                       | 8,677                             | 49,719                 | 13,124                 | 5,035                       | 18,159                 | 67,878       |
| Insurance  | 5,709                 | 11,290                       | 3,155                             | 20,154                 | 1,790                  | 978                         | 2,768                  | 22,922       |
| Licenses/practice related fees                         | 3,967                 | 8,628                        | 1,742                             | 14,337                 | 17,346                 | 1,325                       | 18,671                 | 33,008       |
| Miscellaneous  | 946                   | -                            | 159                               | 1,105                  | -                      | -                           | -                      | 1,105        |
| Occupancy  | 63,182                | 90,779                       | 30,853                            | 184,814                | 30,165                 | 17,760                      | 47,925                 | 232,739      |
| Office supplies  | 14,795                | 9,826                        | 4,452                             | 29,073                 | 6,463                  | 3,587                       | 10,050                 | 39,123       |
| Postage, shipping and freight                          | 11,145                | 2,305                        | 2,823                             | 16,273                 | 1,778                  | 1,800                       | 3,578                  | 19,851       |
| Printing and duplication                               | 6,957                 | 3,242                        | 847                               | 11,046                 | 5,781                  | 1,560                       | 7,341                  | 18,387       |
| Professional services, temporary staff and consultants | 77,902                | 144,336                      | 24,913                            | 247,151                | 92,075                 | 9,295                       | 101,370                | 348,521      |
| Program development and marketing                      | 2,033                 | 8,428                        | 106,441                           | 116,902                | 3,040                  | 1,216                       | 4,256                  | 121,158      |
| Program management                                     | -                     | 844,572                      | -                                 | 844,572                | -                      | -                           | -                      | 844,572      |
| Repairs and maintenance                                | 781                   | 441                          | 258                               | 1,480                  | 287                    | 150                         | 437                    | 1,917        |
| Reports and state filing fees                          | -                     | -                            | -                                 | -                      | 65                     | 1,590                       | 1,655                  | 1,655        |
| Staff development                                      | 3,935                 | 10,828                       | 8,359                             | 23,122                 | 5,467                  | 622                         | 6,089                  | 29,211       |
| Subscriptions, books and reference materials           | 2,083                 | 5,111                        | 1,246                             | 8,440                  | 3,155                  | 1,239                       | 4,394                  | 12,834       |
| Training and program materials                         | 260                   | 38,915                       | 77                                | 39,252                 | -                      | -                           | -                      | 39,252       |
| Travel   | 6,672                 | 92,809                       | 11,529                            | 111,010                | 16,438                 | 310                         | 16,748                 | 127,758      |
| Total expenses   | \$ 948,230            | \$ 2,876,171                 | \$ 633,293                        | \$ 4,457,694           | \$ 698,895             | \$ 263,359                  | \$ 962,254             | \$ 5,419,948 |

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

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED DECEMBER 31, 2015 AND 2014**

|   | 2015         | 2014         |
|---|--------------|--------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>   |              |              |
| Change in net assets  | \$ 1,580,535 | \$ 1,846,008 |
| Adjustments to reconcile change in net assets to net cash provided by operating activities: |              |              |
| Depreciation and amortization   | 66,615       | 53,688       |
| Net (appreciation) depreciation in fair value of investments                                | 13,546       | (90,090)     |
| (Increase) decrease in:   |              |              |
| Accounts receivable   | 118,759      | (150,620)    |
| Contributions receivable  | (440,990)    | (470,748)    |
| Federal grants receivable   | (70,399)     | 19,675       |
| Prepaid expenses and other assets   | (27,323)     | 45,121       |
| Increase (decrease) in:   |              |              |
| Accounts payable  | 19,889       | (56,315)     |
| Accrued expenses  | 207,825      | (14,929)     |
| Deferred revenue  | (94,779)     | 55,069       |
| Deferred rent   | (38,048)     | (70,282)     |
| Net cash provided by operating activities   | 1,335,630    | 1,166,577    |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>   |              |              |
| Purchases of certificates of deposit  | (6,877,000)  | (1,372,834)  |
| Proceeds from sales of certificates of deposit  | 4,659,000    | -            |
| Net (purchases) sales of pooled investments   | (248,007)    | 102,219      |
| Purchases of property and equipment   | (19,354)     | (71,552)     |
| Net cash used in investing activities   | (2,485,361)  | (1,342,167)  |
| <b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>  | (1,149,731)  | (175,590)    |
| <b>CASH AND CASH EQUIVALENTS, beginning of year</b>   | 1,371,962    | 1,547,552    |
| <b>CASH AND CASH EQUIVALENTS, end of year</b>   | \$ 222,231   | \$ 1,371,962 |

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

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2015 AND 2014**

**NOTE A – NATURE OF ORGANIZATION**

Organization

Catholic Legal Immigration Network, Inc. (“CLINIC”) is a public interest legal organization incorporated on August 18, 1988 in the District of Columbia. CLINIC serves low income immigrants through support to a national network of catholic and community-based legal immigration programs, and administration of national projects. In addition, CLINIC provides representation in the area of religious worker immigration law.

CLINIC is governed by a Board comprised primarily of bishops. CLINIC is funded by the United States Conference of Catholic Bishops (“USCCB”) and other grants and contributions.

CLINIC operates three major programs, Direct Representation, Education and Network Growth, and Advocacy and Community Engagement.

*Direct Representation:* This program consists of legal services provided to clients before the United States Citizenship and Immigration Services, Immigration Court, the Board of Immigration Appeals, and in federal court.

*Education and Network Growth:* This program was established to guide nonprofit organization leaders to begin or expand charitable immigration legal services, equip nonprofit immigration legal representatives with training on immigration law and program management skills, and manage projects serving vulnerable immigrants delivered by local nonprofit organizations benefiting from CLINIC’s structure and oversight.

*Advocacy and Community Engagement:* This program educates the public on immigration issues, engages government on immigration, individual, and policy related matters, and promote positive resolutions.

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting

The accompanying financial statements were prepared using the accrual basis of accounting. Therefore, revenue and related assets are recognized when earned and expenses and related liabilities are recognized as the obligations are incurred.

Use of Estimates

Management uses estimates and assumptions in preparing financial statements in accordance with accounting principles generally accepted in the United States of America. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and the reported amounts of revenues and expenses. Actual results could vary from the estimates that were assumed in preparing the financial statements.

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2015 AND 2014**  
(continued)

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

Financial Statement Presentation

Financial statement presentation follows Financial Accounting Standards Board (“FASB”) Accounting Standards Codification (“ASC”) topic of Not-for-Profit Entities. In accordance with the topic, net assets, revenue, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of CLINIC and changes therein are classified and reported as follows:

*Unrestricted net assets* - Net assets that are not subject to donor-imposed stipulations.

*Temporarily restricted net assets* - Net assets subject to donor-imposed stipulations that may or will be met either by actions of CLINIC and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities as net assets released from restrictions

*Permanently restricted net assets* - Net assets subject to donor-imposed stipulations that they be maintained permanently by CLINIC. CLINIC had no permanently restricted net assets as of December 31, 2015 and 2014.

Cash and Cash Equivalents

CLINIC considers all highly liquid short-term instruments purchased with an original maturity of three months or less and money markets funds to be cash equivalents.

Accounts Receivable

Accounts receivable are reported at their outstanding balances, reduced by an allowance for doubtful accounts if management deems necessary. An allowance for doubtful accounts is based on management’s evaluation of the status of existing receivables and historical collections data. Management believes that all receivables are fully collectible; therefore, no allowance for doubtful accounts was recorded as of December 31, 2015 and 2014.

Contributions and Federal Grants Receivable

Unconditional promises to give that have not been collected as of year-end are recorded as contributions receivable. Federal grants receivable are stated at the amount that management expects to collect from outstanding balances, for services provided under federal awards. Management believes that the unconditional promises to give and federal grants receivable are fully collectible, thus no allowance for uncollectible contributions receivable was deemed necessary.

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2015 AND 2014**  
(continued)

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

Investments

Investments consist of certificates of deposits with an original maturity of greater than three months and mutual funds owned through a master trust investment arrangement (pooled investments). Purchases and sales through the master trust investment arrangement are shown net in the accompanying statements of cash flows. The pooled investments are managed by independent investment managers and securities are held in safekeeping by a bank custodian. The investment portfolio include assets of USCCB and Catholic Relief Services (“CRS”); however, the proportional ownership of these portfolios and income is separately reported by the custodian bank and amounts owned by USCCB and CRS are not reported in these financial statements.

Property and Equipment

Property and equipment are recorded at cost, net of accumulated depreciation. CLINIC capitalizes all expenditures for property and equipment in excess of \$5,000. Property and equipment are carried at cost, if purchased, or fair market value at date of donation, if contributed. Depreciation and amortization are computed using the straight line method over the estimated useful lives of the assets which range from five to ten years. Leasehold improvements are amortized over the shorter of the lease term or useful life of the asset. When assets are sold or otherwise disposed of, the asset and related accumulated depreciation and amortization are removed from the accounts, and any remaining gain or loss is included in operations. Repairs and maintenance are charged to expense when incurred.

Deferred Rent

CLINIC records lease incentives on a straight-line basis over the term of the lease.

Deferred Revenue

Deferred revenue results from training and seminar income received in the current period and are deferred recognition until the following period in which the services are provided.

Grants, Contributions and Support

Unconditional promises to give are recognized as revenues or gains in the period received. Conditional promises to give are recognized only when the condition is substantially met and the promise becomes unconditional. Restricted contributions for which the restrictions are met in the year received are considered unrestricted for financial statement purposes. All other 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 statements of activities as net assets released from restriction.

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

Revenue Recognition

Revenue from professional services, religious contracts and training and seminars is recognized when the services have been performed. Membership revenue is recognized on a calendar year basis. Revenue from federal awards is recognized on a cost reimbursement basis to the extent of allowable cost.

In-Kind Contributions

In-kind contributions are recorded at fair market value at the date of donation. Donated services are recognized at their fair value if the service requires specialized skills and the services would typically need to be purchased, if not donated. For the years ended December 31, 2015 and 2014, CLINIC received donated good and services in the amount of \$170,864 and \$88,983, respectively.

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis. Expenses directly related to program and support services are charged to those services as incurred. Accordingly, certain shared costs have been allocated among the programs and supported services benefited.

Reclassifications

Certain amounts in the 2014 financial statements have been reclassified to conform to present year presentation. Such reclassification had no effect on previously reported net assets or the change in net assets.

**NOTE C – INCOME TAXES**

CLINIC is recognized as exempt from federal income taxes, except on unrelated business activities, under the provisions of Section 501(c)(3) of the Internal Revenue Code.

CLINIC believes it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements or that would have an effect on its tax-exempt status. There are no unrecognized tax benefits or liabilities that need to be recorded.

CLINIC's information returns are subject to examination by the Internal Revenue Service for a period of three years from the date they were filed, except under certain circumstances. CLINIC's Form 990 returns for the years ended December 31, 2012 through 2014, are open for examination by the Internal Revenue Service, although no request has been made as of the date of these financial statements.

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
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**NOTE D – INVESTMENTS AND FAIR VALUE MEASUREMENT**

Fair value, as defined in the fair value measurement accounting guidance, is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date, or exit price.

The guidance on fair value measurement accounting requires that CLINIC make assumptions market participants would use in pricing an asset or liability based on the best information available. CLINIC considers factors that were not previously measured when determining the fair value of financial instruments. These factors include nonperformance risk (the risk that the obligation will not be fulfilled) and credit risk, of the reporting entity (for liabilities) and of the counterparty (for assets). The fair value measurement guidance prohibits inclusion of transaction costs and any adjustments for blockage factors in determining the instruments' fair value. The principal or most advantageous market should be considered from the perspective of the reporting entity.

Fair value, where available, is based on observable quoted market prices. Where observable prices or inputs are not available, several valuation models and techniques are applied. These models and techniques attempt to maximize the use of observable inputs and minimize the use of unobservable inputs.

The process involves varying levels of management judgment, the degree of which is dependent on the price transparency of the instruments or market and the instruments' complexity.

To increase consistency and enhance disclosure of the fair value of financial instruments, the fair value measurement accounting guidance creates a fair value hierarchy to prioritize the inputs used to measure fair value into three categories. A financial instrument's level within the fair value hierarchy is based on the lowest level of input significant to the fair value measurement, where Level 1 is the highest and Level 3 is the lowest. The three levels are defined as follows:

Level 1 – Observable inputs such as quoted prices in active markets. Active markets are those in which transactions for the asset or liability occur with sufficient frequency and volume to provide pricing information on an ongoing basis.

Level 2 – Inputs other than quoted prices in active markets that are either directly or indirectly observable. These include quoted market prices for similar assets or liabilities, quoted market prices for identical or similar assets in markets that are not active, adjusted quoted market prices, inputs from observable data such as interest rate and yield curves, volatilities or default rates observable at commonly quoted intervals or inputs derived from observable market data by correlation or other means.

Level 3 – Unobservable inputs in which little or no market data exists, therefore requiring an entity to develop its own assumptions. Unobservable inputs should only be used to the extent observable inputs are not available.

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
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**NOTE D – INVESTMENTS AND FAIR VALUE MEASUREMENT - continued**

CLINIC, along with other Catholic affiliated entities, invests funds with USCCB’s third party investment managers through a master trust investment arrangement. The underlying securities of these pooled investment funds classified as level 1 on the fair value hierarchy are valued based on quoted market prices. Those pooled investment funds classified as level 2 on the fair value hierarchy hold underlying investments including other pooled investment funds and common trust funds and are valued based on CLINIC’s pro-rate share of the fund.

The following table summarized CLINIC’s fair value hierarchy for financial instruments measured at fair value on a recurring basis as of December 31, 2015:

|                          | <u>Level 1</u>     | <u>Level 2</u>     | <u>Level 3</u> | <u>Total</u>       |
|--------------------------|--------------------|--------------------|----------------|--------------------|
| Pooled investment funds: |                    |                    |                |                    |
| USCCB State Street Index | \$ 598,268         | \$ -               | \$ -           | \$ 598,268         |
| USCCB Met West Mgt       | 215,696            | -                  | -              | 215,696            |
| USCCB SSGA Bond Index    |                    |                    |                |                    |
| Fund                     | -                  | 282,928            | -              | 282,928            |
| USCCB Inv Counselors MD  | 191,430            | -                  | -              | 191,430            |
| CLINIC CBIS Foreign Eq   | -                  | 209,059            | -              | 209,059            |
| Certificates of Deposit  | -                  | 6,267,258          | -              | 6,267,258          |
| Total investments        | <u>\$1,005,394</u> | <u>\$6,759,245</u> | <u>\$ -</u>    | <u>\$7,764,639</u> |

The following table summarized CLINIC’s fair value hierarchy for financial instruments measured at fair value on a recurring basis as of December 31, 2014:

|                          | <u>Level 1</u>     | <u>Level 2</u>     | <u>Level 3</u> | <u>Total</u>       |
|--------------------------|--------------------|--------------------|----------------|--------------------|
| Pooled investment funds: |                    |                    |                |                    |
| USCCB State Street Index | \$ 633,338         | \$ -               | \$ -           | \$ 633,338         |
| USCCB Met West Mgt       | 221,123            | -                  | -              | 221,123            |
| USCCB SSGA Bond Index    |                    |                    |                |                    |
| Fund                     | -                  | 287,709            | -              | 287,709            |
| USCCB Inv Counselors MD  | 205,685            | -                  | -              | 205,685            |
| CLINIC CBIS Foreign Eq   | -                  | 214,763            | -              | 214,763            |
| Certificates of Deposit  | -                  | 3,749,560          | -              | 3,749,560          |
| Total investments        | <u>\$1,060,146</u> | <u>\$4,252,032</u> | <u>\$ -</u>    | <u>\$5,312,178</u> |



**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
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**NOTE D – INVESTMENTS AND FAIR VALUE MEASUREMENT - continued**

The investment income consisted of the following for the years ended:

|  | <u>2015</u>      | <u>2014</u>       |
|--|------------------|-------------------|
| Interest and dividends                                       | \$ 34,682        | \$ 32,552         |
| Net appreciation (depreciation) in fair value of investments | <u>(13,546)</u>  | <u>90,090</u>     |
| Net investment income  | <u>\$ 21,136</u> | <u>\$ 122,642</u> |

**NOTE E – PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following as of December 31:

|   | <u>2015</u>       | <u>2014</u>       |
|---|-------------------|-------------------|
| Furniture and equipment                         | \$ 240,941        | \$ 221,586        |
| Leasehold improvements                          | <u>341,634</u>    | <u>341,634</u>    |
|   | 582,575           | 563,220           |
| Less: Accumulated depreciation and amortization | <u>(203,737)</u>  | <u>(137,121)</u>  |
| Property and equipment, net                     | <u>\$ 378,838</u> | <u>\$ 426,099</u> |

Depreciation and amortization expense for the years ended December 31, 2015 and 2014, totaled \$66,615 and \$53,688, respectively.

**NOTE F – EMPLOYEE BENEFIT PLANS**

In 2010, CLINIC established the Catholic Legal Immigration Network, Inc. 403(b) Plan (the “403(b) Plan”). Prior to January 1, 2015, CLINIC matched 100% of employee contributions up to \$1,500 per year for participating employees hired prior to January 1, 2008. All employees hired on or after January 1, 2008, received a 200% employer match, up to a maximum of \$3,000 per year. In 2014, the CLINIC board approved an amendment to the plan to allow all CLINIC staff to become eligible to receive a two-to-one match of their 403(b) contributions up to \$3,000 after one year of employment. This change was effective as of January 1, 2015.

Annual 403(b) Plan expense for the years ended December 31, 2015 and 2014 totaled \$111,248 and \$82,795, respectively.

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
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**NOTE F – EMPLOYEE BENEFIT PLANS** – continued

CLINIC is a participating employer in a multiemployer defined benefit pension plan (the “Plan”), including USCCB, pursuant to the Plan document. The Plan covers full-time employees of CLINIC hired prior to January 1, 2008, over the age of 25, and who have completed one year of employment.

During the Plan years ended December 31, 2015 and 2014, CLINIC’s portion of expected return on Plan assets exceeded CLINIC’s portion of other net periodic pension cost components, resulting in a receivable and reduction to expense of \$112,531 and \$123,018 for 2015 and 2014, respectively. The Agreement does not require a minimum contribution by participating employers. Trustees of the Plan resolved to freeze the Plan effective December 31, 2013.

The following table summarizing information regarding the Plan as of December 31:

|   | 2015          | 2014          |
|---|---------------|---------------|
| Plan assets at fair value                 | \$ 57,887,209 | \$ 61,245,443 |
| Projected benefit obligation              | 99,114,433    | 106,124,838   |
| Expected contributions from all employers | 2,475,676     | 1,799,049     |

The risks of participating in a multiemployer defined benefit pension plan is different from a single-employer plan because: (a) assets contributed to the multiemployer plan by one employer may be used to provide benefits to employees of other participating employers, (b) if a participating employer stops contributing to the plan, the unfunded obligations of the plan may be required to be borne by the remaining participating employers, and (c) if CLINIC chooses to stop participating in the multiemployer plan, it may be required to pay a withdrawal liability to the plan. In connection with ongoing renegotiation of collective bargaining agreements, CLINIC may discuss and negotiate for the complete or partial withdrawal of the multiemployer pension plan. Depending on the number of employees withdrawn in any future period and the financial condition of the multiemployer plan at the time of withdrawal, the associated withdrawal liabilities could be material to CLINIC’s change in net assets in the period of the withdrawal. CLINIC has no plans to withdraw from its multiemployer pension plan.

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE G – BOARD DESIGNATED NET ASSETS**

Board designated net assets were available for the following purposes as of December 31:

|                     | 2015       | 2014       |  |
|---------------------|------------|------------|--|
| Endowment           | \$ 669,409 | \$ 673,476 |  |
| Lily Gutierrez Fund | 5,859      | 6,733      |  |
| Total               | \$ 675,268 | \$ 680,209 |  |

**NOTE H – ENDOWMENT**

CLINIC has established a board-designated endowment which includes funds set aside by the Board of Directors to provide general operating support to CLINIC. Since that amount resulted from an internal designation and is not donor restricted, it is classified and reported as unrestricted net assets.

*Return Objectives and Risk Parameters*

CLINIC has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment assets. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to produce results that exceed the price and yield results of the market while assuming a moderate level of investment risk.

*Strategies Employed for Achieving Objectives*

To satisfy its long-term rate-of-return objectives, CLINIC relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). CLINIC targets a diversified asset allocation that provides reasonable and predictable funds for CLINIC’s program purposes and to maintain a balance between spending and the protection of the principal.

*Spending Policy*

CLINIC has a goal of protecting the principal investment of the funds supporting its endowment. CLINIC is continuing to build its endowment through the appreciation of its investments. Interest and dividends are expended by CLINIC for operations.

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
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**NOTE H – ENDOWMENT** - continued

CLINIC had the following changes in the endowment net assets during the year ended December 31:

|  | <u>2015</u>       | <u>2014</u>       |
|--|-------------------|-------------------|
| Endowment net assets, beginning of year    | \$ 673,476        | \$ 641,606        |
| Investment return:                         |                   |                   |
| Interest and dividends                     | 6,949             | 6,822             |
| Net realized and unrealized (losses) gains | <u>(4,067)</u>    | <u>31,870</u>     |
| Total investment return                    | 2,882             | 38,692            |
| Less: Appropriated for expenditures        | <u>(6,949)</u>    | <u>(6,822)</u>    |
| Endowment net assets, end of year          | <u>\$ 669,409</u> | <u>\$ 673,476</u> |

**NOTE I – TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets consisted of the following as of December 31:

|   | <u>2015</u>         | <u>2014</u>         |
|---|---------------------|---------------------|
| Education and network growth              | \$ 981,262          | \$ 688,210          |
| Management and general                    | 5,750               | 18,500              |
| Advocacy and community engagement         | 79,140              | 189,149             |
| Donor restricted for emergency situations | <u>500,000</u>      | <u>500,000</u>      |
| Total                                     | <u>\$ 1,566,152</u> | <u>\$ 1,395,859</u> |

**NOTE J – COMMITMENTS AND CONTINGENCIES**

During August 2013, CLINIC entered into a ten-year non-cancelable operating lease agreement for office space for its national office in Silver Spring, Maryland. The office lease includes two five-year options to renew at the lease termination date. The agreement contains tenant allowances for improvements, escalation clauses, and charges for other costs related to the leased space.

During January 2013, CLINIC entered into a non-cancelable operating lease agreement for office space in Oakland, California effective March 1, 2013 through May 31, 2018. The office lease includes an option to renew for an additional 5 year lease term. The agreement contains rent abatements, escalation clauses, and charges for other costs related to the leased space.

Rent expense was \$275,378 and \$232,739 for the years ended December 31, 2015 and 2014, respectively.

**CATHOLIC LEGAL IMMIGRATION NETWORK, INC.**  
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**NOTE J – COMMITMENTS AND CONTINGENCIES** – continued

The future minimum lease payments required under the operating leases are as follows:

|                                     |  |                     |
|-------------------------------------|--|---------------------|
| 2016                                |  | \$ 316,372          |
| 2017                                |  | 328,649             |
| 2018                                |  | 317,954             |
| 2019                                |  | 313,756             |
| 2020                                |  | 326,302             |
| Thereafter                          |  | 902,892             |
| Total future minimum lease payments |  | <u>\$ 2,505,925</u> |

The CLINIC receives financial assistance and awards from government agencies. Expenditures of funds under these programs require compliance with grant agreements and are subject to audit. Any disallowed expenditures resulting from such audits become a liability of the CLINIC. Management is of the opinion that such adjustments, if any, are not expected to materially affect the financial position of the CLINIC.

**NOTE K – CONCENTRATIONS**

One donor contributed approximately 25% and 35% of other grants and contributions for the years ended December 31, 2015 and 2014, respectively.

CLINIC maintains cash balances at several financial institutions. Balances in certain cash accounts occasionally exceed \$250,000, the maximum amount insured by the Federal Deposit Insurance Corporation. CLINIC has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk.

**NOTE L – SUBSEQUENT EVENTS**

In accordance with current accounting standards, CLINIC evaluated subsequent events through the date of the auditors' report, which is the date these financial statements were available to be issued. There were no material subsequent events that required recognition or additional disclosure in these financial statements.