

**REDWOOD COAST SENIORS, INC.**  
**Profit & Loss Statement**  
**Budget Versus Actual Variance Report**  
**For the Seven Months Ended January 31, 2017**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>INCOME</b>			
<b>Grant Income</b>			
	\$ 89,839	\$ 89,838	\$ 1
	40,793	40,869	(76)
	20,417	20,419	(2)
	98,970	97,790	1,180
<b>Note 1</b>	14,916	9,900	5,016
	<u>264,935</u>	<u>258,816</u>	<u>6,119</u>
<b>Total Grant Income</b>			
<b>Non-Grant Income</b>			
	13,163	14,000	(837)
	3,901	4,200	(299)
	878	1,200	(322)
	27,107	33,250	(6,143)
	23,343	22,400	943
	2,525	2,730	(205)
	2,255	2,480	(225)
	12,609	12,600	9
<b>Note 2</b>	5,045	5,660	(615)
<b>Note 3</b>	9,560	2,610	6,950
<b>Note 4</b>	52,771	47,964	4,807
<b>Note 5</b>	124,317	124,600	(283)
	1,383	875	508
	<u>278,857</u>	<u>274,569</u>	<u>4,288</u>
<b>Total Non-Grant Income</b>			
<b>Total Income</b>			
	<u>543,792</u>	<u>533,385</u>	<u>10,407</u>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
	219,209	213,150	(6,059)
	16,612	16,306	(306)
	18,146	19,856	1,710
	150	517	367
	2,928	5,001	2,073
<b>Note 7</b>	16,261	19,555	3,294
	<u>273,306</u>	<u>274,385</u>	<u>1,079</u>
<b>Total Staff Expense</b>			

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	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>Volunteer Expense</b>			
<b>Note 6</b> 6015 · Volunteer Wages - In Kind	105,093	101,500	(3,593)
6130 · Volunteer Mileage Reimbursement	4,782	4,200	(582)
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<b>Total Volunteer Expense</b>	<u>109,875</u>	<u>105,700</u>	<u>(4,175)</u>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	2,084	5,950	3,866
6210 · Equipment Maintenance - Kitchen/Admin	0	500	500
6220 · Equipment Purchases - Buses	0	0	0
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<b>Total Equipment</b>	<u>2,084</u>	<u>6,450</u>	<u>4,366</u>
<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	49,360	56,725	7,365
<b>Note 6</b> 6611 · Raw Food - In-Kind	9,800	9,800	0
6620 · Food Supplies	12,217	12,250	33
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<b>Total Food Costs</b>	<u>71,377</u>	<u>78,775</u>	<u>7,398</u>
<b>Direct Expense</b>			
7010 · Postage & Delivery	524	900	376
7015 · Donation Letter Expenses	946	1,125	179
7120 · Telephone & Internet Access	2,915	2,835	(80)
7210 · Copying/Printing	315	700	385
7220 · Publications - Gazette	1,342	1,530	188
7250 · Dues & Subscriptions	165	201	36
7310 · Office Supplies	1,569	1,400	(169)
7320 · Supplies	2,392	1,925	(467)
7750 · Advertising	1,793	4,600	2,807
7810 · Auto - Fuel	4,326	3,500	(826)
7860 · Adult Day Program Meals Provided	2,525	2,800	275
7950 · Other	3,650	3,350	(300)
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	9,424	13,300	3,876
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<b>Total Direct Expense</b>	<u>31,886</u>	<u>38,166</u>	<u>6,280</u>
<b>Occupancy</b>			
9040 · Propane	4,708	3,800	(908)
9040 · Electricity	1,050	1,050	0
9042 · Water & Sewer	1,050	1,050	0
9044 · Garbage	2,181	2,275	94
<b>Note 9</b> 9090 · Building Repairs and Maintenance	5,230	1,169	(4,061)
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<b>Total Occupancy</b>	<u>14,219</u>	<u>9,344</u>	<u>(4,875)</u>

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	Actual	Budget	Favorable (Unfavorable) Variance
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	2,512	2,500	(12)
9120 · Finance Charges/Penalties	15	0	(15)
9340 · Licenses/Permits/Filing Fees	457	480	23
9420 · Liability Insurance	5,817	5,817	0
9420 · Directors & Officers Insurance	994	994	0
9430 · Workers Comp Insurance	8,050	8,050	0
9440 · Auto Insurance	6,333	4,207	(2,126)
<b>Note 10</b> 9460 · Unemployment Insurance Program	1,750	1,750	0
	<u>25,928</u>	<u>23,798</u>	<u>(2,130)</u>
<b>Total Overhead</b>			
	<u>25,928</u>	<u>23,798</u>	<u>(2,130)</u>
<b>Total Expense</b>	<u>528,675</u>	<u>536,618</u>	<u>7,943</u>
<b>Net Operating Gain (Loss) before Depreciation</b>	15,117	\$ <u>(3,233)</u>	\$ <u>18,350</u>
9930 · Depreciation Expense	12,774		
<b>Net Operating Gain (Loss)</b>	<u>2,343</u>		
5935 · Unrealized Gain - Royal Alliance	22,449		
<b>Net Income</b>	<u>\$ 24,792</u>		

**Notes**

**Note 1      5050 · The Community Foundation**

Budget item 5810, Johnson Endowment (\$5,000), has been transferred to the Community Foundation. The foundation did not make a grant from the Endowment this year, but it made a \$10,000 grant for the Dining Room and the Meals on Wheels program that was not included in the original 2016-17 Senior Center budget.

**Note 2      5610 · Rent**

	Actual	Budget	Favorable (Unfavorable) Variance
AA/Pilot Group	\$ 1,150	\$ 1,950	\$ (800)
Bridge Club	320	280	40
Class Reunion	250	310	(60)
Cribbage	251	210	41
Exercise Class	870	560	310
Mendo Writers Conference	0	350	(350)
Nurses Group	280	0	280
Soroptimist	950	1,200	(250)
Other	974	800	174
	<u>\$ 5,045</u>	<u>\$ 5,660</u>	<u>\$ (615)</u>

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**Notes - Continued**

**Note 3      5820 · Donations - Cash - Restricted**

	Actual	Budget	Favorable (Unfavorable) Variance
Adult Day Program	\$ 9,194	\$ 2,365	\$ 6,829
Dining Room-Coffee	247	245	2
Outreach	119	0	119
	\$ 9,560	\$ 2,610	\$ 6,950

**Note 4      5825 · Donations - Cash - Unrestricted**

	Actual	Budget	Favorable (Unfavorable) Variance
Donation Letter	\$ 17,749	\$ 20,300	\$ (2,551)
General Donations	13,332	8,995	4,337
Harvest Market Tokens	6,885	7,000	(115)
Fundraiser Meal Donations	14,805	11,669	3,136
	\$ 52,771	\$ 47,964	\$ 4,807

**Note 5      5830 · Donations - In-kind**

	Actual	Budget	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 105,093	101,500	\$ 3,593
The Attic	9,424	13,300	(3,876)
Dining Room & MOW Food	9,800	9,800	0
	\$ 124,317	\$ 124,600	\$ (283)

**Note 6      6015 · Volunteer Wages - In Kind  
6611 · Raw Food - In Kind  
7951 · Other - In Kind**

These expenses are offset by Donations - In-Kind.

**Note 7      6120 · Contract Labor**

	Actual	Budget	Favorable (Unfavorable) Variance
Senior Peer Counseling	\$ 11,450	\$ 14,420	\$ 2,970
Caspar Institute	3,108	1,500	(1,608)
Senior Advocacy Program	848	1,500	652
Day Program Music	855	885	30
Computer Consultant	0	1,250	1,250
	\$ 16,261	\$ 19,555	\$ 3,294

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 46,076	\$ 52,500	\$ 6,424
Fundraiser Meals	3,113	3,500	387
Admin/Volunteer Dinner	171	725	554
	\$ 49,360	\$ 56,725	\$ 7,365

**Note 9      9090 · Building Repairs and Maintenance**

In December one of the the Center's three furnaces unexpectedly failed and had to be replaced at a cost of \$3,000. The Center also incurred unanticipated repair costs to its roof due to unusually heavy rainfall.

**Note 10      9460 · Unemployment Insurance Program**

California State Unemployment Insurance claims are administered by 501(c) Agencies Trust. Redwood Coast Seniors qualifies for this program because it is a 501(c)(3) corporation. RCS does not pay State Unemployment Tax through payroll tax deductions but instead pays an estimated amount to 501(c) Agencies Trust. These deposits become part of a pool from other non-profit companies who also participate in this service. Instead of paying estimated amounts of Unemployment Insurance to the state, RCS only pays based on actual claims, which results in a cost savings.

RCS is required to maintain a reserve account based on prior years' state unemployment insurance claims. This reserve account is analyzed as of December 31 every year, and the quarterly amount RCS is required to pay is adjusted accordingly.