

**REDWOOD COAST SENIORS, INC.**  
**Profit & Loss Statement**  
**Budget Versus Actual Variance Report**  
**For the Fiscal Year Ended June 30, 2017**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>INCOME</b>			
<b>Grant Income</b>			
	\$ 154,007	\$ 154,011	\$ (4)
	72,120	75,778	(3,658)
	4,378	4,152	226
	35,000	35,000	0
	176,097	172,571	3,526
<b>Note 1</b>	14,916	9,900	5,016
	<u>456,518</u>	<u>451,412</u>	<u>5,106</u>
<b>Total Grant Income</b>			
<b>Non-Grant Income</b>			
	22,624	24,000	(1,376)
	8,724	7,200	1,524
	1,422	2,200	(778)
	44,572	57,000	(12,428)
	41,924	38,400	3,524
	3,365	4,680	(1,315)
	5,128	4,000	1,128
	20,303	21,600	(1,297)
<b>Note 2</b>	10,005	8,160	1,845
<b>Note 3</b>	11,242	4,685	6,557
<b>Note 4</b>	88,605	82,220	6,385
<b>Note 5</b>	219,841	213,600	6,241
	2,484	925	1,559
	<u>480,239</u>	<u>468,670</u>	<u>11,569</u>
<b>Total Non-Grant Income</b>			
<b>Total Income</b>			
	<u>936,757</u>	<u>920,082</u>	<u>16,675</u>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
	379,249	365,400	(13,849)
	28,624	27,953	(671)
	31,304	35,091	3,787
	150	760	610
	6,170	8,640	2,470
<b>Note 7</b>	28,180	33,240	5,060
	<u>473,677</u>	<u>471,084</u>	<u>(2,593)</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	187,076	174,000	(13,076)
6130 · Volunteer Mileage Reimbursement	7,865	7,200	(665)
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<b>Total Volunteer Expense</b>	<b>194,941</b>	<b>181,200</b>	<b>(13,741)</b>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	4,795	10,200	5,405
6210 · Equipment Maintenance - Kitchen/Admin	0	1,150	1,150
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<b>Total Equipment</b>	<b>4,795</b>	<b>11,350</b>	<b>6,555</b>
<b>Food Costs</b>			
<b>Note 8</b>			
6610 · Raw Food	89,414	96,775	7,361
<b>Note 6</b>			
6611 · Raw Food - In-Kind	16,800	16,800	0
6620 · Food Supplies	21,437	21,000	(437)
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<b>Total Food Costs</b>	<b>127,651</b>	<b>134,575</b>	<b>6,924</b>
<b>Direct Expense</b>			
7010 · Postage & Delivery	1,257	1,900	643
7015 · Donation Letter Expenses	1,692	2,025	333
7120 · Telephone & Internet Access	5,003	4,860	(143)
7210 · Copying/Printing	485	1,200	715
7220 · Publications - Gazette	1,800	2,040	240
7250 · Dues & Subscriptions	165	201	36
7310 · Office Supplies	2,186	2,400	214
7320 · Supplies	4,500	3,300	(1,200)
7750 · Advertising	2,792	7,525	4,733
7810 · Auto - Fuel	9,382	6,000	(3,382)
7860 · Adult Day Program Meals Provided	3,365	4,800	1,435
7950 · Other	4,720	4,100	(620)
<b>Note 6</b>			
7951 · Other - In-Kind (The Attic)	15,964	22,800	6,836
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<b>Total Direct Expense</b>	<b>53,311</b>	<b>63,151</b>	<b>9,840</b>
<b>Occupancy</b>			
9040 · Propane	9,325	5,400	(3,925)
9040 · Electricity	1,800	1,800	0
9042 · Water & Sewer	1,800	1,800	0
9044 · Garbage	3,739	3,900	161
<b>Note 9</b>			
9090 · Building Repairs and Maintenance	5,821	2,000	(3,821)
9095 · Kitchen Garden Grant Expenses	3,945	0	(3,945)
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<b>Total Occupancy</b>	<b>26,430</b>	<b>14,900</b>	<b>(11,530)</b>

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	Actual	Budget	Favorable (Unfavorable) Variance
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	4,724	4,590	(134)
9120 · Finance Charges/Penalties	51	0	(51)
9340 · Licenses/Permits/Filing Fees	630	610	(20)
9360 · Registration Renewal	426	187	(239)
9420 · Liability Insurance	9,976	9,976	0
9420 · Directors & Officers Insurance	1,704	1,704	0
9430 · Workers Comp Insurance	13,800	13,800	0
9440 · Auto Insurance	10,672	7,213	(3,459)
<b>Note 10</b> 9460 · Unemployment Insurance Program	3,000	3,000	0
	44,983	41,080	(3,903)
<b>Total Overhead</b>			
	925,788	917,340	(8,448)
<b>Total Expense</b>			
	10,969	\$ 2,742	\$ 8,227
<b>Net Operating Gain (Loss) before Depreciation</b>			
9930 · Depreciation Expense	21,898		
<b>Net Operating Gain (Loss)</b>	(10,929)		
5935 · Unrealized Gain - Royal Alliance	30,344		
5051 · Comm Fdn Garden Grant	3,000		
	22,415		
<b>Net Income</b>	\$ 22,415		

**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	\$ 1,850	\$ 2,400	\$ (550)
Bridge Club	520	480	40
Class Reunion	250	310	(60)
Cribbage	427	360	67
Exercise Class	1,470	960	510
Mendo Writers Conference	0	350	(350)
Nurses Group	800	0	800
Soroptimist	1,638	2,200	(562)
Other	3,050	1,100	1,950
	\$ 10,005	\$ 8,160	\$ 1,845

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**Notes - Continued**

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Adult Day Program	\$ 10,644	\$ 4,265	\$ 6,379
Dining Room-Coffee	373	420	(47)
Outreach	225	0	225
	<u>\$ 11,242</u>	<u>\$ 4,685</u>	<u>\$ 6,557</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Donation Letter	\$ 21,849	\$ 34,800	\$ (12,951)
General Donations	33,056	15,420	17,636
Harvest Market Tokens	11,614	12,000	(386)
Fundraiser Meal Donations	22,086	20,000	2,086
	<u>\$ 88,605</u>	<u>\$ 82,220</u>	<u>\$ 6,385</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 187,076	174,000	\$ 13,076
The Attic	15,965	22,800	(6,835)
Dining Room & MOW Food	16,800	16,800	0
	<u>\$ 219,841</u>	<u>\$ 213,600</u>	<u>\$ 6,241</u>

**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**

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Senior Peer Counseling	\$ 20,450	\$ 24,725	\$ 4,275
Caspar Institute	2,131	2,500	369
Senior Advocacy Program	1,513	2,500	987
Day Program Music	1,485	1,515	30
Computer Consultant	2,601	2,000	(601)
	<u>\$ 28,180</u>	<u>\$ 33,240</u>	<u>\$ 5,060</u>

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 83,809	\$ 90,000	\$ 6,191
Fundraiser Meals	5,283	6,000	717
Admin/Volunteer Dinner	322	775	453
	\$ 89,414	\$ 96,775	\$ 7,361

**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.