2020

Three Rivers Legal Services, Inc. Financial Statements and Independent Auditor's Report December 31, 2020



FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT

THREE RIVERS LEGAL SERVICES, INC. GAINESVILLE, FLORIDA

LSC GRANT RECIPIENT #610061

DECEMBER 31, 2020

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INDEPENDENT AUDITOR'S REPORT

Board of Directors Three Rivers Legal Services, Inc. Gainesville, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of Three Rivers Legal Services, Inc. (the Organization), which comprise the statements of financial position as of December 31, 2020 and December 31, 2019, 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, 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.

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INDEPENDENT AUDITOR'S REPORT

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of December 31, 2020 and December 31, 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information, including the supplemental schedule of changes in net assets, the supplemental schedule of delivery methods, the schedule of support, revenue, expenses, and changes in net assets for LSC funds, and the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare 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 and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements are 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 26, 2021, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

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April 26, 2021 Gainesville, Florida

FINANCIAL STATEMENTS

STATEMENTS OF FINANCIAL POSITION THREE RIVERS LEGAL SERVICES, INC. DECEMBER 31, 2020 AND 2019 GAINESVILLE, FLORIDA

	2020	2019
Assets		
Current Assets:		
Cash and Cash Equivalents	\$ 2,059,698	\$ 1,441,676
Cash in Trust	16,158	6,333
Grants and Other Receivables	216,292	139,389
Prepaid Expenses	69,374	44,924
Deposits	12,948	12,948
Total Current Assets	2,374,470	1,645,270
Property and Equipment:		
Building and Land	418,637	418,637
Equipment	92,593	92,437
Furniture	20,346	20,346
Software	13,290	13,290
	544,866	544,710
(Less Accumulated Depreciation)	(248,215)	(222,101)
Total Property and Equipment	296,651	322,609
Total Assets	2,671,121	1,967,879
Liabilities and Net Assets		
Current Liabilities:		
Accounts Payable	27,045	42,242
Accrued Payroll and Benefits	299,653	222,677
Revenue Received in Advance	692,069	190,653
Client Escrow	16,158	6,333
Current Portion of Long-Term Debt	317,843	13,618
Total Current Liabilities	1,352,768	475,523
Long-Term Debt	355,241	259,038
Total Liabilities	1,708,009	734,561
Net Assets		
Without Donor Restrictions	744,634	730,636
With Donor Restrictions	218,478	502,682
Total Net Assets	963,112	1,233,318
Total Liabilities and Net Assets	\$ 2,671,121	\$ 1,967,879

STATEMENTS OF ACTIVITIES THREE RIVERS LEGAL SERVICES, INC. DECEMBER 31, 2020 AND 2019 GAINESVILLE, FLORIDA

		2020		2019				
	Without Donor	Without Donor With Donor		Without Donor	With Donor			
	Restrictions	Restrictions	Total	Restrictions	Restrictions	Total		
Revenues and Other								
Support								
Grants and Contracts	\$ 128,281	\$ 3,723,360	\$ 3,851,641	\$ 138,256	\$ 3,818,689	\$ 3,956,945		
Paycheck Protection								
Program - Loan Forgiveness	-	250,000	250,000	-	-	-		
Interest	649	541	1,190	1,110	1,141	2,251		
Attorney Fees	-	8,963	8,963	-	11,803	11,803		
Miscellaneous - Other	41,524	2,168	43,692	37,110	12,792	49,902		
Satisfaction of Program								
Restrictions	4,269,236	(4,269,236)		4,038,581	(4,038,581)			
Total Revenues and								
Other Support	4,439,690	(284,204)	4,155,486	4,215,057	(194,156)	4,020,901		
Expenses								
Program Services	3,793,577	-	3,793,577	3,548,309	-	3,548,309		
Management and General	631,182	-	631,182	594,597	-	594,597		
Fundraising	933	-	933	2,270	-	2,270		
Total Expenses	(4,425,692)	-	(4,425,692)	(4,145,176)	-	(4,145,176)		
Change in Net Assets	13,998	(284,204)	(270,206)	69,881	(194,156)	(124,275)		
Net Assets, Beginning of								
Year	730,636	502,682	1,233,318	660,755	696,838	1,357,593		
Net Assets, End of Year	\$ 744,634	\$ 218,478	\$ 963,112	\$ 730,636	\$ 502,682	\$ 1,233,318		

STATEMENTS OF FUNCTIONAL EXPENSES THREE RIVERS LEGAL SERVICES, INC. FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019 GAINESVILLE, FLORIDA

		2020)	2019				
	Program	Management	Fund		Program	Management	Fund	
	Services	and General	Raising	Total	Services	and General	Raising	Total
Salaries and Wages:								
Lawyers	\$ 1,805,936	\$ 224,877	\$79	\$ 2,030,892	\$ 1,620,778	\$ 254,541	\$ 1,344	\$ 1,876,663
Non-Lawyers	824,446	221,280	27	1,045,753	754,425	151,612	40	906,077
Employee Benefits	612,119	81,308	27	693 <i>,</i> 454	550,138	71,116	-	621,254
Interest, Taxes,								
and Fees	11,435	36	-	11,471	12,096	227	-	12,323
Office Rental	135,552	34,436	-	169,988	131,707	32,841	-	164,548
Utilities and Office								
Maintenance	24,363	4,426	-	28,789	31,371	6,817	-	38,188
Equipment Rental								
and Service	27,944	2,033	-	29,977	37,138	14,618	-	51,756
Office Supplies								
and Expenses	27,033	4,153	-	31,186	43,983	7,487	64	51,534
Telephone	49,669	4,202	-	53,871	34,942	2,943	-	37,885
Travel and Training	30,298	9,589	-	39,887	99,948	16,026	88	116,062
Library Upkeep	7,714	2	-	7,716	10,605	14	-	10,619
Insurance	17,817	2,988	-	20,805	15,485	1,634	-	17,119
Dues and Fees	18,461	841	-	19,302	17,834	1,120	-	18,954
Audit	-	18,600	-	18,600	-	18,300	-	18,300
Litigation	33,308	-	-	33,308	22,199	81	-	22,280
Software/Internet	60,571	6,563	-	67,134	52,903	4,433	-	57,336
Contract Services	81,190	14,210	-	95,400	84,689	10,787	150	95,626
Fundraising Event	-	-	800	800	-	-	584	584
Depreciation	25,597	1,638	-	27,235	26,900	-	-	26,900
Loss on Asset								
Disposal	124	-	-	124	1,168	-	-	1,168
Total	\$ 3,793,577	\$ 631,182	\$ 933	\$ 4,425,692	\$ 3,548,309	\$ 594,597	\$ 2,270	\$ 4,145,176

STATEMENTS OF CASH FLOWS THREE RIVERS LEGAL SERVICES, INC. FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019 GAINESVILLE, FLORIDA

		2020		2019	
Cash Flows from Operating Activities					
Change in Net Assets	\$	(270,206)	\$	(124,270)	
Adjustments to Reconcile Change in Net Assets to Net Cash					
Provided by (Used in) Operating Activities:					
Depreciation		27,235		26,900	
Loss on Property and Equipment Disposal		124		1,168	
(Increase) or Decrease in:					
Grants and Other Receivables		(76,903)		81,383	
Prepaid Expenses		(24,450)		(8,765)	
Deposits		-		(2,250)	
Increase or (Decrease) in:					
Accounts Payable		(15,197)		3,864	
Accrued Payroll and Benefits		76,976		67,130	
Client Escrow		9,825		5,875	
Revenue Received in Advance		501,416		88,115	
Net Cash Provided by (Used in) Operating Activities		228,820		139,150	
Cash Flows from Investing Activities					
Capital Purchases		(1,401)		(26,479)	
Net Cash Provided by (Used in) Investing Activities		(1,401)		(26,479)	
Cash Flows from Financing Activities					
Debt Payments		(13,619)		(13,054)	
PPP Loan		414,047		-	
Net Cash Provided by (Used in) Financing Activities		400,428		(13,054)	
Net Change in Cash and Cash Equivalents		627,847		99,617	
Cash and Cash Equivalents, Beginning of Year		1,448,009		1,348,392	
Cash and Cash Equivalents, End of Year	\$	2,075,856	\$	1,448,009	
Cash and Cash Equivalents	\$	2,059,698	\$	1,441,676	
Cash in Trust	Ť	16,158	7	6,333	
	\$	2,075,856	\$	1,448,009	
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Supplemental Disclosures

Interest expense paid totaled \$11,323 and \$11,890 in 2020 and 2019, respectively.

NOTES TO FINANCIAL STATEMENTS

Note 1 - Summary of Significant Accounting Policies

The financial statements of Three Rivers Legal Services, Inc. (the Organization) have been prepared on the accrual basis of accounting. Significant accounting policies are described below to enhance the usefulness of the financial statements to the reader.

Organization and Operations

The Organization is a non-profit corporation established in 1977 for the purpose of providing legal assistance in non-criminal matters to economically disadvantaged persons. The geographical area served by the Organization consists of seventeen counties in north central Florida. The Organization is primarily funded through annual grants from Legal Services Corporation (LSC), a non-profit corporation established by the Congress to administer a national legal assistance program, and from government agencies and foundations.

Program Information

Program Services—The Organization performs program services for the purpose for which it was established, which is to provide legal assistance in non-criminal matters to economically disadvantaged persons within the service area noted.

Cash and Cash Equivalents

For purposes of cash flows, cash equivalents include all highly liquid debt instruments purchased with a maturity of three months or less, and cash in trust.

Receivables

Receivables consist of amounts due from various grantors, individuals, and employees. The Organization records receivables at net realizable value using the allowance method. No allowance is provided since all receivables are deemed fully collectible.

Property and Equipment

Property and equipment acquired with LSC funds are considered to be owned by the Organization while used in the program or in future authorized programs. LSC, however, retains a reversionary interest in these assets and the right to determine the use of any proceeds from their sale.

The Organization capitalizes property and equipment costing more than \$1,000. Depreciation of tangible property and equipment is computed using the straight-line method over estimated useful lives from three to ten years. The building is being depreciated over 30 years. Property donated to the Organization is recorded as support at its fair value at the date received.

Accounting for Net Assets

Financial statement presentation follows *Accounting Codification Standards* (ACS) 958-205, *Financial Statements of Not-For-Profit Organizations*. Under ACS 958-205, the Organization is required to report information regarding its financial position and activities as follows:

- Without Donor Restrictions
- With Donor Restrictions

Without Donor Restrictions

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

With Donor Restrictions

Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organization and/or the passage of time. When a restriction expires, with donor restriction assets are reclassified to without donor restrictions, and reported in the statement of activities as net assets released from restrictions.

For the fiscal years ended December 31, 2020 and 2019, there were \$4,269,236 and \$4,038,581, respectively, of net assets released from donor restrictions and \$218,478 and \$502,682, respectively, of net assets with donor-imposed restrictions reported at year-end.

Revenue Recognition

The Organization recognizes grant/contract funds from LSC and other grantors as support when the Organization receives from the grantor an unconditional promise to provide funding. In accordance with the normal policies of LSC, the Organization may retain unexpended LSC grant funds that do not exceed 10% of the annual support from LSC for use in future periods provided expenses incurred are in compliance with the specified terms of the grant. LSC may, at its discretion, request reimbursement for expenses or return of funds, or both, as a result of non-compliance by the Organization with the terms of the grant/contract. In addition, if the Organization terminates its legal assistance activities, all unexpended funds are to be returned to the funding sources.

A portion of the Organization's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as revenue received in advance in the statement of financial position. Advance payments of \$692,069 and \$190,653 are recognized in the statement of financial position as revenue received in advance at December 31, 2020 and 2019, respectively.

Donor support is recorded as with donor restrictions or without donor restrictions, depending on the existence and/or nature of any donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Purpose restricted contributions from LSC and Florida Bar Foundation are reclassified to without donor restrictions when expenses are incurred that satisfy program objectives.

Donated Services

Private attorneys provide free legal services to low income clients under the Private Attorney Involvement Plan administered by the Organization. These services were valued at approximately \$315,034 for 2020 and \$523,374 for 2019. The value of such services was calculated by multiplying each attorney's hourly rate by the number of hours worked. These services are not recorded in the accompanying financial statements since the services are donated to the clients, not the Organization. The Organization merely acts as an intermediary between the volunteer private attorneys and the clients.

Vacation Policy

Employee vacation leave is accrued each pay period based on each employee's length of employment. Vacation leave earned to a maximum of thirty days is payable to a non-provisional employee at the employee's current rate of pay upon termination of employment.

Income Tax

The Organization is tax exempt under Section 501(c)(3) of the Internal Revenue Code; therefore, no provision for income taxes is reflected in the accompanying financial statements. In addition, the Organization has been classified by the Internal Revenue Service as an organization that is not a private foundation and qualifies for the charitable contributions deduction.

Uncertain Tax Positions

The Organization follows the accounting requirements associated with uncertainty in income taxes using the provisions of Financial Accounting Standards Board (FASB) ASC 740, *Income Taxes*. Using that guidance, tax positions initially need to be recognized in the financial statements when it is more-likely-than-not the positions will not be sustained upon examination by the tax authorities. As of December 31, 2020 and 2019, the Organization has no uncertain tax positions that qualify for either recognition or disclosure in the financial statements.

Use of Estimates

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

Functional Expenses

Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of the programs proportionate share of direct personnel costs or direct labor hours depending on the type of cost being allocated. Management and General Expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Organization.

Note 2 - Liquidity and Availability of Financial Assets

The following reflects the Organization's financial assets as of the statements of financial position date, reduced by amounts not available for general use within one year of the statements of financial position date because of contractual or donor-imposed restrictions. Amounts available include current assets available for expenditure in the following year. Amounts not available include items such as restricted net assets, amounts held in client escrow accounts and revenue received in advance that are not available for general expenses.

	2020	2019
Financial Assets, at Year-End*	\$ 2,292,148	\$ 1,587,398
Less Those Unavailable for General Expenditures		
within One Year, Due to:		
Contractual or Donor-Imposed Restrictions:		
Revenue Received in Advance	(692 <i>,</i> 069)	(190,653)
Client Escrow	(16,158)	(6,333)
Restricted by Donor with Time or Purpose Restrictions	(218,478)	(699,668)
Financial Assets Available to Meet		
Cash Needs for Expenditures within One Year	\$ 1,365,443	\$ 690,744

*Total assets, less non-financial assets (i.e. property and equipment, prepaid assets and deposits).

Note 3 - Lease Commitments

The Organization leases various office space and equipment in conducting its operations. Rent expense under all leases amounted to approximately \$169,010 and \$167,175 for 2020 and 2019, respectively.

Future minimum payments under non-cancellable operating leases are approximately as follows:

Fiscal Year		
Ending	A	mount
2021	\$	173,501
2022		130,979
2023		40,625
2024		-
Total	\$	345,105

Note 4 - Property and Equipment

Property and equipment consist of the following for the years ended December 31:

	 2020		2019
Land	\$ 60,000	\$	60,000
Buildings	358,637		358,637
Furniture and Fixtures	112,939 11		112,783
Software	 13,290		13,290
Total Assets	 544,866		544,710
(Accumulated Depreciation)	 (248,215)		(222,101)
Total	\$ 296,651	\$	322,609

For the years ended December 31, 2020 and 2019, depreciation expense amounted to \$27,235 and \$26,900, respectively, and there were losses on disposal of fixed assets in the amount of \$124 and \$1,168, respectively.

Property and equipment by funding source for the years ended December 31:

	 2020	 2019
Land - All Non-LSC	\$ 60,000	\$ 60,000
Buildings - All Non-LSC	358,637	358,637
Other Assets:		
LSC Acquired Assets	100,302	100,302
Non-LSC Acquired Assets	 25,927	 25,771
Total Assets	 544,866	544,710
(Accumulated Depreciation - LSC Assets)	(61,087)	(45 <i>,</i> 935)
(Accumulated Depreciation - Non-LSC Assets)	 (187,128)	 (176,166)
Total	\$ 296,651	\$ 322,609

Note 5 - Annuity Pension Plan

Included in employee benefit costs is \$101,600 and \$88,258 for 2020 and 2019, respectively, which represents the costs of a non-contributory annuity plan to provide employees with retirement benefits. During 2020 and 2019, the Organization contributed an amount equal to 5% and 5%, respectively, of the salaries of employees with more than two years of service. There are no past service costs associated with the plan and employees are fully vested for all contributions.

Note 6 - Significant Concentrations

Demand and Time Deposits

The Organization holds cash in demand and time deposits with local banks. The Organization has no policy requiring collateral for its deposits, although all demand deposits with banks are federally insured up to \$250,000 by the Federal Deposit Insurance Corporation.

Receivables

The Organization's receivables are due from various grantors, individuals, and employees. The Organization has no policy requiring collateral for its receivables.

Revenues

The Organization received significant revenues from one source. LSC provided approximately 57% in 2020 and 61% in 2019.

Note 7 - Cash in Trust

The Organization holds funds of clients under an agency arrangement. Cash in trust is reported as an asset with a corresponding amount reported as a liability in the accompanying financial statements.

Note 8 - Release of Net Assets With Donor Restrictions

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes as follows:

	 2020	 2019
Legal Services Corporation	\$ 2,563,267	\$ 2,703,322
Other	 1,705,969	 1,335,259
Total	\$ 4,269,236	\$ 4,038,581

Note 9 - Net Assets With Donor Restrictions

Net assets with donor restrictions were available to provide legal services under the following programs:

 2020	2019		
\$ -	\$	194,582	
35,472		50,624	
 183,006		257,476	
\$ 218,478	\$	502,682	
\$ \$	\$ - 35,472 183,006	\$ - \$ 35,472 183,006	

Note 10 - LSC Recipient Fund Balance Calculation

The fund balance calculation for LSC compliance purposes and what is allowable is calculated below:

	 2020	 2019
Total LSC Funding	\$ 2,721,608	\$ 2,453,812
Allowable Limit	10%	10%
	\$ 272,161	\$ 245,381
Fund Balance Calculation for Compliance Purposes: Net Assets with Restrictions and Revenue	 	
Received in Advance	\$ 368,075	\$ 194,582

The fund balance exceeded the allowable limit at December 31, 2020, due to unexpected funding from COVID-19 related grants. The fund balance was within the allowable limit at December 31, 2019.

On April 30, 2020, LSC issued Program Letter 20-4 updating its revenue recognition guidance to conform with Accounting Standards Update 2018-08. The Program Letter indicates that unexpended grant funds should now be reflected as a liability instead of restricted net assets. The Organization implemented this change for the year ended December 31, 2020.

For the years ended December 31, 2020 and 2019, unexpended LSC grant funds of \$368,075 and \$0, respectively, are recorded on the statement of financial position as revenue received in advance. These liability amounts are included in the fund balance calculation above for the purpose of determining compliance with LSC's 10% carryover limit.

Note 11 - Long-Term Debt

Long-term debt consists of the following:

	 2020	 2019
Note Payable in Monthly Installments of \$2,078, Including Interest of 4.25%, Maturing April 2035, Collateralized by a Real Estate Mortgage for		
Lake City Office Building	\$ 259,037	\$ 272,656
1% Payroll Protection Program Loan Payable, Due in Monthly Installments of Principle and Interest Beginning		
10 Months from the End of the Covered Period, and Maturing Two Years After the Date of Disbursement	414,047	_
Portion Due Within One Year	(317,843)	(13,618)
Total	\$ 355,241	\$ 259,038

The following is a schedule, by years, of minimum future payments on long-term debt as of December 31, 2020:

Year Ending								
December 31,	Principal			Principal Interest		rincipal Interest		 Total
2021	\$	317,843	\$	16,370	\$ 334,213			
2022		125,237		10,349	135,586			
2023		15,467		9,476	24,943			
2024		16,137		8,806	24,943			
2025		16,836		8,107	24,943			
Thereafter		181,564		36,060	217,624			
Total	\$	673,084	\$	89,168	\$ 762,252			

Note 12 - <u>COVID-19</u>

The COVID-19 pandemic caused the Organization to suspend in-person applications for services, client meetings and court hearings for most of 2020. Moreover, the entire staff of Organization began working remotely which not only resulted in a significant increase in the technology budget, but also resulted in a significant reduction in new client intakes and the ability to conduct in-person outreach efforts. Revenue from grants based on attorney case time decreased as a result, but legal issues created by COVID-19 increased, especially in domestic violence cases and housing cases. This disturbing trend is expected to last for the majority of 2021.

While new applications for services via phone and online have moderated in 2021, the Organization remains closed to in-person applications for services which may result in decreased revenue from grants based on a decline of attorney case time. Additionally, a majority of staff continues to work remotely. The Organization expects to see a significant amount of new eviction and mortgage foreclosure cases in 2021 once the eviction moratorium and mortgage forbearance orders are lifted.

Note 13 - Paycheck Protection Program

The Organization was granted a loan in the amount of \$664,047, pursuant to the Paycheck Protection Program (PPP), which is administered by the Small Business Association (SBA). Under the terms of the PPP, certain amounts of the loan may be forgiven by the SBA if they are used for qualifying expenses described in the CARES Act. The Organization has elected to record the funds as a conditional contribution in accordance with FASB ASC 958-605 by recording an initial liability for the loan proceeds, and subsequently recognizing revenue as qualifying expenses are incurred. During the year ended December 31, 2020, \$250,000 was recognized as revenue, with a remaining liability of \$414,047 as of December 31, 2020.

Note 14 - Subsequent Events

On March 11, 2021, LSC provided a blanket waiver of the fund balance requirement for all recipients with a December 31, 2020, year-end and allowed the Organization to carry over any excess LSC fund balance to 2021.

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through April 26, 2021, the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

SUPPLEMENTAL SCHEDULE OF CHANGES IN NET ASSETS THREE RIVERS LEGAL SERVICES, INC. YEAR ENDED DECEMBER 31, 2020 GAINESVILLE, FLORIDA

			With Donor Restrictions							
	Without Donor Restrictions		Legal Services Corporation		Other		Total With Donor Restrictions			Total
Revenues and Other Support									-	
Grants and Contracts	\$	128,281	\$	2,344,334	\$	1,379,026	\$	3,723,360	\$	3,851,641
Paycheck Protection										
Program - Loan Forgiveness		-		-		250,000		250,000		250,000
Interest		649		541		-		541		1,190
Attorney Fees		-		8,588		375		8,963		8,963
Miscellaneous - Other		41,524		70		2,098		2,168		43,692
Satisfaction of Program										
Restrictions		4,269,236		(2,563,267)		(1,705,969)		(4,269,236)		-
Total Revenues and										
Other Support		4,439,690		(209,734)		(74,470)		(284,204)		4,155,486
Expenses										
Program Services		3,793,577		-		-		-		3,793,577
Management and General		631,182		-		-		-		631,182
Fundraising		933		-		-		-		933
Total Expenses		(4,425,692)		-		-		-		(4,425,692)
Change in Net Assets		13,998		(209,734)		(74,470)		(284,204)		(270,206)
Net Assets, Beginning of Year		730,636		245,206		257,476	1	502,682		1,233,318
Net Assets, End of Year	\$	744,634	\$	35,472	\$	183,006	\$	218,478	\$	963,112

SUPPLEMENTAL SCHEDULE OF DELIVERY METHODS THREE RIVERS LEGAL SERVICES, INC. DECEMBER 31, 2020 GAINESVILLE, FLORIDA

	Staff Attorney Delivery			Privat	e Attorney De			
	Legal			Legal				
	Services			Services				
	Corporation	Other	Total	Corporation	Other	Total	Property	Total
Support and Revenue								
Grants and Contracts	\$ 2,344,334	\$ 1,506,693	\$ 3,851,027	\$-	\$ 614	\$ 614	\$-	\$ 3,851,641
Interest	541	649	1,190	-	-	-	-	1,190
Attorney Fees	8,588	375	8,963	-	-	-	-	8,963
Miscellaneous - Other	70	42,461	42,531		1,161	1,161		43,692
Total Support and								
Revenue	2,353,533	1,550,178	3,903,711		1,775	1,775		3,905,486
Expenses								
Salaries and Wages:								
Lawyers	970,642	890,254	1,860,896	119,755	50,241	169,996	-	2,030,892
Non-Lawyers	543,834	436,283	980,117	44,729	20,907	65,636	-	1,045,753
Employee Benefits	351,774	287,938	639,712	39,720	14,022	53,742	-	693,454
Interest, Taxes, and Fees	53	11,411	11,464	6	1	7	-	11,471
Office Rental, Utilities,		,	, -	-				,
and Maintenance	155,384	30,772	186,156	10,532	2,089	12,621	-	198,777
Equipment Rental	,	,	,	-,	,	, -		,
and Service	28,864	791	29,655	269	53	322	-	29,977
Office Supplies	-,		-,					- , -
and Expenses	21,816	7,491	29,307	1,380	499	1,879	-	31,186
Telephone	42,223	8,102	50,325	2,959	587	3,546	-	53,871
Travel and Training	28,202	6,772	34,974	3,902	1,011	4,913	-	39,887
Library Upkeep	7,696	. 14	7,710	, 5	1	, 6	-	7,716
Insurance	16,116	3,197	19,313	1,245	247	1,492	-	20,805
Dues and Fees	7,042	11,443	18,485	49	768	817	-	19,302
Audit	14,519	2,880	17,399	1,002	199	1,201	-	18,600
Litigation on Behalf	·					·		·
of Client	18,757	10,333	29,090	1,780	2,438	4,218	-	33,308
Software/Internet	50,401	13,080	63,481	3,048	605	3,653	-	67,134
Contract Services	52,700	34,306	87,006	7,711	683	8,394	-	95,400
Fundraising	-	800	800	-	-	-	-	800
Deprecation	-	-	-	-	-	-	27,235	27,235
Loss on Disposal								
of Property	-	-	-	-	-	-	124	124
Total Expenses	(2,310,023)	(1,755,867)	(4,065,890)	(238,092)	(94,351)	(332,443)	(27,359)	(4,425,692)
Support and Revenue								
••								
Over (Under) Expenses	\$ 43,510	\$ (205,689)	\$ (162,179)	\$ (238,092)	\$ (07 E76)	\$ (330,668)	\$ (27,359)	\$ (520,206)
LAPCIISES	\$ 43,510	ş (203,089)	ə (102,179)	ə (230,092)	(۶ <i>2,</i> 370) د	ə (550,008)	(<i>دد</i> , <i>۲</i>) د	ə (J20,200)

PAI percentage is 15%, calculated as \$332,443/\$2,212,057 (total PAI expense divided by basic field grant for 2020).

SCHEDULE OF SUPPORT, REVENUE, EXPENSES, AND CHANGES IN NET ASSETS FOR LSC FUNDS THREE RIVERS LEGAL SERVICES, INC. YEAR ENDED DECEMBER 31, 2020 GAINESVILLE, FLORIDA

	Staff Attorney Delivery	Private Attorney Involvement	2020 Telework Special Grant	2020 COVID Response Grant	2020 COVID Response Grant PAI	Subtotal	Property	Total
Support and Revenue								
Grants and Contracts	\$ 2,212,057	\$-	\$ 13,131	\$ 119,146	\$-	\$ 2,344,334	\$-	\$ 2,344,334
Interest	541	-	-	-	-	541	-	541
Attorney Fees	8,588	-	-	-	-	8,588	-	8,588
Miscellaneous	70	-		-	-	70		70
Total Support and								
Revenue	2,221,256		13,131	119,146		2,353,533		2,353,533
Expenses								
Salaries and Wages:								
Lawyers	898,267	112,227	-	72,375	7,528	1,090,397	-	1,090,397
Non-Lawyers	526,342	44,040	-	17,492	689	588,563	-	588,563
Employee Benefits	336,287	38,893	-	15,487	827	391,494	-	391,494
Interest, Taxes, and Fees	53	6	-	-	-	59	-	59
Office Rental, Utilities, and								
Maintenance	155,384	10,532	-	-	-	165,916	-	165,916
Equipment Rental and Service	16,359	269	10,528	1,977	-	29,133	-	29,133
Office Supplies and Expenses	19,707	1,380	-	2,109	-	23,196	-	23,196
Telephone	42,223	2,959	-	-	-	45,182	-	45,182
Travel and Training	28,059	3,902	-	143	-	32,104	-	32,104
Library Upkeep	7,696	5	-	-	-	7,701	-	7,701
Insurance	16,116	1,245	-	-	-	17,361	-	17,361
Dues and Fees	7,042	49	-	-	-	7,091	-	7,091
Audit	14,519	1,002	-	-	-	15,521	-	15,521
Litigation on Behalf of Client	18,728	1,780	-	29	-	20,537	-	20,537
Software/Internet	47,558	3,048	2,603	240	-	53,449	-	53,449
Contract Services	52,450	7,711	-	250	-	60,411	-	60,411
Depreciation	-	-	-	-	-	-	15,152	15,152
Total Expenses	(2,186,790)	(229,048)	(13,131)	(110,102)	(9,044)	(2,548,115)	(15,152)	(2,563,267)
Support and Revenue Over (Under) Expenses Before								
Transfers	34,466	(229,048)	-	9,044	(9,044)	(194,582)	(15,152)	(209,734)
Transfers	(229,048)	229,048		(9,044)	9,044			
Support and Revenue Over (Under) Expenses	(194,582)	-	-	-	-	(194,582)	(15,152)	(209,734)
Net Assets, Beginning of Year	194,582					194,582	50,624	245,206
Net Assets, End of Year	\$ -	<u>\$</u> -	<u>\$ -</u>	\$ -	<u>\$</u> -	\$ -	\$ 35,472	\$ 35,472

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS THREE RIVERS LEGAL SERVICES, INC. FOR THE YEAR ENDED DECEMBER 31, 2020 GAINESVILLE, FLORIDA

Federal Grantor/Pass-Through Grantor/Program Title	Federal ID Number/ CFDA Number	Grantor's Contract Number	Expenditures	Program Totals
Legal Services Corporation				
2019 Basic Field Grant	9.610061	610061	\$ 194,582	
2020 Basic Field Grant	9.610061	610061	2,221,259	
COVID-19 Telework Technology Grant	9.610061	610061	13,131	
COVID-19 Response Grant	9.610061	610061	119,142	\$ 2,548,114
U.S. Department of Justice				
Passed Through the Florida Department of				
Children and Families:				
STOP Violence Against Women	16.588	20-2068-LCH	20,549	
STOP Legal Assistance for Survivors	16.588	20-2068-LS	31,810	
STOP Violence Against Women	16.588	21-2068-LCH	11,200	63,559
Passed Through State of Florida,				
Office of the Attorney General:				
Crime Victims Assistance	16.575	VOCA-2019-TRLS-00406	246,381	
Crime Victims Assistance	16.575	VOCA-2019-TRLS-00465	257,621	
Crime Victims Assistance	16.575	VOCA-2020-TRLS-00748	60,533	
Crime Victims Assistance	16.575	VOCA-2020-TRLS-00774	80,322	644,857
Passed Through Equal Justice Works:				
Elder Justice Program	16.582	2020-OVC-EJP-016	23,068	23,068
U.S. Department of Housing and Urban Development Passed Through State of Florida DCF: Passed Through United Way of North Central Florida: Challenge Grant 2019-20 Challenge Grant 2020-21 Passed Through United Way of Suwannee Valley: Challenge Grant 2019-20	14.231 14.231 14.231	CP005 CP005 CP006	6,443 17,432 10,444	34,319
Department of Veteran Affairs				
VA Supportive Services for Veteran Families Program:				
Passed Through Changing Homelessness, Inc.	64.033	N/A	120,982	
Passed Through Meridian Behavioral Healthcare	64.033	N/A	35,693	
Passed Through Volunteer of America Florida	64.033	N/A	17,374	174,049
Administration on Aging, Department of Health and Human Services Passed Through Mid-Florida Area Agency on Aging, Inc.: Contracts for Legal Assistance to Elderly in 10 Counties Contracts for Legal Assistance to Senior Caregivers in 10 Counties	93.044 93.052	OAA-20-TRLS IIIE-20-TRLS	81,552 13,379	94,931
Passed Through Mid-Florida Area Agency on				
Aging for North Florida, Inc.: Contracts for Legal Assistance to Elderly in 2 Counties	93.044	BA020-31	4,951	4,951
Internal Revenue Service, Department of the Treasury Low Income Taxpayer Clinic	21.008	20-LITC0464-01-00	65,000	65,000
				·
Total			\$ 3,652,848	\$ 3,652,848

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS THREE RIVERS LEGAL SERVICES, INC. FOR THE YEAR ENDED DECEMBER 31, 2020 GAINESVILLE, FLORIDA

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Three Rivers Legal Services, Inc. under programs of the federal government for the year ended December 31, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Three Rivers Legal Services, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Three Rivers Legal Services, Inc.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Three Rivers Legal Services, Inc. has not elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 3 - Passed Through to Sub-Recipients

No federal awards were passed through to sub-recipients.

ADDITIONAL REPORTS

PURVIS GRAY

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

Board of Directors Three Rivers Legal Services, Inc. Gainesville, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Three Rivers Legal Services, Inc., which comprise the statement of financial position as of December 31, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated April 26, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Three Rivers Legal Services, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Three Rivers Legal Services, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Three Rivers Legal Services, Inc.'s internal control.

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Purvis Dray

April 26, 2021 Gainesville, Florida

PURVIS GRAY

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors Three Rivers Legal Services, Inc. Gainesville, Florida

Report on Compliance for Each Major Federal Program

We have audited Three Rivers Legal Services, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the *Compliance Supplement for Audits of LSC Recipients* that could have a direct and material effect on its major federal program for the year ended December 31, 2020. Three Rivers Legal Services, Inc.'s major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for Three Rivers Legal Services, Inc.'s major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Three Rivers Legal Services, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of Three Rivers Legal Services, Inc.'s compliance.

Opinion on Major Federal Program

In our opinion, Three Rivers Legal Services, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2020.

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Report on Internal Control Over Compliance

Management of Three Rivers Legal Services, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Three Rivers Legal Services, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Three Rivers Legal Services, Inc.'s internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Purvis Dray

April 26, 2021 Gainesville, Florida

SCHEDULE OF FINDINGS AND QUESTIONED COSTS THREE RIVERS LEGAL SERVICES, INC. FOR THE YEAR ENDED DECEMBER 31, 2020 GAINESVILLE, FLORIDA

SECTION I – SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of Auditor's Report Issued:	Unmodified
Internal Control Over Financial Reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified that are not considered to be material weakness(es)?	None reported
Non-compliance material to financial statements noted?	No
Federal Awards	
Internal Control Over Major Programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified that are not considered to be material weakness(es)?	None reported
Type of Auditor's Report Issued on Compliance for Major Programs:	Unmodified for all major programs
Any Audit Findings Disclosed that are Required to be Reported in Accordance with 2 CFR Section 200.516(a)?	No
The Organization's major program was the Legal Services Corporation Basic Field Grant	Federal ID No. 09.610061
Dollar Threshold Used to Distinguish Between Type A and Type B Programs:	\$750,000
Auditee Qualified as Low-risk Auditee?	No
SECTION II – FINANCIAL STATEMENT FINDINGS	
No matters were reported.	

SECTION III – FEDERAL AWARD FINDINGS

No matters were reported.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS THREE RIVERS LEGAL SERVICES, INC. FOR THE YEAR ENDED DECEMBER 31, 2020 GAINESVILLE, FLORIDA

There were no finding reports in the 2019 audit report.



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