# AMERICAN CIVIL LIBERTIES UNION OF MARYLAND, INC. CONSOLIDATED FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION MARCH 31, 2015



MULLEN SONDBERG WIMBISH & STONE, PA

CERTIFIED PUBLIC ACCOUNTANTS

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#### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of American Civil Liberties Union of Maryland, Inc. Baltimore, Maryland

We have audited the accompanying consolidated financial statements of American Civil Liberties Union of Maryland, Inc. and American Civil Liberties Union Foundation of Maryland, Inc. (non-profit Organizations) which comprise the consolidated statement of financial position as of March 31, 2015, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated 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 consolidated 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 consolidated financial statements.

American Civil Liberties Union of Maryland, Inc.

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 consolidated financial statements referred to above present fairly, in all material respects, the financial position of American Civil Liberties Union of Maryland, Inc. and American Civil Liberties Union Foundation of Maryland, Inc., as of March 31, 2015, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

#### Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The consolidating schedules on pages 17 - 22 are presented for purpose 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 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 information is fairly stated in all material respects in relation to the financial statements as a whole.

#### **Report on Summarized Comparative Information**

We have previously audited American Civil Liberties Union of Maryland, Inc. and American Civil Liberties Union Foundation of Maryland, Inc.'s 2014 consolidated financial statements, and our report dated September 8, 2014 expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended March 31, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.

MULLEN, SONDBERG, WIMBISH & STONE, P.A.

Mullen Sondberg Wimbish & Stone

Annapolis, Maryland August 27, 2015

#### American Civil Liberties Union of Maryland, Inc. STATEMENT OF FINANCIAL POSITION March 31, 2015

#### **ASSETS**

|   |       | 2015      | 2014            |
|---|-------|-----------|-----------------|
| CURRENT ASSETS                                  |       | -         | _               |
| Cash and cash equivalents                       | \$    | 638,965   | \$<br>638,828   |
| Investments                                     | (     | 6,558,343 | 4,366,457       |
| Accounts receivable                             |       | 421       | 200,500         |
| Contributions receivable                        |       | 613,277   | 362,500         |
| Due from National Affiliate                     |       | 31,927    | 23,347          |
| Prepaid expenses                                |       | _         | <br>15,030      |
| Total current assets                            |       | 7,842,933 | 5,606,662       |
| PROPERTY AND EQUIPMENT                          |       |           |                 |
| Net of accumulated depreciation                 |       | 34,000    | 11,883          |
| OTHER ASSETS                                    |       |           |                 |
| Deposits  |       | 9,757     | <br>9,817       |
| Total other assets                              |       | 9,757     | 9,817           |
| Total assets                                    | \$    | 7,886,690 | \$<br>5,628,362 |
| LIABILITIES AND NET                             | ASSE' | TS        |                 |
| CURRENT LIABILITIES                             |       |           |                 |
| Accounts payable                                | \$    | 141,230   | \$<br>20,414    |
| Accrued expenses                                |       | 79,363    | 71,608          |
| Accrued pension expense                         |       | 164,722   | 159,444         |
| Due to National Affiliate                       |       | 69,005    | <br>125,692     |
| Total current liabilities                       |       | 454,320   | <br>377,158     |
| NET ASSETS                                      |       |           |                 |
| Unrestricted - available for general activities | (     | 6,082,279 | 4,448,484       |
| Temporarily restricted                          |       | 1,350,091 | <br>802,720     |
| Total net assets                                |       | 7,432,370 | 5,251,204       |
| Total liabilities and net assets                | \$ '  | 7,886,690 | \$<br>5,628,362 |

### American Civil Liberties Union of Maryland, Inc. STATEMENT OF ACTIVITIES

#### Year Ended March 31, 2015

#### With Summarized Financial Information for the Years Ended March 31, 2014

|  |              |                        | To           | otals        |
|--|--------------|------------------------|--------------|--------------|
|  | Unrestricted | Temporarily Restricted | 2015         | 2014         |
| REVENUES, GAINS AND OTHER SUPPORT                  |              |                        |              |              |
| Received directly:                                 |              |                        |              |              |
| Grants   | \$ 926,781   | \$ 546,023             | \$ 1,472,804 | \$ 1,246,420 |
| Donations  | 463,313      | 2,750                  | 466,063      | 500,679      |
| Bequests   | 40,000       | -                      | 40,000       | 1,567        |
|  | 1,430,094    | 548,773                | 1,978,867    | 1,748,666    |
| Donated legal services                             | 697,659      | -                      | 697,659      | 927,367      |
| Total direct support                               | 2,127,753    | 548,773                | 2,676,526    | 2,676,033    |
| Other revenue:                                     |              |                        |              |              |
| Attorney fees                                      | 2,186,910    | -                      | 2,186,910    | 605,127      |
| Membership dues                                    | 235,290      | -                      | 235,290      | 252,881      |
| Realized and unrealized gain (loss) on investments | 177,379      | -                      | 177,379      | 254,297      |
| Investment income                                  | 92,321       | -                      | 92,321       | 64,257       |
| Other revenue                                      | 13,574       |                        | 13,574_      | 12,693       |
|  | 2,705,474    | -                      | 2,705,474    | 1,189,255    |
| Net assets released from restrictions              | 1,402        | (1,402)                | -            |              |
| Total revenues, gains, and other support           | 4,834,629    | 547,371                | 5,382,000    | 3,865,288    |
| EXPENSES   |              |                        |              |              |
| Program services                                   | 2,699,634    | -                      | 2,699,634    | 2,938,836    |
| Supporting services:                               |              |                        |              |              |
| Management and general                             | 283,921      | -                      | 283,921      | 233,719      |
| Fundraising  | 217,279      | -                      | 217,279      | 220,881      |
| Total supporting services                          | 501,200      |                        | 501,200      | 454,600      |
| Total expenses                                     | 3,200,834    |                        | 3,200,834    | 3,393,436    |
| Change in net assets                               | 1,633,795    | 547,371                | 2,181,166    | 471,852      |
| Net assets - beginning of the year                 | 4,448,484    | 802,720                | 5,251,204    | 4,779,352    |
| Net assets - end of the year                       | \$ 6,082,279 | \$ 1,350,091           | \$ 7,432,370 | \$ 5,251,204 |

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

American Civil Liberties Union of Maryland, Inc. STATEMENT OF FUNCTIONAL EXPENSES

Year Ended March 31, 2015 With Summarized Financial Information for the Years Ended March 31, 2014

|                                   |                     |                           | Supporting Services | ices                         | T. T.        | Total        |
|-----------------------------------|---------------------|---------------------------|---------------------|------------------------------|--------------|--------------|
|                                   | Program<br>Services | Management<br>and General | Fundraising         | Total Supporting<br>Services | 2015         | 2014         |
| Payroll and related expenses      | \$ 1,299,041        | \$ 231,406                | \$ 172,322          | \$ 403,728                   | \$ 1,702,769 | \$ 1,570,546 |
| Donated legal services            | 697,659             | 1                         | 1                   | •                            | . 697,659    | 927,367      |
| Grant expenses                    | 240,777             | •                         | ı                   | •                            | 240,777      | 376,250      |
| Occupancy                         | 154,593             | 27,538                    | 20,507              | 48,045                       | 202,638      | 194,679      |
| Litigation                        | 115,242             | 1                         | ı                   | •                            | . 115,242    | 3,230        |
| Telephone and communications      | 49,125              | 8,751                     | 6,517               | 15,268                       | 64,393       | 49,026       |
| Travel and meetings               | 48,302              | 4,259                     | 3,171               | 7,430                        | 55,732       | 46,444       |
| Professional fees                 | 33,820              | 6,024                     | 4,486               | 10,510                       | 44,330       | 133,969      |
| Office expense                    | 20,384              | 3,632                     | 2,704               | 6,336                        | 26,720       | 29,380       |
| Printing and publications         | 15,722              | 293                       | 219                 | 512                          | 16,234       | 24,134       |
| Library and dues                  | 7,675               | 31                        | 23                  | 54                           | 7,729        | 5,095        |
| Depreciation                      | 5,090               | 206                       | 675                 | 1,582                        |              | 5,891        |
| Legislative                       | 6,133               | 1                         | 1                   |                              | 6,133        | 16,623       |
| Miscellaneous                     | 3,842               | 684                       | 510                 | 1,194                        | 5,036        | 2,284        |
| Bank service charges              | 1                   | 1                         | 4,351               | 4,351                        | 4,351        | 4,083        |
| Postage                           | 2,229               | 396                       | 296                 | 692                          | 2,921        | 3,084        |
| Fundraising and membership events |                     | 1                         | 1,498               | 1,498                        | 1,498        | 1,351        |
| Total expenses                    | \$ 2,699,634        | \$ 283,921                | \$ 217,279          | \$ 501,200                   | \$ 3,200,834 | \$ 3,393,436 |

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

#### American Civil Liberties Union of Maryland, Inc. STATEMENT OF CASH FLOWS Year Ended March 31, 2015

|  | 2015         | 2014       |
|--|--------------|------------|
| CASH FLOWS FROM OPERATING ACTIVITIES:                |              | -          |
| Change in net assets                                 | \$ 2,181,166 | \$ 471,852 |
| Adjustments to reconcile change in net assets        |              |            |
| to net cash provided (used) by operating activities: |              |            |
| Depreciation   | 6,672        | 5,891      |
| Realized and unrealized gain on investments          | (177,379)    | (254,297)  |
| (Increase) decrease in operating assets:             |              |            |
| Accounts receivable                                  | 200,079      | (200,500)  |
| Contributions receivable                             | (250,777)    | (50,523)   |
| Due from National Affiliate                          | (8,580)      | 8,418      |
| Deposits   | 60           | (935)      |
| Prepaid health insurance                             | -            | 9,354      |
| Prepaid expenses                                     | 15,030       | (15,030)   |
| Increase (decrease) in operating liabilities:        |              |            |
| Accounts payable                                     | 120,816      | (4,854)    |
| Accrued expenses                                     | 7,755        | 5,551      |
| Accrued pension expense                              | 5,278        | 24,123     |
| Due to National Affiliate                            | (56,687)     | 88,117     |
| Net cash provided by operating activities            | 2,043,433    | 87,167     |
| CASH FLOWS FROM INVESTING ACTIVITIES:                |              |            |
| Purchase of investments and reinvested dividends     | (2,354,507)  | (721,311)  |
| Proceeds from sale of investments                    | 340,000      | 78,000     |
| Purchase of equipment                                | (28,789)     | (5,859)    |
| Net cash used by investing activities                | (2,043,296)  | (649,170)  |
| Net change in cash and cash equivalents              | 137          | (562,003)  |
| Cash and cash equivalents at beginning of year       | 638,828      | 1,200,831  |
| Cash and cash equivalents at end of year             | \$ 638,965   | \$ 638,828 |

#### Note 1 - Summary of Significant Accounting Policies

#### Nature of Organization

The American Civil Liberties Union of Maryland, Inc. (the ACLU) is a non-profit Organization that provides education and lobbies regarding civil rights and liberties. The ACLU is funded by membership dues and public support. Membership dues are forwarded to the National ACLU office and allocations are made to the various affiliates in accordance with revenue sharing policies.

The American Civil Liberties Union Foundation of Maryland, Inc. (the ACLU Foundation) is a non-profit Organization that provides legal services for persons threatened with, or involved in civil or criminal litigation in which questions of civil liberties or civil rights have arisen, as well as provides public education and advocacy regarding civil rights and liberties. The ACLU Foundation is funded by public support and attorney fees.

#### Consolidation of Related Entity

The ACLU has adopted the provision of FASB ASC 958-810 *Not-for-Profit Entities* – *Consolidation*. The ACLU has included its related entity, the ACLU Foundation, in its financial statements for the years ended March 31, 2015 and 2014. FASB ASC 958-810 states that a not-for-profit organization should consolidate another not-for-profit organization if the report not-for-profit organization has both control of the other not-for-profit organization, as evidenced by either majority ownership or a majority voting interest in the Board of the other not-for-profit organization, and an economic interest in the other not-for-profit organization.

The ACLU Foundation is a tax-exempt not-for-profit Entity incorporated in the State of Maryland. The ACLU Foundation qualifies as a related Entity of the ACLU under FASB ASC 958-810 and, accordingly, the accompanying financial statements present the financial information of both entities.

The Organization is also required to comply with the provisions of FASB ASC 850 *Related Party Disclosure*. Under this provision, all material related party transactions have been eliminated in the consolidating process and substantive disclosure of these amounts is not required.

#### **Basis of Accounting**

The Organization prepares its financial statements in accordance with accounting principles generally accepted in the United States of America. This basis of accounting involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

#### Note 1 - Summary of Significant Accounting Policies (Cont.)

#### **Basis of Presentation**

The financial statements include certain prior years summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the years ended March 31, 2014, from which the summarized information was derived.

#### Revenue Recognition

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor-imposed restriction. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. 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 a purpose restriction is accomplished), temporarily restricted net assets are reclassified as unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Unexpended grant awards are classified as refundable advances until expended for the purposes of the grants since they are considered conditional promises to give.

#### **Use of Estimates**

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

#### Functional Expenses

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

#### Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents except those held in an investment portfolio.

#### Note 1 - Summary of Significant Accounting Policies (Cont.)

#### Concentration of Cash Balances

At March 31, 2015 and 2014 and at various times during the fiscal years then ended, the Organization maintained cash balances in excess of the federally insured limit. Accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The amounts held in excess of FDIC insurance coverage as of March 31, 2015 and 2014 were approximately \$112,000 and \$139,000, respectively.

#### **Investments**

Investments are presented in the financial statements as quoted fair value. The net realized and unrealized appreciation (depreciation) in market value of investments is reflected in the statement of activities. Investments consist of cash and cash equivalents, certificates of deposit, and mutual funds held by a broker.

#### Contributions Receivable

Unconditional contributions receivable that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions receivable that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts are computed using rates applicable to the rate and circumstances applicable to each of the contributions receivable. Amortization of the discounts is included in contribution revenue. Conditional contributions receivable are not included as support until the conditions are substantially met.

#### Property and Equipment

Property and equipment acquisitions over \$3,000 are capitalized and recorded at cost. Depreciation is provided over the estimated useful lives of the assets using the straight-line method.

#### **Income Tax Status**

The ACLU is exempt from income tax under Section 501(c)(4) of the Internal Revenue Code. The ACLU Foundation is exempt from income tax under Section 501(c)(3) of the Internal Revenue Code and is classified as other than a private foundation. It is exempt from paying federal income tax on any income except unrelated business income.

#### Note 1 - Summary of Significant Accounting Policies (Cont.)

#### Income Tax Position

The Organization follows the guidance of ASC 740-10, "Accounting for Uncertainty in Income Taxes" which clarifies the accounting for the recognition and measurement of the benefits of individual tax positions in the financial statements, including those of non-profit organizations. Tax positions must meet a recognition threshold of more-likely-than not in order for the benefit of those tax positions to be recognized in the Organization's financial statements.

The Organization analyzes tax positions taken, including those related to the requirements set forth in IRC Sec. 501(c) to qualify as a tax exempt organization, activities performed by volunteers and Board members, the reporting of unrelated business income, and its status as a tax-exempt organization under Maryland State statute. The Organization does not know of any tax benefits arising from uncertain tax positions and there was no effect on the Organization's financial position or changes in net assets as a result of analyzing its tax positions. Fiscal years ending on or after March 31, 2012 remain subject to examination by federal and State authorities.

#### **Donated Services**

The ACLU and the ACLU Foundation recognize donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

#### Reclassification of Prior Year Balances

Certain reclassifications of the prior year balances have been made to conform to current year presentation.

Note 2 - Investments

Investments, carried at fair market value, are summarized as follows:

|                           |                              |           | M                 | larch 31, 201 | 5  |              |
|---------------------------|------------------------------|-----------|-------------------|---------------|----|--------------|
|                           | Fair Market Gross Unrealiz   |           |                   |               |    | s Unrealized |
|                           |                              | Cost      | Value Gain (Loss) |               |    | ain (Loss)   |
| Cash and cash equivalents | \$                           | 46,610    | \$ 46,610         |               | \$ | -            |
| Certificates of deposit   |                              | 540,367   |                   | 540,367       |    | -            |
| Mutual funds:             |                              |           |                   |               |    |              |
| Blend funds               |                              | 2,412,097 |                   | 3,126,194     |    | 714,097      |
| Bond funds                |                              | 2,584,871 |                   | 2,591,509     |    | 6,638        |
| Floating rate fund        |                              | 256,605   | <b></b>           | 253,663       |    | (2,942)      |
|                           | \$                           | 5,840,550 | \$                | 6,558,343     | \$ | 717,793      |
|                           |                              |           |                   |               |    |              |
|                           |                              |           |                   | larch 31, 201 |    |              |
|                           | Fair Market Gross Unrealized |           |                   |               |    |              |
|                           |                              | Cost      |                   | Value         | G  | ain (Loss)   |
| Cash and cash equivalents | \$                           | 123,266   | \$                | 123,266       | \$ | -            |
| Certificates of deposit   |                              | 537,711   |                   | 537,711       |    | -            |
| Mutual funds:             |                              |           |                   |               |    |              |
| Blend funds               |                              | 1,359,450 |                   | 1,909,969     |    | 550 510      |
|                           |                              | -,,       |                   | -,, -,,       |    | 550,519      |
| Bond funds                |                              | 1,803,603 |                   | 1,795,511     |    | (8,092)      |

#### Note 3 - Fair Value Measurement

ASC 820-10 establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under ASC 820-10 are as follows:

Level 1: Inputs that reflect unadjusted quoted prices in active markets for identical assets or liabilities.

Level 2: Inputs other than quoted prices that are observable for the asset or liability either directly or indirectly, including inputs in markets that are not considered to be active.

Level 3: Inputs that are unobservable and supported by little or no market activity and that are significant to the fair value of the assets or liabilities.

Inputs are used in applying the various valuation techniques and broadly refer to the assumptions that market participants use to make valuation decisions, including assumptions about risk. Inputs may include price information, volatility statistics, specific and broad credit data, liquidity statistics, and other factors. A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. However, the determination of what constitutes "observable" requires significant judgment by the Organization. The Organization considers observable data to be that market data, which is readily available, regularly distributed or updated, reliable and verifiable, not proprietary, and provided by independent sources that are actively involved in the relevant market. The categorization of a financial instrument within the hierarchy is based upon the pricing transparency of the instrument and does not necessarily correspond to the Organization's perceived risk of that instrument.

Investments whose values are based on quoted market prices in active markets, and are, therefore classified as Level 1, include cash and cash equivalents and active listed mutual funds.

Investments that trade in markets that are not considered to be active, but are valued based on quoted market prices, dealer quotations, or alternative pricing sources supported by observable inputs are classified with Level 2. These include certificates of deposit. As Level 2 investments include positions that are not traded in active markets and/or are subject to transfer restrictions, valuations may be adjusted to reflect liquidity and/or non-transferability, which are generally based on available market information.

#### Note 3 - Fair Value Measurement (Cont.)

The table below presents the fair value of financial instruments carried on the statement of financial position and by level within the hierarchy as of year-end:

|                           |    |           | <br>March:    | 31, 2015 |       |                 |
|---------------------------|----|-----------|---------------|----------|-------|-----------------|
|                           |    | Level 1   | <br>Level 2   | Lev      | rel 3 | <br>Total       |
| Cash and cash equivalents | \$ | 46,610    | \$<br>-       | \$       | -     | \$<br>46,610    |
| Certificates of deposit   |    | -         | 540,367       |          | _     | 540,367         |
| Mutual funds:             |    |           |               |          |       |                 |
| Blend funds               |    | 3,126,194 | -             |          | -     | 3,126,194       |
| Bond funds                |    | 2,591,509 | -             |          | -     | 2,591,509       |
| Floating rate fund        |    | 253,663   | <br>          |          |       | <br>253,663     |
| Total assets              | \$ | 6,017,976 | \$<br>540,367 | \$       |       | \$<br>6,558,343 |
|                           |    |           | March :       | 31, 2014 |       |                 |
|                           | I  | Level 1   | <br>Level 2   | Lev      | rel 3 | <br>Total       |
| Cash and cash equivalents | \$ | 123,266   | \$<br>-       | \$       | -     | \$<br>123,266   |
| Certificates of deposit   |    | -         | 537,711       |          | -     | 537,711         |
| Mutual funds:             |    |           |               |          |       |                 |
| Blend funds               |    | 1,909,969 | -             |          | -     | 1,909,969       |
| Bond funds                |    | 1,795,511 |               |          |       | <br>1,795,511   |
| Total assets              | \$ | 3,828,746 | \$<br>537,711 | _\$      |       | \$<br>4,366,457 |

#### Note 4 - Contributions Receivable

Contributions receivable consist of unconditional promises to give for \$613,277 and \$362,500 for the years ended March 31, 2015 and 2014, respectively. All contributions receivable are due in one year or less.

#### Note 5 - Property and Equipment

The carrying values of each class of property and equipment were as follows at March 31:

|                               | Estimated Lives | 2015       | 2014       |
|-------------------------------|-----------------|------------|------------|
| Furniture and equipment       | 3-7 years       | \$ 158,539 | \$ 129,750 |
| Less accumulated depreciation |                 | (124,539)  | (117,867)  |
| Net property and equipment    |                 | \$ 34,000  | \$ 11,883  |

Depreciation expense for the years ended March 31, 2015 and 2014 was \$6,672 and \$5,891, respectively.

#### Note 6 - Donated Legal Services

The ACLU Foundation received the following donated legal services benefiting all aspects of the mission for the years ended March 31:

|               | <br>2015      | <br>2014      |
|---------------|---------------|---------------|
| Donated hours | 1,329         | 2,194         |
| Total         | \$<br>697,659 | \$<br>927,367 |

#### Note 7 - Temporarily Restricted Net Assets

Temporarily restricted net assets consisted of the following at March 31, 2015 and 2014:

|  | 2015         | 2014       |
|--|--------------|------------|
| Education                              | \$ 1,062,987 | \$ 792,491 |
| Immigration                            | 8,827        | 10,229     |
| Criminal justice                       | 37,500       | -          |
| Baltimore Regional Housing Partnership | 240,777      |            |
|  | \$ 1,350,091 | \$ 802,720 |

#### Note 8 - Operating Lease

The ACLU Foundation entered into a lease agreement starting December 2012 to lease office space under an agreement expiring November 2017. The monthly rent was \$12,650 and increases by approximately 3% every year. Rent expense was \$172,605 and \$161,106 for the years ended March 31, 2015 and 2014, respectively. The summary of future minimum lease payments are as follows for the years ending March 31:

| 2016 | \$ 157,918 |
|------|------------|
| 2017 | 162,655    |
| 2018 | 110,584    |
|      | \$ 431,157 |

#### Note 9 - Affiliated Organizations

The ACLU and the ACLU Foundation are local affiliates of the national American Civil Liberties Union, Inc. and the national American Civil Liberties Union Foundation, Inc., respectively. Contributions are allocated between the ACLU national headquarters and affiliates in accordance with revenue sharing policies determined by the national office. The amount due (to)/from the national ACLU Foundation, Inc. was \$(69,005) and \$(125,692) at March 31, 2015 and 2014, respectively. The amount due (to)/from the national ACLU, Inc. was \$40,000 and \$902 at March 31, 2015 and 2014, respectively.

In addition to the revenue sharing, the national ACLU and the national ACLU Foundation awards grants to the Maryland entities. During the years ended March 31, 2015 and 2014, ACLU, Inc. received \$0 and \$3,920, respectively.

The ACLU forwards membership dues to the national ACLU office and allocations are made to the various affiliates in accordance with revenue sharing policies. The amount due (to)/from the national ACLU for membership dues was \$(8,073) and \$18,525 at March 31, 2015 and 2014, respectively.

#### Note 10 - Retirement Plan

A defined benefit pension plan was provided through the national ACLU for all employees hired on or before March 31, 2010 who were 21 years of age and had one year and 1,000 hours of service. The related pension expense was \$164,722 and \$159,495 for the years ended March 31, 2015 and 2014, respectively.

Effective April 1, 2009, new employees were no longer eligible to participate in the defined benefit pension plan. A new defined contribution plan was started in which all employees 21 year and older are eligible to participate. The ACLU will match 100% of contributions up to 1% of salary plus 50% of contributions from 1% to 6% of salary. Pension expense for the match was \$23,438 and \$14,867 for the years ended March 31, 2015 and 2014, respectively.

#### Note 11 - Subsequent Events

Subsequent events and transactions have been evaluated for potential recognition in the financial statements through August 27, 2015, the day the financial statements were available to be issued.

# American Civil Liberties Union of Maryland, Inc. CONSOLIDATING SCHEDULE OF STATEMENT OF FINANCIAL POSITION March 31, 2015

| CURRENT ASSETS  Cash and cash equivalents \$ 286,730 \$ 352,235 \$ - \$ 638,96   Investments \$ 2,876,727 \$ 3,681,616 \$ - 6,558,34   Accounts receivable - trade   | Ame<br>Libert<br>Mar                            |  |
|--|---|--|
| Cash and cash equivalents         \$ 286,730         \$ 352,235         \$ - \$ 638,96           Investments         2,876,727         3,681,616         - 6,558,34           Accounts receivable - trade         - 421         - 42           Contributions receivable         - 613,277         - 613,277         - 613,27           Due from National Affiliate         31,927         31,92         - 31,92           Due from ACLU Foundation of Maryland, Inc.         34,782         - (34,782)         7,842,93           PROPERTY AND EQUIPMENT         - 34,000         - 34,000         - 34,00           OTHER ASSETS         Deposits         247         9,510         - 9,75  | ASSETS  |  |
| Investments  | JRRENT ASSETS                                   |  |
| Accounts receivable - trade  | Cash and cash equivalents                       |  |
| Contributions receivable         -         613,277         -         613,27           Due from National Affiliate         31,927         -         -         31,92           Due from ACLU Foundation of Maryland, Inc.         34,782         -         (34,782)           Total current assets         3,230,166         4,647,549         (34,782)         7,842,93           PROPERTY AND EQUIPMENT<br>Net of accumulated depreciation         -         34,000         -         34,00           OTHER ASSETS<br>Deposits         247         9,510         -         9,75  |   |  |
| Due from National Affiliate       31,927       -       -       31,927         Due from ACLU Foundation of Maryland, Inc.       34,782       -       (34,782)         Total current assets       3,230,166       4,647,549       (34,782)       7,842,93         PROPERTY AND EQUIPMENT<br>Net of accumulated depreciation       -       34,000       -       34,00         OTHER ASSETS<br>Deposits       247       9,510       -       9,75   |   |  |
| Due from ACLU Foundation of Maryland, Inc.       34,782       -       (34,782)         Total current assets       3,230,166       4,647,549       (34,782)       7,842,93         PROPERTY AND EQUIPMENT<br>Net of accumulated depreciation       -       34,000       -       34,00         OTHER ASSETS<br>Deposits       247       9,510       -       9,75   |   |  |
| Total current assets         3,230,166         4,647,549         (34,782)         7,842,93           PROPERTY AND EQUIPMENT<br>Net of accumulated depreciation         -         34,000         -         34,00           OTHER ASSETS<br>Deposits         247         9,510         -         9,75  |   |  |
| PROPERTY AND EQUIPMENT         -         34,000         -         34,00           OTHER ASSETS         Deposits         247         9,510         -         9,75   | Due from ACLU Foundation of Maryland, Inc.      |  |
| Net of accumulated depreciation         -         34,000         -         34,000           OTHER ASSETS         Deposits         247         9,510         -         9,75   | Total current assets                            |  |
| Net of accumulated depreciation         -         34,000         -         34,000           OTHER ASSETS         Deposits         247         9,510         -         9,75   | ROPERTY AND EQUIPMENT                           |  |
| Deposits 247 9,510 - 9,75  |   |  |
|  | THER ASSETS                                     |  |
| and the second s | Deposits  |  |
| Total other assets 247 9,510 - 9,75  | Total other assets                              |  |
| Total assets \$ 3,230,413 \$ 4,691,059 \$ (34,782) \$ 7,886,65   | Total assets                                    |  |
| LIABILITIES AND NET ASSETS   | LIABILITIES AND NET ASSETS                      |  |
| CURRENT LIABILITIES  | URRENT LIABILITIES                              |  |
| Accounts payable \$ - 141,230 \$ - \$ 141,23   | Accounts payable                                |  |
| Accrued expenses 760 78,603 - 79,36  | Accrued expenses                                |  |
| Accrued pension expense - 164,722 - 164,72   |   |  |
| Due to National Affiliate - 69,005 - 69,00   |   |  |
| Due to ACLU of Maryland, Inc 34,782 (34,782)   | Due to ACLU of Maryland, Inc.                   |  |
| Total current liabilities 760 488,342 (34,782) 454,32  | Total current liabilities                       |  |
| NET ASSETS   | ET ASSETS                                       |  |
| Unrestricted - available for general activities 3,229,653 2,852,626 - 6,082,27   | Unrestricted - available for general activities |  |
| Temporarily restricted - 1,350,091 - 1,350,09  | Temporarily restricted                          |  |
| Total net assets 3,229,653 4,202,717 - 7,432,37  | Total net assets                                |  |
| Total liabilities and net assets \$ 3,230,413 \$ 4,691,059 \$ (34,782) \$ 7,886,69   | Total liabilities and net assets                |  |

# American Civil Liberties Union of Maryland, Inc. CONSOLIDATING SCHEDULE OF STATEMENT OF FINANCIAL POSITION March 31, 2014

|   | American Civil<br>Liberties Union of<br>Maryland, Inc. |           | American Civil Liberties Union Foundation of Maryland, Inc. |           | Eliminations |          | Consolidated<br>Total |           |
|---|--|-----------|---|-----------|--------------|----------|-----------------------|-----------|
| ASSETS  |  |           |   |           |              |          |                       |           |
| CURRENT ASSETS                                  |  |           |   |           |              |          |                       |           |
| Cash and cash equivalents                       | \$   | 232,712   | \$  | 406,116   | \$           | -        | \$                    | 638,828   |
| Investments                                     |  | 2,527,025 |   | 1,839,432 |              | -        |                       | 4,366,457 |
| Accounts receivable - trade                     |  | -         |   | 200,500   |              | -        |                       | 200,500   |
| Contributions receivable                        |  | -         |   | 362,500   |              | -        |                       | 362,500   |
| Due from National Affiliate                     |  | 23,347    |   | -         |              | -        |                       | 23,347    |
| Due from ACLU Foundation of Maryland, Inc.      | 25,876   |           | -   |           | (25,876)     |          |                       | -         |
| Prepaid expenses                                |  |           |   | 15,030    |              |          |                       | 15,030    |
| Total current assets                            | 2,808,960  |           | 2,823,578   |           | (25,876)     |          |                       | 5,606,662 |
| PROPERTY AND EQUIPMENT                          |  |           |   |           |              |          |                       |           |
| Net of accumulated depreciation                 |  |           |   | 11,883    |              |          | _                     | 11,883    |
| OTHER ASSETS                                    |  |           |   |           |              |          |                       |           |
| Deposits  |  | 247       |   | 9,570     |              |          |                       | 9,817     |
| Total other assets                              |  | 247       |   | 9,570     |              | -        |                       | 9,817     |
| Total assets                                    | \$   | 2,809,207 | \$  | 2,845,031 | \$           | (25,876) | \$                    | 5,628,362 |
| LIABILITIES AND NET ASSETS                      |  |           |   |           |              |          |                       |           |
| CURRENT LIABILITIES                             |  |           |   |           |              |          |                       |           |
| Accounts payable                                | \$   | -         | \$  | 20,414    | \$           | -        | \$                    | 20,414    |
| Accrued expenses                                |  | 764       |   | 70,844    |              | -        |                       | 71,608    |
| Accrued pension expense                         |  | -         |   | 159,444   |              | -        |                       | 159,444   |
| Due to National Affiliate                       |  | -         |   | 125,692   |              | -        |                       | 125,692   |
| Due to ACLU of Maryland, Inc.                   |  |           |   | 25,876    |              | (25,876) |                       |           |
| Total current liabilities                       |  | 764       | •   | 402,270   |              | (25,876) |                       | 377,158   |
| NET ASSETS                                      |  |           |   |           |              |          |                       |           |
| Unrestricted - available for general activities |  | 2,808,443 |   | 1,640,041 |              | -        |                       | 4,448,484 |
| Temporarily restricted                          |  | -         |   | 802,720   |              |          |                       | 802,720   |
| Total net assets                                |  | 2,808,443 |   | 2,442,761 |              |          |                       | 5,251,204 |
| Total liabilities and net assets                | \$   | 2,809,207 | \$  | 2,845,031 | \$           | (25,876) | \$                    | 5,628,362 |

# American Civil Liberties Union of Maryland, Inc. CONSOLIDATING SCHEDULE OF STATEMENT OF ACTIVITIES March 31, 2015

|  | American Civil<br>Liberties Union of<br>Maryland, Inc. | American Civil Liberties Union Foundation of Maryland, Inc. | Consolidated<br>Total |  |
|--|--|---|-----------------------|--|
| REVENUES, GAINS AND OTHER SUPPORT                  |  |   |                       |  |
| Received directly:                                 |  |   |                       |  |
| Grants   | \$ -   | \$ 1,472,804  | \$ 1,472,804          |  |
| Donations  | -  | 466,063   | 466,063               |  |
| Bequests   | 40,000   |   | 40,000                |  |
|  | 40,000   | 1,938,867   | 1,978,867             |  |
| Donated legal services                             |  | 697,659   | 697,659               |  |
| Total direct support                               | 40,000   | 2,636,526   | 2,676,526             |  |
| Other revenue:                                     |  |   |                       |  |
| Attorney fees                                      | -  | 2,186,910   | 2,186,910             |  |
| Realized and unrealized gain (loss) on investments | 102,615  | 74,764  | 177,379               |  |
| Membership dues                                    | 235,290  | -   | 235,290               |  |
| Investment income                                  | 47,458   | 44,863  | 92,321                |  |
| Other revenue                                      | 13,374   | 200   | 13,574                |  |
| Total revenues, gains, and other support           | 438,737  | 4,943,263   | 5,382,000             |  |
| EXPENSES   |  |   |                       |  |
| Program services                                   | 13,418   | 2,686,216   | 2,699,634             |  |
| Supporting services:                               |  |   |                       |  |
| Management and general                             | 2,354  | 281,567   | 283,921               |  |
| Fundraising  | 1,755  | 215,524   | 217,279               |  |
| Total supporting services                          | 4,109  | 497,091   | 501,200               |  |
| Total expenses                                     | 17,527   | 3,183,307   | 3,200,834             |  |
| Change in net assets                               | 421,210  | 1,759,956   | 2,181,166             |  |
| NET ASSETS AT BEGINNING OF YEAR                    | 2,808,443  | 2,442,761   | 5,251,204             |  |
| NET ASSETS AT END OF YEAR                          | \$ 3,229,653   | \$ 4,202,717  | \$ 7,432,370          |  |

# American Civil Liberties Union of Maryland, Inc. CONSOLIDATING SCHEDULE OF STATEMENT OF ACTIVITIES March 31, 2014

|  | American Civil<br>Liberties Union of<br>Maryland, Inc. | American Civil<br>Liberties Union<br>Foundation of<br>Maryland, Inc. | Consolidated<br>Total |
|--|--|--|-----------------------|
| REVENUES, GAINS AND OTHER SUPPORT Received directly: |  |  |                       |
| Grants   | \$ 3,920   | \$ 1,242,500   | \$ 1,246,420          |
| Donations  | 3,500  | 497,179  | 500,679               |
| Bequests   | 1,065  | 502  | 1,567                 |
|  | 8,485  | 1,740,181  | 1,748,666             |
| Donated legal services                               |  | 927,367  | 927,367               |
| Total direct support                                 | 8,485  | 2,667,548  | 2,676,033             |
| Other revenue:                                       |  |  |                       |
| Attorney fees  |  | 605,127  | 605,127               |
| Realized and unrealized gain (loss) on investments   | 172,876  | 81,421   | 254,297               |
| Membership dues                                      | 252,881  | -  | 252,881               |
| Investment income                                    | 40,172   | 24,085   | 64,257                |
| Other revenue  | 12,668   | 25   | 12,693                |
| Total revenues, gains, and other support             | 487,082  | 3,378,206  | 3,865,288             |
| EXPENSES   |  |  |                       |
| Program services                                     | 18,587   | 2,920,249  | 2,938,836             |
| Supporting services:                                 |  |  |                       |
| Management and general                               | 2,008  | 231,711  | 233,719               |
| Fundraising  | 1,675  | 219,206  | 220,881               |
| Total supporting services                            | 3,683  | 450,917  | 454,600               |
| Total expenses                                       | 22,270   | 3,371,166  | 3,393,436             |
| Change in net assets                                 | 464,812  | 7,040  | 471,852               |
| NET ASSETS AT BEGINNING OF YEAR                      | 2,343,631  | 2,435,721  | 4,779,352             |
| NET ASSETS AT END OF YEAR                            | \$ 2,808,443   | \$ 2,442,761   | \$ 5,251,204          |

# American Civil Liberties Union of Maryland, Inc. CONSOLIDATING SCHEDULE OF EXPENSES March 31, 2015

|                                      | American Civil Liberties Union of |        | American Civil Liberties Union Foundation of |           | Consolidated |
|--------------------------------------|-----------------------------------|--------|--|-----------|--------------|
|                                      | Maryland, Inc.                    |        | Maryland, Inc.                               |           | Total        |
| Payroll and payroll related expenses | \$                                | 11,662 | \$   | 1,691,107 | \$ 1,702,769 |
| Donated legal services               |                                   | -      |  | 697,659   | 697,659      |
| Grant expenses                       |                                   | -      |  | 240,777   | 240,777      |
| Occupancy                            |                                   | 1,800  |  | 200,838   | 202,638      |
| Litigation                           |                                   | -      |  | 115,242   | 115,242      |
| Telephone and communications         |                                   | 2,666  |  | 61,727    | 64,393       |
| Travel and meetings                  |                                   | 13     |  | 55,719    | 55,732       |
| Professional fees                    |                                   | 415    |  | 43,915    | 44,330       |
| Office expense                       |                                   | 231    |  | 26,489    | 26,720       |
| Printing and publications            |                                   | 237    |  | 15,997    | 16,234       |
| Library and dues                     |                                   | 226    |  | 7,503     | 7,729        |
| Depreciation                         |                                   | ~      |  | 6,672     | 6,672        |
| Legislative                          |                                   | 200    |  | 5,933     | 6,133        |
| Miscellaneous                        |                                   | -      |  | 5,036     | 5,036        |
| Bank service charges                 |                                   | -      |  | 4,351     | 4,351        |
| Postage                              |                                   | 77     |  | 2,844     | 2,921        |
| Fundraising and membership events    | <b>4</b>                          |        |  | 1,498     | 1,498        |
| Total expenses                       | \$                                | 17,527 |  | 3,183,307 | \$ 3,200,834 |

# American Civil Liberties Union of Maryland, Inc. CONSOLIDATING SCHEDULE OF EXPENSES March 31, 2014

|  | American Civil Liberties Union of Maryland, Inc. |        | American Civil Liberties Union Foundation of Maryland, Inc. |           | Consolidated<br>Total |
|--|--|--------|---|-----------|-----------------------|
| D II and a count of the deal conserva- | dr.  | 12 695 | ø   | 1 557 961 | \$ 1.570.546          |
| Payroll and payroll related expenses   | \$   | 12,685 | \$  | 1,557,861 | \$ 1,570,546          |
| Donated legal services                 |  | -      |   | 927,367   | 927,367               |
| Grant expenses                         |  | _      |   | 376,250   | 376,250               |
| Occupancy                              |  | 2,328  |   | 192,351   | 194,679               |
| Professional fees                      |  | 981    |   | 132,988   | 133,969               |
| Telephone and communications           |  | 312    |   | 48,714    | 49,026                |
| Travel and meetings                    |  | 73     |   | 46,371    | 46,444                |
| Office expense                         |  | 247    |   | 29,133    | 29,380                |
| Printing and publications              |  | 9      |   | 24,125    | 24,134                |
| Legislative                            |  | 5,300  |   | 11,323    | 16,623                |
| Depreciation                           |  | -      |   | 5,891     | 5,891                 |
| Library and dues                       |  | 229    |   | 4,866     | 5,095                 |
| Bank service charges                   |  | -      |   | 4,083     | 4,083                 |
| Litigation                             |  | -      |   | 3,230     | 3,230                 |
| Postage                                |  | 95     |   | 2,989     | 3,084                 |
| Miscellaneous                          |  | 11     |   | 2,273     | 2,284                 |
| Fundraising and membership events      |  |        |   | 1,351     | 1,351                 |
| Total expenses                         | \$   | 22,270 | \$  | 3,371,166 | \$ 3,393,436          |