



# Legislature of the Virgin Islands

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## POST AUDIT DIVISION

June 17, 2016

### COMMITTEE ON FINANCE FISCAL YEAR 2017 BUDGET HEARING

#### LEGAL SERVICES OF THE VIRGIN ISLANDS

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## **BACKGROUND AND HISTORY**

The Legal Services of the Virgin Islands, Incorporated (*LSVI*) is the only entity in the Virgin Islands that provides effective, efficient, and high-quality, civil legal assistance to low income, elderly, and other disadvantaged residents of the Virgin Islands. LSVI is also the only agency in the Virgin Islands that provides *free* civil legal assistance to eligible clients. LSVI is a public interest law firm and known as the “Equal Justice Advocate” in the Virgin Islands. Legal Services of the Virgin Islands was incorporated in March 1972 under the laws of the Virgin Islands as a 501 (c) 3 corporation for the purpose of:

- Providing legal advice and counseling in civil cases to:
  - Individuals of the community with low-income status who are unable to secure the services of a private attorney.
  - The segments of the population with special needs, such as the elderly, disabled, abused and neglected children, and victims of domestic violence.

Some additional legal assistance provided by Legal Services of the Virgin Islands includes:

- Brief service or limited representation;
- Full direct representation (generally litigation, court, or administrative agency appeals);
- Community legal education;
- Private bar involvement (pro bono);
- And self-help clinics for *pro se* (representing yourself) litigants.

LSVI, a non-profit organization, receives funding from ten (10) sources, including Federal and Local Government, United Way, and Interest on Lawyers Trust Accounts (IOLTA) funds. LSVI, which was established by Congress to administer a national legal assistance program, requires local matching funds in order to receive federal grants to assist in the administration of the legal assistance program.

## **MISSION STATEMENT**

The Legal Services of the Virgin Islands, Inc.’s mission is to access justice, protect rights, and educate people in poverty, in order to empower them to move toward self-sufficiency.

## **ORGANIZATIONAL STRUCTURE**

The Legal Services of the Virgin Islands, Inc. is governed by a *fifteen (15)* member Board of Trustees. According to the LSVI by-laws, in conformity with the Legal Services Corporation (LSC) regulations, *nine (9)* of the Directors must be attorneys appointed by the VI Bar Association, *five (5)* of the Directors must be client eligible individuals, and *one (1)* of the Directors must be a member at-large. The LSVI by-laws also provide that *seven (7)* of the members reside on the island of St. Croix, and *eight (8)* of the members reside in the St. Thomas/St. John district, with at least *one (1)* member residing on St. John.

The Legal Services of the Virgin Islands Inc.’s Board of Trustees is a voluntary board. The members serve based upon their commitment to LSVI’s primary mission. Officers and board members are elected at the annual meeting pursuant to the by-laws. The term limit is two (2),

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three (3) year terms. The board meets every other month to focus on key responsibilities such as, oversight of compliance with legal and contractual obligations, and fiscal matters. The board receives informal training at six (6) regular meetings each year, and the board holds formal training to improve board awareness and involvement in areas of board responsibility. Several of the board members also attend off island conferences.

LSVI’s Board of Directors reflects the community diversity of the service area, including racial, gender, and ethnic diversity. The board’s primary responsibility is to ensure that the agency achieve its budget goals and that funds are spent and accounted for in a way that fully meets its responsibilities to clients, funding sources, and the general public.

The daily operational responsibilities are carried out by paid staff under the direction of the Executive Director. The Executive Director is the Chief Executive Officer and is selected and appointed by the Board of Trustees. *Exhibit I* displays the Board of Trustees for the Legal Services of the Virgin Islands, Inc.

**LEGAL SERVICES OF THE VIRGIN ISLANDS, INC.**  
**BOARD OF DIRECTORS**

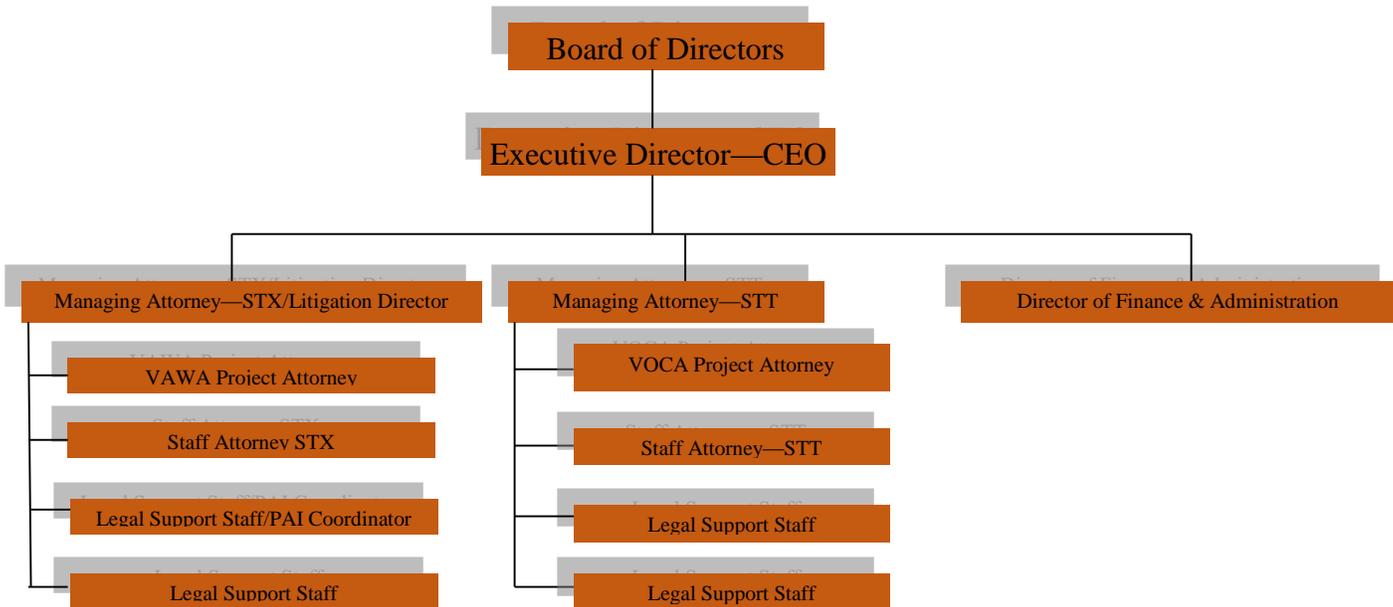
<b>Name</b>	<b>Position</b>	<b>Agency</b>	<b>Location</b>	<b>Term</b>	<b>Term Expires</b>
Dwayne Henry, Esq.	President	VI Bar Association	St. Croix	2 <sup>nd</sup>	2016
Liston Davis	Vice President	At-Large Member	St. Thomas	2 <sup>nd</sup>	2015
Adam Hoover, Esq.	Treasurer	VI Bar Association	St. Croix		2015
Rigmerle Finch-Ponteen	Secretary	Client Representative	St. Croix	2 <sup>nd</sup>	2016
Richard T. Evangelista, Esq.	Member	VI Bar Association	St. Croix		2015
Trudy Fenster, Esq.	Member	VI Bar Association	St. Croix	2 <sup>nd</sup>	2016
Casandra C. Paul	Member	Client Representative	St. Croix	2 <sup>nd</sup>	2017
Mary Roebuck	Member	Client Representative	St. Croix	1 <sup>st</sup>	2015
Paula Norkaitis, Esq.	Member	VI Bar Association	St. Thomas	2 <sup>nd</sup>	2016
Chivonne Thomas Jones, Esq.	Member	VI Bar Association	St. Thomas		2016
Dolace McLean, Ph.D, Esq.	Member	VI Bar Association	St. Thomas	1 <sup>st</sup>	2017
Vanessa-Nola Pratt, Esq.	Member	VI Bar Association	St. Thomas	2 <sup>nd</sup>	2014
Brenda Hughes	Member	Client Representative	St. Thomas	1 <sup>st</sup>	2015
Micah Alissa Frett	Member	Client Representative	St. Thomas	1 <sup>st</sup>	2017
<i>Vacant</i>	Member	<i>VI Bar Association</i>	<i>St. Thomas</i>	<i>1<sup>st</sup></i>	<i>2014</i>

**\*\* No new information was submitted for Fiscal Year 2017. \*\***

***Exhibit I***

*Exhibit II* displays the Organization Chart for the Legal Services of the Virgin Islands, Inc.

**LEGAL SERVICES OF THE VIRGIN ISLANDS, INC.  
ORGANIZATION CHART**



*Exhibit II*

**FISCAL YEAR 2017 PROGRAM GOALS**

The program goals for 2017 are:

1. To maintain optimum service delivery by providing effective, efficient and high quality civil legal representation to eligible clients, including advice and counsel, limited services, extended services, which includes full direct representation in the courts and administrative agencies, community legal education and self-help clinics.
2. To maintain and establish greater collaboration, linkage and partnering with other agencies to maximize our service delivery.
3. To recruit and train private attorneys to provide pro bono and low fee civil legal assistance to eligible clients.
4. To apply the maximum use of technology in the delivery of high quality civil legal services to eligible clients.

The overall goal for advocacy for next year and beyond is to advance economic and social justice through legal action, coalition building, collaborative relationships and community legal education and outreach.

Legal Services have engaged the consultancy services of the UVI, Institute for Leadership and Organizational Effectiveness to perform a community legal needs assessment and Strategic Plan for the agency. Legal Services is also awaiting the report of a recent onsite compliance visit by the Legal Services Corporation, Office of Compliance and Enforcement. The agency will use the results of those reports to inform the goals and objectives in the future.

**PROGRAM PRIORITIES**

To carry out the broad overall mission of Legal Services of the Virgin Islands, Inc., the board of directors has established written priorities for the types of cases and matters, including emergencies, to which the staff must limit its commitment of time and resources. These priorities have evolved through a process which involved clients, staff, board members, members of the bench and bar, social agencies and service providers and community forums held in 2006-2007.

The legal staff of Legal Services of the Virgin Islands, Inc., to the extent that resources and staff expertise allow, provides assistance in the following areas:

<b>Priorities</b>	<b>Goals and Objectives</b>
Family	Family law cases involving preservation, support and safety of families and individual family members. Priority attention will be given to matters involving domestic abuse and other family law matters where legal action is required to protect the health, safety and welfare of family members.
Maintaining Economic Stability	Maintaining economic stability to assist clients in obtaining and maintaining basic income and other necessities for household stability. This includes public benefits, unemployment compensation, wrongful discharge matters and other employment related legal actions that are not fee generating.
Health	To secure health care, including mental health services, for all low-income people and to ensure that clients eligible for publicly-funded health insurance programs receive comprehensive accessible, high-quality care.
Housing	To assist low income people in housing cases involving the acquisition, preservation or access to housing for homestead and shelter. This includes defense of foreclosures and evictions, ameliorating dangerous environmental conditions and other landlord/tenant disputes.
Education	To improve opportunities for all low-income children and ensure their right to receive a free, high-quality education in a safe and appropriate environment within the public school system of the U.S. Virgin Islands.
Economic Development	To assist with community economic development matters that directly relate to the basic survival of clients and priorities as defined by substantive areas.
Consumer Law	To pursue affirmative or defensive consumer claims to preserve home, utilities and to prevent diminishment of household resources.
Elderly and Disabled	Clients suffering from infirmities of age or disability will receive priority and extraordinary assistance to afford them dignity and quality care while acquiring services for their mental and physical comfort.
Community Legal Education	To assist our clients to understand their rights and responsibilities in a broad range of areas, such as consumer injustice, housing, public benefits, domestic violence, health care and other areas of law.
Miscellaneous and Emergency Cases	To provide legal services in cases or matters not otherwise a priority, with the approval of the Executive Director or his/her designee, provided the case or matter addresses; 1. A significant threat to the health or safety of the client for which no other legal assistance is available; 2. Issues that arise because of new and unforeseen circumstances, such as natural disasters, changes in the law affecting large numbers of client and other emerging legal issues not anticipated when the priorities were adopted; or 3. The causes or effect on the client's economic situation or establish a precedent for others in similar situations.

**\*\* No new information was submitted for Fiscal Year 2017. \*\***

**FISCAL YEAR 2017 BUDGET REQUEST**

The Governor has recommended a General Fund appropriation from the Miscellaneous Section of the budget for Fiscal Year 2017 in the amount of **\$1,084,000**. The agency has requested a budget for FY 2017 in the amount of **\$1,368,331**. This is **\$284,331** more than recommended by the Governor. An overview of the Agency’s Three-Year Financial Summary is displayed in *Exhibit III*.

**LEGAL SERVICES OF THE VIRGIN ISLANDS, INC.  
 FINANCIAL OVERVIEW  
 FISCAL YEAR 2015 THROUGH FISCAL YEAR 2017**

<b>GENERAL FUND EXPENDITURES</b>					
<b>Description</b>	<b>FY 2015 Expenditures</b>	<b>FY 2016 Budgeted</b>	<b>FY 2017 Request</b>	<b>Variance</b>	<b>% Chg</b>
<b>Appropriated Funds:</b>					
<b>General Fund</b>					
<b>Personnel Services</b>					
Unclassified Employees	\$ 556,263	\$ 556,079	\$ 756,971	\$ 200,892	36%
<b>Total Personnel Services</b>	<b>\$ 556,263</b>	<b>\$ 556,079</b>	<b>\$ 756,971</b>	<b>\$ 200,892</b>	<b>36%</b>
<b>Fringe Benefits</b>					
Employer Contr. Retirement	\$ 23,084	\$ 23,084	\$ 50,958	\$ 27,874	121%
F.I.C.A.	\$ 34,488	\$ 34,477	\$ 46,932	\$ 12,455	36%
Medicare	\$ 8,066	\$ 8,063	\$ 10,976	\$ 2,913	36%
Health Insurance Premium	\$ 83,128	\$ 76,980	\$ 105,692	\$ 28,712	37%
Workers Comp. Premium	\$ 1,771	\$ 4,652	\$ 4,653	\$ 1	0%
All Other	\$ 30,114	\$ 27,100	\$ 3,688	\$ 23,412	86%
<b>Total Fringe Benefits</b>	<b>\$ 180,651</b>	<b>\$ 174,356</b>	<b>\$ 222,899</b>	<b>\$ 48,543</b>	<b>28%</b>
<b>Supplies</b>					
Office Supplies	\$ 8,252	\$ 8,797	\$ 8,177	\$ 620	7%
Operating Supplies	\$ -	\$ 8,644	\$ 7,438	\$ 1,206	14%
Small Tools/Minor Equipment	\$ -	\$ 2,144	\$ 1,645	\$ 499	23%
<b>Total Supplies</b>	<b>\$ 8,252</b>	<b>\$ 19,585</b>	<b>\$ 17,260</b>	<b>\$ 2,325</b>	<b>12%</b>
<b>Other Svs. &amp; Chgs.</b>					
Professional Services	\$ 64,666	\$ 68,050	\$ 83,464	\$ 15,414	23%
Communication	\$ 16,552	\$ 22,453	\$ 16,420	\$ 6,033	27%
Travel	\$ 4,824	\$ 6,282	\$ 7,500	\$ 1,218	19%
Insurance	\$ 37,833	\$ 37,845	\$ 38,000	\$ 155	0%
Repairs & Maintenance	\$ 15,084	\$ 10,715	\$ 18,789	\$ 8,074	75%
Mortgage - Land/Building	\$ 96,609	\$ 96,609	\$ 96,609	\$ -	0%
Rental - Machines/Equipment	\$ 9,662	\$ 9,750	\$ 9,750	\$ -	0%
Training	\$ 15,068	\$ 15,500	\$ 15,500	\$ -	0%
Security	\$ -	\$ 2,196	\$ 2,200	\$ 4	0%
All Other	\$ 20,141	\$ 12,431	\$ 20,500	\$ 8,069	65%
<b>Total Other Svs. &amp; Chgs.</b>	<b>\$ 280,439</b>	<b>\$ 281,831</b>	<b>\$ 308,732</b>	<b>\$ 26,901</b>	<b>10%</b>
<b>Utility Services</b>					
Electricity	\$ 36,668	\$ 35,559	\$ 35,781	\$ 222	1%
Water	\$ 3,901	\$ 1,590	\$ 1,688	\$ 98	6%
<b>Total Utilities Services</b>	<b>\$ 40,569</b>	<b>\$ 37,149</b>	<b>\$ 37,469</b>	<b>\$ 320</b>	<b>1%</b>
<b>Capital Outlays</b>					
Machinery & Equipment	\$ 25,000	\$ 15,000	\$ 25,000	\$ 10,000	67%
<b>Capital Outlays</b>	<b>\$ 25,000</b>	<b>\$ 15,000</b>	<b>\$ 25,000</b>	<b>\$ 10,000</b>	<b>67%</b>
<b>Total General Fund</b>	<b>\$ 1,091,174</b>	<b>\$ 1,084,000</b>	<b>\$ 1,368,331</b>	<b>\$ 284,331</b>	<b>26%</b>

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<b>LEGAL SERVICES CORPORATION EXPENDITURES</b>					
<b>Description</b>	<b>FY 2015 Expenditures</b>	<b>FY 2016 Budgeted</b>	<b>FY 2017 Request</b>	<b>Variance</b>	<b>% Chg</b>
<b>Unappropriated Funds:</b>					
Unclassified Employees	\$ 86,565	\$ 78,384	\$ 78,384	\$ -	0%
<b>Total Personnel Services</b>	<b>\$ 86,565</b>	<b>\$ 78,384</b>	<b>\$ 78,384</b>	<b>\$ -</b>	<b>0%</b>
<b>Fringe Benefits</b>					
Employer Contr. Retirement	\$ 5,951	\$ 4,085	\$ 4,085	\$ -	0%
F.I.C.A.	\$ 5,367	\$ 4,860	\$ 4,860	\$ -	0%
Medicare	\$ 1,255	\$ 1,137	\$ 1,137	\$ -	0%
Health Insurance Premium	\$ 16,562	\$ 12,521	\$ 12,521	\$ -	0%
Workers Comp. Premium	\$ 1,089	\$ 1,089	\$ 1,089	\$ -	0%
All Other	\$ 3,933	\$ -	\$ -	\$ -	0%
<b>Total Fringe Benefits</b>	<b>\$ 34,157</b>	<b>\$ 23,692</b>	<b>\$ 23,692</b>	<b>\$ -</b>	<b>0%</b>
<b>Supplies</b>					
Office Supplies	\$ 4,073	\$ 4,142	\$ 4,142	\$ -	0%
Operating Supplies	\$ 550	\$ -	\$ -	\$ -	0%
<b>Total Supplies</b>	<b>\$ 4,623</b>	<b>\$ 4,142</b>	<b>\$ 4,142</b>	<b>\$ -</b>	<b>0%</b>
<b>Other Svs. &amp; Chgs.</b>					
Professional Services	\$ 27,092	\$ 27,274	\$ 27,274	\$ -	0%
Communication	\$ 3,438	\$ 3,187	\$ 3,187	\$ -	0%
Travel	\$ 390	\$ 940	\$ 940	\$ -	0%
Insurance	\$ 9,212	\$ 9,051	\$ 9,051	\$ -	0%
Training	\$ 10,630	\$ 9,400	\$ 9,400	\$ -	0%
Security	\$ 1,709	\$ 1,709	\$ 1,709	\$ -	0%
<b>Total Other Svs. &amp; Chgs.</b>	<b>\$ 52,471</b>	<b>\$ 51,561</b>	<b>\$ 51,561</b>	<b>\$ -</b>	<b>0%</b>
<b>Utility Services</b>					
Electricity	\$ 8,397	\$ 4,063	\$ 4,063	\$ -	0%
<b>Total Utilities Services</b>	<b>\$ 8,397</b>	<b>\$ 4,063</b>	<b>\$ 4,063</b>	<b>\$ -</b>	<b>0%</b>
<b>Capital Outlays</b>					
Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	0%
<b>Capital Outlays</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Legal Services Fund</b>	<b>\$ 186,213</b>	<b>\$ 161,842</b>	<b>\$ 161,842</b>	<b>\$ -</b>	<b>0%</b>

*Exhibit IV*

<b>LAW ENFORCEMENT PLANNING COMMISSION (VOCA &amp; VAWA) EXPENDITURES</b>					
<b>Description</b>	<b>FY 2015 Expenditures</b>	<b>FY 2016 Budgeted</b>	<b>FY 2017 Request</b>	<b>Variance</b>	<b>% Chg</b>
<b>Unappropriated Funds:</b>					
<b>Personnel Services</b>					
Unclassified Employees	\$ 72,708	\$ 84,000	\$ 84,000	\$ -	0%
<b>Total Personnel Services</b>	<b>\$ 72,708</b>	<b>\$ 84,000</b>	<b>\$ 84,000</b>	<b>\$ -</b>	<b>0%</b>
<b>Fringe Benefits</b>					
Employer Contr. Retirement	\$ 1,379	\$ 3,850	\$ 3,850	\$ -	0%
F.I.C.A.	\$ 4,508	\$ 5,208	\$ 5,208	\$ -	0%
Medicare	\$ 1,054	\$ 1,218	\$ 1,218	\$ -	0%
Health Insurance Premium	\$ 12,108	\$ 15,250	\$ 15,250	\$ -	0%
Workers Comp. Premium	\$ 456	\$ 338	\$ 338	\$ -	0%
<b>Total Fringe Benefits</b>	<b>\$ 19,505</b>	<b>\$ 25,864</b>	<b>\$ 25,864</b>	<b>\$ -</b>	<b>0%</b>
<b>Supplies</b>					
Office Supplies	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Supplies</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Other Svs. &amp; Chgs.</b>					
Professional Services	\$ 1,336	\$ -	\$ 1,330	\$ 1,330	100%
Communication	\$ 1,295	\$ -	\$ 1,300	\$ 1,300	100%
Rental - Machines/Equipment	\$ 1,800	\$ -	\$ 1,800	\$ 1,800	100%
Training	\$ -	\$ 4,316	\$ -	\$ 4,316	100%

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<b>Total Other Svs. &amp; Chgs.</b>	\$ 4,431	\$ 4,316	\$ 4,430	\$ 114	3%
<b>Utility Services</b>					
Electricity	\$ 4,105	\$ 1,981	\$ 1,981	\$ -	0%
<b>Total Utilities Services</b>	\$ 4,105	\$ 1,981	\$ 1,981	\$ -	0%
<b>Capital Outlays</b>					
Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	0%
<b>Capital Outlays</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total LEPC Fund</b>	\$ 100,749	\$ 116,161	\$ 116,275	\$ 114	0%

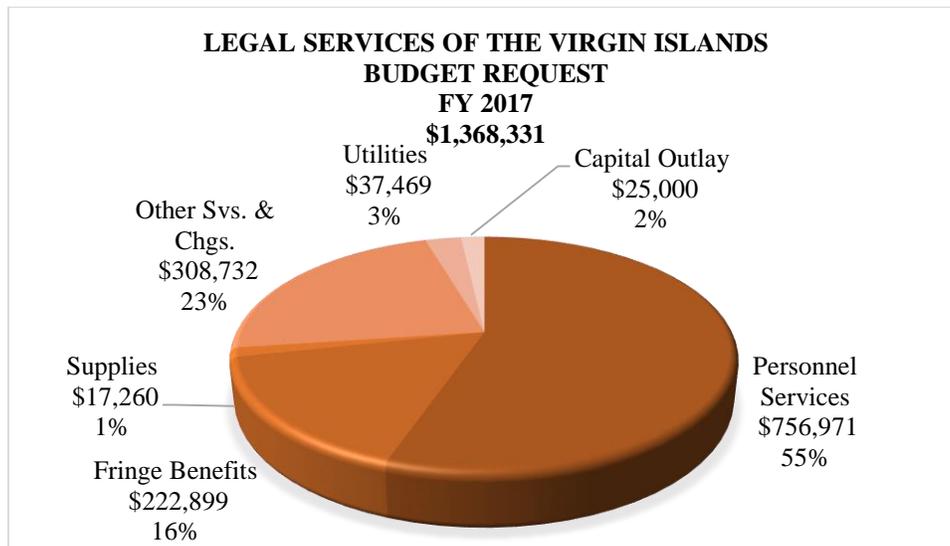
*Exhibit V*

<b>UNITED WAY OF STT/STJ EXPENDITURES</b>					
<b>Description</b>	<b>FY 2015 Expenditures</b>	<b>FY 2016 Budgeted</b>	<b>FY 2017 Request</b>	<b>Variance</b>	<b>% Chg</b>
<b>Unappropriated Funds:</b>					
<b>Personnel Services</b>					
Unclassified Employees	\$ 11,147	\$ 11,147	\$ -	\$ 11,147	100%
<b>Total Personnel Services</b>	\$ 11,147	\$ 11,147	\$ -	\$ 11,147	100%
<b>Fringe Benefits</b>					
F.I.C.A.	\$ 691	\$ 691	\$ -	\$ 691	100%
Medicare	\$ 162	\$ 162	\$ -	\$ 162	100%
<b>Total Fringe Benefits</b>	\$ 853	\$ 853	\$ -	\$ 853	100%
<b>Supplies</b>					
Office Supplies	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Supplies</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Other Svs. &amp; Chgs.</b>					
Rental - Machines/Equipment	\$ 1,500	\$ -	\$ -	\$ -	0%
<b>Total Other Svs. &amp; Chgs.</b>	\$ 1,500	\$ -	\$ -	\$ -	0%
<b>Utility Services</b>					
Electricity	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Utilities Services</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Capital Outlays</b>					
Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	0%
<b>Capital Outlays</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total United Way Fund</b>	\$ 13,500	\$ 12,000	\$ -	\$ 12,000	100%

*Exhibit VI*

## GENERAL FUND OVERVIEW

*Exhibit VII* depicts a pie graph of the General Fund requested budget by the Legal Services of the Virgin Islands in the amount of **\$1,368,331** for FY 2017 which is **\$284,331** more than budgeted by the Governor for FY 2017.



*Exhibit VII*

**FISCAL YEAR 2017 FINANCIAL SUMMARY**

LSVI is funded by grants support from the federal and local governments as well as other organizations. *Exhibit VIII* displays its budget allocations by years.

**LEGAL SERVICES OF THE VIRGIN ISLANDS  
 SUMMARY OF COMPARATIVE EXPENDITURE ANALYSIS – (BY FUNDS)  
 FISCAL YEAR 2015 THROUGH FISCAL YEAR 2017**

Fund Name	FY 2015 Expenditures	FY 2016 Budgeted	FY 2017 Request
General Fund	\$ 1,091,174	\$ 1,084,000	\$ 1,368,331
Legal Services Corporation	\$ 186,213	\$ 161,842	\$ 161,842
VOCA & VAWA	\$ 100,749	\$ 116,161	\$ 116,275
United Way/IOLTA	\$ 13,500	\$ 12,000	\$ -
<b>TOTALS</b>	<b>\$ 1,391,636</b>	<b>\$ 1,374,003</b>	<b>\$ 1,646,448</b>

*Exhibit VIII*

**ACCOUNTING SYS. & FINANCIAL REPORTING ROLES AND RESPONSIBILITIES**

Legal Services of the Virgin Islands has a current accounting manual developed in accordance with the Legal Services Corporation (LSC) August 1997 Accounting Guide for LSC recipients. LSVI has a Senior Manager who is the Chief Financial Officer (CFO). The governing board has the primary responsibility to ensure that the agency achieves its budget goals and that its funds are spent and accounted for in a way that fully meets its responsibility to its clients, its funding sources and the general public. Management reviews the goals, objectives and priorities of the program and makes the best available use

of existing resources through a budget adopted by the board. This budget confirms priorities by allocating resources to them.

The primary objective of their budgeting process is to aid the board of directors and management in the key areas of planning, evaluating and controlling. The budget is based on attainable goals and objectives for a year, in relation to the projected income. Financial oversight is facilitated by proper administration of the Accounting Manual, including the process for paying expenses. The Executive Director must approve all requests for payment. The CFO prepares monthly financial statements for the Executive Director, which allows for an analysis of the year to date income and expenditures of the agency. The Executive Director submits these statements to the board each meeting.

The Director of Finance/Administration (CFO) is responsible for the program's fiscal management, including accounting, payroll, insurance, and human resources. The CFO is also responsible for preparing monthly unaudited financial statements which is then given to the Executive Director. There has never been a problem in receiving timely and accurate statements.

The agency hires an independent auditor to perform the annual audit. Submission of these audits is based upon the engagement letter. The auditor/CPA firm is under professional responsibility rules to perform completely, including providing timely and accurate audits. There have not been any major problems in this regard. It has been the practice and policy at LSVI to do one year budgeting. LSVI engages in financial planning beyond the current year.

## **SUMMARY**

The Legal Services of the Virgin Islands Fiscal Year 2017 Governor's Recommendation from the **Miscellaneous Section** of the Budget is as follows:

<b>\$ 1,084,000</b>	<b>Governor's Recommended General Fund FY 2017</b>
<b>\$ 1,084,000</b>	<b>Governor's Recommended General Fund FY 2017</b>
\$ 1,368,331	LSVI's General Fund Budget Request FY 2017
\$ 161,842	Legal Services Corporation Fund
\$ 116,275	Law Enforcement Planning Commission (VOCA & VAWA)
<b>\$ 1,646,448</b>	<b>LSVI's Fiscal Year 2017 Projected Budget</b>



Jose L. George  
Post Auditor

APPENDIX I

LEGISLATURE OF THE VIRGIN ISLANDS  
POST AUDIT DIVISION

COMMITTEE ON FINANCE  
BUDGET HEARING FISCAL YEAR 2017  
LEGAL SERVICES OF THE VIRGIN ISLANDS  
PERSONNEL LISTING

Position	Status	Salary
Experienced Staff Attorney	Filled	\$ 75,000.00
Legal Support/PAI	Filled	\$ 27,500.00
Director of Finance/Administration	Filled	\$ 75,000.00
Legal Support	Filled	\$ 27,720.00
Staff Attorney	Filled	\$ 60,000.00
Executive Director	Filled	\$ 114,950.00
Attorney	Filled	\$ 76,230.00
Managing Attorney/Litigation Director	Filled	\$ 80,000.00
Staff Attorney	Filled	\$ 60,000.00
Managing Attorney	Filled	\$ 80,000.00
Legal Support Staff	Filled	\$ 24,000.00
Legal Support	Filled	\$ 32,340.00
<b>Total</b>		<b>\$ 732,740.00</b>