

**REDWOOD COAST SENIORS, INC.**  
**Profit & Loss Statement**  
**Budget Versus Actual Variance Report**  
**For the Seven Months Ended January 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>INCOME</b>			
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 89,840	\$ 90,419	\$ (579)
5017 · MCDSS Outreach	45,408	43,750	1,658
5018 · United Way	0	0	0
5019 · Senior Peer Counseling	21,249	22,750	(1,501)
5030 · Area Agency on Aging	95,424	95,424	0
	<u>251,921</u>	<u>252,343</u>	<u>(422)</u>
<b>Non-Grant Income</b>			
5230 · Adult Day Program	12,941	11,669	1,272
5240 · Transportation Fees - MTA	5,967	5,831	136
5250 · Group Meal Fees	640	875	(235)
5270 · Meal Donations Dining Room	21,043	26,250	(5,207)
5270 · Meal Donations Meals on Wheels	22,639	24,500	(1,861)
5270 · Meal Donations Adult Day Program	2,050	1,750	300
5320 · Gazette	2,310	2,980	(670)
5410 · Sales - The Attic	10,422	11,669	(1,247)
<b>Note 2</b> 5610 · Rent	5,784	5,895	(111)
<b>Note 1</b> 5810 · The Community Foundation	19,916	15,000	4,916
<b>Note 3</b> 5820 · Donations - Cash - Restricted	10,698	6,745	3,953
<b>Note 4</b> 5825 · Donations - Cash - Unrestricted	196,338	48,250	148,088
<b>Note 5</b> 5830 · Donations - In-kind	118,398	125,300	(6,902)
5910 · Other	928	1,250	(322)
	<u>430,074</u>	<u>287,964</u>	<u>142,110</u>
<b>Total Non-Grant Income</b>	<u>430,074</u>	<u>287,964</u>	<u>142,110</u>
<b>Total Income</b>	<u>681,995</u>	<u>540,307</u>	<u>141,688</u>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	226,168	227,500	1,332
6020 · Payroll Taxes	17,561	17,059	(502)
6030 · Benefits	18,882	17,931	(951)
6070 · Employee Drug Testing/Background Check	424	300	(124)
6090 · Mileage Reimbursement	4,144	3,500	(644)
<b>Note 7</b> 6120 · Contract Labor	16,503	16,215	(288)
	<u>283,682</u>	<u>282,505</u>	<u>(1,177)</u>
<b>Total Staff Expense</b>	<u>283,682</u>	<u>282,505</u>	<u>(1,177)</u>

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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	100,261	107,919	7,658
6130 · Volunteer Mileage Reimbursement	3,996	4,669	673
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<b>Total Volunteer Expense</b>	<u>104,257</u>	<u>112,588</u>	<u>8,331</u>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	4,996	4,550	(446)
6210 · Equipment Maintenance - Kitchen/Admin	0	200	200
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<b>Total Equipment</b>	<u>4,996</u>	<u>4,750</u>	<u>(246)</u>
<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	49,051	52,350	3,299
<b>Note 6</b> 6611 · Raw Food - In-Kind	9,331	9,331	0
6620 · Food Supplies	13,211	12,250	(961)
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<b>Total Food Costs</b>	<u>71,593</u>	<u>73,931</u>	<u>2,338</u>
<b>Direct Expense</b>			
7010 · Postage & Delivery	748	800	52
7015 · Donation Letter Expenses	838	1,100	262
7120 · Telephone & Internet Access	2,933	2,912	(21)
7210 · Copying/Printing	698	500	(198)
7220 · Publications - Gazette	1,375	1,500	125
7250 · Dues & Subscriptions	150	200	50
7310 · Office Supplies	645	1,400	755
7320 · Supplies	2,622	2,100	(522)
7750 · Advertising	1,255	2,350	1,095
7810 · Auto - Fuel	7,235	5,831	(1,404)
7860 · Adult Day Program Meals Provided	2,050	1,750	(300)
7950 · Other	6,500	1,750	(4,750)
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	8,806	8,050	(756)
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<b>Total Direct Expense</b>	<u>35,855</u>	<u>30,243</u>	<u>(5,612)</u>
<b>Occupancy</b>			
9040 · Propane	4,936	4,275	(661)
9040 · Electricity	1,050	1,050	0
9042 · Water & Sewer	1,050	1,050	0
9044 · Garbage	2,181	2,219	38
9090 · Building Repairs and Maintenance	1,711	3,500	1,789
9095 · Kitchen Garden Grant Expenses	0	0	0
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<b>Total Occupancy</b>	<u>10,928</u>	<u>12,094</u>	<u>1,166</u>

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	Actual	Budget	Favorable (Unfavorable) Variance
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	2,521	2,625	104
9120 · Finance Charges/Penalties	172	0	(172)
9340 · Licenses/Permits/Filing Fees	449	420	(29)
9360 · Registration Renewal	0	0	0
9420 · Liability Insurance	6,272	5,950	(322)
9420 · Directors & Officers Insurance	1,050	1,050	0
9430 · Workers Comp Insurance	9,244	8,169	(1,075)
9440 · Auto Insurance	6,076	6,076	0
<b>Note 9</b> 9460 · Unemployment Insurance Program	1,750	1,750	0
	27,534	26,040	(1,494)
<b>Total Overhead</b>			
	27,534	26,040	(1,494)
<b>Total Expense</b>	538,845	542,151	3,306
<b>Net Operating Gain (Loss) before Depreciation</b>	143,150	\$ (1,844)	\$ 144,994
9930 · Depreciation Expense	12,774		
<b>Net Operating Gain (Loss)</b>	130,376		
5935 · Unrealized Gain - Royal Alliance	34,325		
5051 · Comm Fdn Garden Grant	0		
<b>Net Income</b>	\$ 164,701		

**Notes**

**Note 1      5810 · The Community Foundation**

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

**Note 2      5610 · Rent**

	Actual	Budget	Favorable (Unfavorable) Variance
AA/Pilot Group	\$ 2,000	\$ 900	\$ 1,100
Bridge Club	250	280	(30)
Class Reunion	100	310	(210)
Cribbage	288	245	43
Exercise Class	748	875	(127)
Mendo Writers Conference	120	350	(230)
Soroptimist	640	900	(260)
Other	1,638	2,035	(397)
	\$ 5,784	\$ 5,895	\$ (111)

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**Notes - Continued**

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Adult Day Program	\$ 6,719	\$ 6,535	\$ 184
Dining Room-Coffee	225	210	15
Meals on Wheels	2,750	0	2,750
Outreach	1,004	0	1,004
	<u>\$ 10,698</u>	<u>\$ 6,745</u>	<u>\$ 3,953</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Donation Letter	\$ 13,980	\$ 21,500	\$ (7,520)
General Donations	164,707	8,750	155,957
Harvest Market Tokens	7,314	7,000	314
Fundraiser Meal Donations	10,337	11,000	(663)
	<u>\$ 196,338</u>	<u>\$ 48,250</u>	<u>\$ 148,088</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 100,261	107,919	\$ (7,658)
The Attic	8,806	8,050	756
Dining Room & MOW Food	9,331	9,331	0
	<u>\$ 118,398</u>	<u>\$ 125,300</u>	<u>\$ (6,902)</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	\$ 12,768	\$ 11,900	\$ (868)
Caspar Institute	1,903	1,150	(753)
Friendly Visitor Program	1,082	0	(1,082)
Senior Advocacy Program	0	1,150	1,150
Day Program Music	750	840	90
Computer Consultant	0	1,175	1,175
	<u>\$ 16,503</u>	<u>\$ 16,215</u>	<u>\$ (288)</u>

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 47,543	\$ 49,000	\$ 1,457
Fundraiser Meals	1,298	2,600	1,302
Admin/Volunteer Dinner	210	750	540
	\$ 49,051	\$ 52,350	\$ 3,299

**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.