

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

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>INCOME</b>			
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 51,337	\$ 51,668	\$ (331)
5017 · MCDSS Outreach	26,997	33,332	(6,335)
5018 · United Way	0	0	0
5019 · Senior Peer Counseling	11,667	13,000	(1,333)
5030 · Area Agency on Aging	54,528	54,528	0
	<u>144,529</u>	<u>152,528</u>	<u>(7,999)</u>
<b>Total Grant Income</b>			
<b>Non-Grant Income</b>			
5230 · Adult Day Program	7,089	6,668	421
5240 · Transportation Fees - MTA	3,553	3,332	221
5250 · Group Meal Fees	396	500	(104)
5270 · Meal Donations Dining Room	13,159	15,000	(1,841)
5270 · Meal Donations Meals on Wheels	13,326	14,000	(674)
5270 · Meal Donations Adult Day Program	1,225	1,000	225
5320 · Gazette	1,165	2,250	(1,085)
5410 · Sales - The Attic	5,788	6,668	(880)
<b>Note 2</b> 5610 · Rent	3,025	3,990	(965)
<b>Note 1</b> 5810 · The Community Foundation	19,916	15,000	4,916
<b>Note 3</b> 5820 · Donations - Cash - Restricted	7,084	3,940	3,144
<b>Note 4</b> 5825 · Donations - Cash - Unrestricted	170,452	24,150	146,302
<b>Note 5</b> 5830 · Donations - In-kind	68,626	71,600	(2,974)
5910 · Other	817	820	(3)
	<u>315,621</u>	<u>168,918</u>	<u>146,703</u>
<b>Total Non-Grant Income</b>			
<b>Total Income</b>			
	<u>460,150</u>	<u>321,446</u>	<u>138,704</u>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	125,278	130,000	4,722
6020 · Payroll Taxes	9,776	9,748	(28)
6030 · Benefits	10,407	10,212	(195)
6070 · Employee Drug Testing/Background Check	135	150	15
6090 · Mileage Reimbursement	2,183	2,000	(183)
<b>Note 7</b> 6120 · Contract Labor	7,989	9,055	1,066
	<u>155,768</u>	<u>161,165</u>	<u>5,397</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	58,801	61,668	2,867
6130 · Volunteer Mileage Reimbursement	2,336	2,668	332
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<b>Total Volunteer Expense</b>	<u>61,137</u>	<u>64,336</u>	<u>3,199</u>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	4,374	2,600	(1,774)
6210 · Equipment Maintenance - Kitchen/Admin	0	200	200
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<b>Total Equipment</b>	<u>4,374</u>	<u>2,800</u>	<u>(1,574)</u>
<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	27,879	29,065	1,186
<b>Note 6</b> 6611 · Raw Food - In-Kind	5,332	5,332	0
6620 · Food Supplies	7,936	7,000	(936)
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<b>Total Food Costs</b>	<u>41,147</u>	<u>41,397</u>	<u>250</u>
<b>Direct Expense</b>			
7010 · Postage & Delivery	245	500	255
7015 · Donation Letter Expenses	663	650	(13)
7120 · Telephone & Internet Access	1,675	1,664	(11)
7210 · Copying/Printing	0	200	200
7220 · Publications - Gazette	893	1,000	107
7250 · Dues & Subscriptions	150	150	0
7310 · Office Supplies	334	800	466
7320 · Supplies	1,140	1,200	60
7750 · Advertising	971	1,275	304
7810 · Auto - Fuel	4,181	3,332	(849)
7860 · Adult Day Program Meals Provided	1,225	1,000	(225)
7950 · Other	1,350	200	(1,150)
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	4,493	4,600	107
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<b>Total Direct Expense</b>	<u>17,320</u>	<u>16,571</u>	<u>(749)</u>
<b>Occupancy</b>			
9040 · Propane	1,434	1,175	(259)
9040 · Electricity	600	600	0
9042 · Water & Sewer	600	600	0
9044 · Garbage	1,246	1,268	22
9090 · Building Repairs and Maintenance	922	2,000	1,078
9095 · Kitchen Garden Grant Expenses	0	0	0
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<b>Total Occupancy</b>	<u>4,802</u>	<u>5,643</u>	<u>841</u>

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	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	1,365	1,500	135
9120 · Finance Charges/Penalties	0	0	0
9340 · Licenses/Permits/Filing Fees	97	90	(7)
9360 · Registration Renewal	0	0	0
9420 · Liability Insurance	3,584	3,400	(184)
9420 · Directors & Officers Insurance	600	600	0
9430 · Workers Comp Insurance	5,151	4,668	(483)
9440 · Auto Insurance	3,472	3,472	0
<b>Note 9</b> 9460 · Unemployment Insurance Program	1,000	1,000	0
	<u>15,269</u>	<u>14,730</u>	<u>(539)</u>
<b>Total Overhead</b>			
	<u>15,269</u>	<u>14,730</u>	<u>(539)</u>
<b>Total Expense</b>	<u>299,817</u>	<u>306,642</u>	<u>6,825</u>
<b>Net Operating Gain (Loss) before Depreciation</b>	160,333	<u>\$ 14,804</u>	<u>\$ 145,529</u>
9930 · Depreciation Expense	7,299		
<b>Net Operating Gain (Loss)</b>	<u>153,034</u>		
5935 · Unrealized Gain - Royal Alliance	14,574		
5051 · Comm Fdn Garden Grant	<u>0</u>		
<b>Net Income</b>	<u>\$ 167,608</u>		

**Notes**

**Note 1   5810 · The Community Foundation**

Budget item 5810, formerly the Johnson Endowment, has been renamed the Community Foundation.

**Note 2   5610 · Rent**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
AA/Pilot Group	\$ 750	\$ 600	\$ 150
Bridge Club	120	160	(40)
Class Reunion	100	310	(210)
Cribbage	165	140	25
Exercise Class	436	500	(64)
Mendo Writers Conference	120	350	(230)
Nurses Group	0	0	0
Soroptimist	396	450	(54)
Other	938	1,480	(542)
	<u>\$ 3,025</u>	<u>\$ 3,990</u>	<u>\$ (965)</u>

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**Notes - Continued**

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

	Actual	Budget	Favorable (Unfavorable) Variance
Adult Day Program	\$ 3,442	\$ 3,820	\$ (378)
Dining Room-Coffee	138	120	18
Outreach	1,004	0	1,004
Meals on Wheels	2,500	0	2,500
	\$ 7,084	\$ 3,940	\$ 3,144

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

	Actual	Budget	Favorable (Unfavorable) Variance
Donation Letter	\$ 3,475	\$ 10,750	\$ (7,275)
General Donations	146,593	5,000	141,593
Harvest Market Tokens	4,081	4,000	81
Fundraiser Meal Donations	8,161	4,400	3,761
	\$ 162,310	\$ 24,150	\$ 138,160

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

	Actual	Budget	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 58,801	61,668	\$ (2,867)
The Attic	4,493	4,600	(107)
Dining Room & MOW Food	5,332	5,332	0
	\$ 68,626	\$ 71,600	\$ (2,974)

**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	\$ 7,200	\$ 6,800	\$ (400)
Caspar Institute	294	575	281
Senior Advocacy Program	0	550	550
Day Program Music	495	480	(15)
Computer Consultant	0	650	650
	\$ 7,989	\$ 9,055	\$ 1,066

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 27,095	\$ 28,000	\$ 905
Fundraiser Meals	588	1,040	452
Admin/Volunteer Dinner	196	25	(171)
	\$ 27,879	\$ 29,065	\$ 1,186

**Note 9      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.