

August 29, 2008

**BY HAND**

Christopher D. Lamb  
MFY Legal Services, Inc.  
299 Broadway  
New York, NY 10007

**RE: REQUEST FOR FINANCIAL INFORMATION**

Chris,

We request that you provide the Union with the information listed below. The information will be necessary to permit us to formulate our proposals and knowledgeably discuss issues that will be raised in bargaining.

1. Copies of MFY's audited financial statements for the past two fiscal years.
2. A copy of MFY's budget for the current fiscal year, including any attached schedules and/or subsequent revisions.
3. Copies of monthly financial statements for the current fiscal year, either audited or unaudited, showing actual monthly and year-to-date revenue and expenses.
4. Information concerning program revenues received or projected for use during the current fiscal year, including all grant awards or other documents relating to the amount and source of such revenues and any restrictions on use. Please include actual copies of all current grant awards and/or service contracts or agreements.
5. A copy of MFY's most recent revenue and expense projections for the upcoming fiscal year, and any subsequent revisions.
6. A list of all employees, showing for each employee their name, home address, home phone number, job title, date of hire, date(s) of promotion (if relevant), any experience or education credits received (e.g. specialist designation), hours worked and status (full-time or flex/part-time and permanent or temporary), current salary (including bonuses if any), and benefit costs.
7. A breakdown of employee benefit costs by type of expense (FICA, unemployment insurance, workmen's compensation, health/dental insurance, life insurance, disability insurance, etc.) included in any audited financial statements, budgets, projections and monthly financial statements.
8. Copies of IRS Form 990 filed for the past two fiscal years.

Please provide the requested information within two weeks if possible. If certain items will take longer than two weeks to prepare, or if you need any clarification with respect to a particularly request, please advise the Union as soon as possible.

Sincerely,

Jon Burke

LSSA Local 2320