

**REDWOOD COAST SENIORS, INC.**  
**Profit & Loss Statement**  
**Budget Versus Actual Variance Report**  
**For the Three Quarters Ended March 31, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>INCOME</b>			
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 115,508	\$ 116,253	\$ (745)
5017 · MCDSS Outreach	58,128	56,250	1,878
5018 · United Way	0	0	0
5019 · Senior Peer Counseling	28,749	29,250	(501)
5030 · Area Agency on Aging	123,208	122,688	520
	<u>325,593</u>	<u>324,441</u>	<u>1,152</u>
<b>Non-Grant Income</b>			
5230 · Adult Day Program	15,433	15,003	430
5240 · Transportation Fees - MTA	7,474	7,497	(23)
5250 · Group Meal Fees	772	1,125	(353)
5270 · Meal Donations Dining Room	27,031	33,750	(6,719)
5270 · Meal Donations Meals on Wheels	28,467	31,500	(3,033)
5270 · Meal Donations Adult Day Program	2,415	2,250	165
5320 · Gazette	2,310	3,680	(1,370)
5410 · Sales - The Attic	13,789	15,003	(1,214)
<b>Note 2</b> 5610 · Rent	6,875	7,535	(660)
<b>Note 1</b> 5810 · The Community Foundation	19,916	15,000	4,916
<b>Note 3</b> 5820 · Donations - Cash - Restricted	13,643	8,815	4,828
<b>Note 4</b> 5825 · Donations - Cash - Unrestricted	207,668	67,900	139,768
<b>Note 5</b> 5830 · Donations - In-kind	151,441	161,100	(9,659)
5910 · Other	1,000	1,670	(670)
	<u>498,234</u>	<u>371,828</u>	<u>126,406</u>
<b>Total Non-Grant Income</b>	<u>498,234</u>	<u>371,828</u>	<u>126,406</u>
<b>Total Income</b>	<u>823,827</u>	<u>696,269</u>	<u>127,558</u>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	292,105	292,500	395
6020 · Payroll Taxes	22,606	21,933	(673)
6030 · Benefits	24,986	23,158	(1,828)
6070 · Employee Drug Testing/Background Check	609	350	(259)
6090 · Mileage Reimbursement	5,185	4,500	(685)
<b>Note 7</b> 6120 · Contract Labor	19,951	20,920	969
	<u>365,442</u>	<u>363,361</u>	<u>(2,081)</u>
<b>Total Staff Expense</b>	<u>365,442</u>	<u>363,361</u>	<u>(2,081)</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	127,778	138,753	10,975
6130 · Volunteer Mileage Reimbursement	5,084	6,003	919
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<b>Total Volunteer Expense</b>	<u>132,862</u>	<u>144,756</u>	<u>11,894</u>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	6,466	5,850	(616)
6210 · Equipment Maintenance - Kitchen/Admin	249	200	(49)
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<b>Total Equipment</b>	<u>6,715</u>	<u>6,050</u>	<u>(665)</u>
<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	65,743	67,415	1,672
<b>Note 6</b> 6611 · Raw Food - In-Kind	11,997	11,997	0
6620 · Food Supplies	17,158	15,750	(1,408)
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<b>Total Food Costs</b>	<u>94,898</u>	<u>95,162</u>	<u>264</u>
<b>Direct Expense</b>			
7010 · Postage & Delivery	1,050	1,000	(50)
7015 · Donation Letter Expenses	968	1,550	582
7120 · Telephone & Internet Access	3,773	3,744	(29)
7210 · Copying/Printing	799	700	(99)
7220 · Publications - Gazette	1,375	1,500	125
7250 · Dues & Subscriptions	150	200	50
7310 · Office Supplies	856	1,800	944
7320 · Supplies	3,023	2,700	(323)
7750 · Advertising	2,114	3,010	896
7810 · Auto - Fuel	9,273	7,497	(1,776)
7860 · Adult Day Program Meals Provided	2,415	2,250	(165)
7950 · Other	6,600	1,850	(4,750)
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	11,666	10,350	(1,316)
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<b>Total Direct Expense</b>	<u>44,062</u>	<u>38,151</u>	<u>(5,911)</u>
<b>Occupancy</b>			
9040 · Propane	7,370	6,675	(695)
9040 · Electricity	1,350	1,350	0
9042 · Water & Sewer	1,350	1,350	0
9044 · Garbage	2,804	2,853	49
9090 · Building Repairs and Maintenance	2,073	4,500	2,427
9095 · Kitchen Garden Grant Expenses	0	0	0
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<b>Total Occupancy</b>	<u>14,947</u>	<u>16,728</u>	<u>1,781</u>

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	Actual	Budget	Favorable (Unfavorable) Variance
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	3,695	3,375	(320)
9120 · Finance Charges/Penalties	172	0	(172)
9340 · Licenses/Permits/Filing Fees	662	520	(142)
9360 · Registration Renewal	243	150	(93)
9420 · Liability Insurance	8,064	7,650	(414)
9420 · Directors & Officers Insurance	1,350	1,350	0
9430 · Workers Comp Insurance	12,053	10,503	(1,550)
9440 · Auto Insurance	7,124	7,812	688
<b>Note 9</b> 9460 · Unemployment Insurance Program	2,250	2,250	0
	<u>35,613</u>	<u>33,610</u>	<u>(2,003)</u>
<b>Total Overhead</b>			
	<u>35,613</u>	<u>33,610</u>	<u>(2,003)</u>
<b>Total Expense</b>	<u>694,539</u>	<u>697,818</u>	<u>3,279</u>
<b>Net Operating Gain (Loss) before Depreciation</b>	129,288	\$ <u>(1,549)</u>	\$ <u>130,837</u>
9930 · Depreciation Expense	16,423		
<b>Net Operating Gain (Loss)</b>	<u>112,865</u>		
5935 · Unrealized Gain - Royal Alliance	22,653		
5051 · Comm Fdn Garden Grant	<u>0</u>		
<b>Net Income</b>	<u>\$ 135,518</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**

	Actual	Budget	Favorable (Unfavorable) Variance
AA/Pilot Group	\$ 2,000	\$ 1,300	\$ 700
Bridge Club	370	360	10
Class Reunion	100	310	(210)
Cribbage	343	315	28
Exercise Class	977	1,125	(148)
Mendo Writers Conference	120	350	(230)
Soroptimist	772	1,200	(428)
Other	2,193	2,575	(382)
	<u>\$ 6,875</u>	<u>\$ 7,535</u>	<u>\$ (660)</u>

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**Notes - Continued**

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Adult Day Program	\$ 8,199	\$ 8,545	\$ (346)
Dining Room-Coffee	340	270	70
Meals on Wheels	4,100	0	4,100
Outreach	1,004	0	1,004
	<u>\$ 13,643</u>	<u>\$ 8,815</u>	<u>\$ 4,828</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Donation Letter	\$ 15,076	\$ 32,250	\$ (17,174)
General Donations	168,198	11,250	156,948
Harvest Market Tokens	9,222	9,000	222
Fundraiser Meal Donations	15,172	15,400	(228)
	<u>\$ 207,668</u>	<u>\$ 67,900</u>	<u>\$ 139,768</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 127,778	138,753	\$ (10,975)
The Attic	11,666	10,350	1,316
Dining Room & MOW Food	11,997	11,997	0
	<u>\$ 151,441</u>	<u>\$ 161,100</u>	<u>\$ (9,659)</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	\$ 14,268	\$ 15,300	\$ 1,032
Caspar Institute	2,878	1,525	(1,353)
Friendly Visitor Program	1,845	0	(1,845)
Senior Advocacy Program	0	1,515	1,515
Day Program Music	960	1,080	120
Computer Consultant	0	1,500	1,500
	<u>\$ 19,951</u>	<u>\$ 20,920</u>	<u>\$ 969</u>

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 63,577	\$ 63,000	\$ (577)
Fundraiser Meals	1,957	3,640	1,683
Admin/Volunteer Dinner	209	775	566
	\$ 65,743	\$ 67,415	\$ 1,672

**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.