

**REDWOOD COAST SENIORS, INC.**  
**Profit & Loss Statement**  
**Budget Versus Actual Variance Report**  
**For the Ten Months Ended April 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>INCOME</b>			
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 128,342	\$ 129,170	\$ (828)
5017 · MCDSS Outreach	64,488	62,500	1,988
5019 · Senior Peer Counseling	32,499	32,500	(1)
5030 · Area Agency on Aging	137,100	136,320	780
	<u>362,429</u>	<u>360,490</u>	<u>1,939</u>
<b>Non-Grant Income</b>			
5230 · Adult Day Program	16,811	16,670	141
5240 · Transportation Fees - MTA	8,423	8,330	93
5250 · Group Meal Fees	856	1,250	(394)
5270 · Meal Donations Dining Room	30,257	37,500	(7,243)
5270 · Meal Donations Meals on Wheels	31,592	35,000	(3,408)
5270 · Meal Donations Adult Day Program	2,695	2,500	195
5320 · Gazette	2,485	4,530	(2,045)
5410 · Sales - The Attic	16,114	16,670	(556)
<b>Note 2</b> 5610 · Rent	7,537	8,410	(873)
<b>Note 1</b> 5810 · The Community Foundation	19,916	15,000	4,916
<b>Note 3</b> 5820 · Donations - Cash - Restricted	14,677	10,130	4,547
<b>Note 4</b> 5825 · Donations - Cash - Unrestricted	211,469	72,350	139,119
<b>Note 5</b> 5830 · Donations - In-kind	169,163	179,000	(9,837)
5910 · Other	1,000	2,080	(1,080)
	<u>532,995</u>	<u>409,420</u>	<u>123,575</u>
<b>Total Non-Grant Income</b>	<u>532,995</u>	<u>409,420</u>	<u>123,575</u>
<b>Total Income</b>	<u>895,424</u>	<u>769,910</u>	<u>125,514</u>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	326,100	325,000	(1,100)
6020 · Payroll Taxes	25,206	24,370	(836)
6030 · Benefits	28,270	25,772	(2,498)
6060 · Staff Training	100	0	(100)
6070 · Employee Drug Testing/Background Check	609	350	(259)
6090 · Mileage Reimbursement	6,175	5,000	(1,175)
<b>Note 7</b> 6120 · Contract Labor	21,871	23,265	1,394
	<u>408,331</u>	<u>403,757</u>	<u>(4,574)</u>
<b>Total Staff Expense</b>	<u>408,331</u>	<u>403,757</u>	<u>(4,574)</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	143,032	154,170	11,138
6130 · Volunteer Mileage Reimbursement	5,668	6,670	1,002
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<b>Total Volunteer Expense</b>	<u>148,700</u>	<u>160,840</u>	<u>12,140</u>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	7,662	6,500	(1,162)
6210 · Equipment Maintenance - Kitchen/Admin	249	200	(49)
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<b>Total Equipment</b>	<u>7,911</u>	<u>6,700</u>	<u>(1,211)</u>
<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	75,049	74,935	(114)
<b>Note 6</b> 6611 · Raw Food - In-Kind	13,330	13,330	0
6620 · Food Supplies	18,825	17,500	(1,325)
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<b>Total Food Costs</b>	<u>107,204</u>	<u>105,765</u>	<u>(1,439)</u>
<b>Direct Expense</b>			
7010 · Postage & Delivery	1,352	1,300	(52)
7015 · Donation Letter Expenses	1,153	1,550	397
7120 · Telephone & Internet Access	4,203	4,160	(43)
7210 · Copying/Printing	844	800	(44)
7220 · Publications - Gazette	1,823	2,000	177
7250 · Dues & Subscriptions	150	200	50
7310 · Office Supplies	1,009	2,000	991
7320 · Supplies	3,776	3,000	(776)
7750 · Advertising	2,247	3,340	1,093
7810 · Auto - Fuel	10,556	8,330	(2,226)
7860 · Adult Day Program Meals Provided	2,695	2,500	(195)
7950 · Other	6,650	1,900	(4,750)
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	12,801	11,500	(1,301)
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<b>Total Direct Expense</b>	<u>49,259</u>	<u>42,580</u>	<u>(6,679)</u>
<b>Occupancy</b>			
9040 · Propane	8,183	7,175	(1,008)
9040 · Electricity	1,500	1,500	0
9042 · Water & Sewer	1,500	1,500	0
9044 · Garbage	3,230	3,170	(60)
9090 · Building Repairs and Maintenance	2,479	5,000	2,521
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<b>Total Occupancy</b>	<u>16,892</u>	<u>18,345</u>	<u>1,453</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	3,910	3,750	(160)
9120 · Finance Charges/Penalties	172	0	(172)
9340 · Licenses/Permits/Filing Fees	687	550	(137)
9360 · Registration Renewal	243	150	(93)
9420 · Liability Insurance	8,960	8,500	(460)
9420 · Directors & Officers Insurance	1,500	1,500	0
9430 · Workers Comp Insurance	13,452	11,670	(1,782)
9440 · Auto Insurance	7,992	8,680	688
<b>Note 9</b> 9460 · Unemployment Insurance Program	2,500	2,500	0
	<u>39,416</u>	<u>37,300</u>	<u>(2,116)</u>
<b>Total Overhead</b>			
	<u>39,416</u>	<u>37,300</u>	<u>(2,116)</u>
<b>Total Expense</b>	<u>777,713</u>	<u>775,287</u>	<u>(2,426)</u>
<b>Net Operating Gain (Loss) before Depreciation</b>	117,711	<u>\$ (5,377)</u>	<u>\$ 123,088</u>
9930 · Depreciation Expense	18,248		
<b>Net Operating Gain (Loss)</b>	<u>99,463</u>		
5935 · Unrealized Gain - Royal Alliance	<u>25,140</u>		
<b>Net Income</b>	<u>\$ 124,603</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	\$ 2,100	\$ 1,400	\$ 700
Bridge Club	410	400	10
Class Reunion	300	310	(10)
Cribbage	367	350	17
Exercise Class	1,094	1,250	(156)
Mendo Writers Conference	120	350	(230)
Soroptimist	856	1,350	(494)
Other	2,290	3,000	(710)
	<u>\$ 7,537</u>	<u>\$ 8,410</u>	<u>\$ (873)</u>

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**Notes - Continued**

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

	Actual	Budget	Favorable (Unfavorable) Variance
Adult Day Program	\$ 8,549	\$ 9,830	\$ (1,281)
Dining Room-Coffee	374	300	74
Meals on Wheels	4,750	0	4,750
Outreach	1,004	0	1,004
	\$ 14,677	\$ 10,130	\$ 4,547

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

	Actual	Budget	Favorable (Unfavorable) Variance
Donation Letter	\$ 15,126	\$ 32,250	\$ (17,124)
General Donations	169,738	12,500	157,238
Harvest Market Tokens	10,148	10,000	148
Fundraiser Meal Donations	16,457	17,600	(1,143)
	\$ 211,469	\$ 72,350	\$ 139,119

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

	Actual	Budget	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 143,032	154,170	\$ (11,138)
The Attic	12,801	11,500	1,301
Dining Room & MOW Food	13,330	13,330	0
	\$ 169,163	\$ 179,000	\$ (9,837)

**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	\$ 16,068	\$ 15,300	\$ (768)
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	1,080	1,080	0
Computer Consultant	0	1,500	1,500
	\$ 21,871	\$ 20,920	\$ (951)

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 72,262	\$ 70,000	\$ (2,262)
Fundraiser Meals	2,179	4,160	1,981
Admin/Volunteer Dinner	608	775	167
	\$ 75,049	\$ 74,935	\$ (114)

**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.