

**REDWOOD COAST SENIORS, INC.**  
**Profit & Loss Statement**  
**Budget Versus Actual Variance Report**  
**For the Fiscal Year Ended June 30, 2018**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>INCOME</b>			
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 154,011	\$ 155,000	\$ (989)
5017 · MCDSS Outreach	78,253	100,000	(21,747)
5018 · United Way	0	0	0
5019 · Senior Peer Counseling	39,998	39,000	998
5030 · Area Agency on Aging	168,403	163,579	4,824
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<b>Total Grant Income</b>	<b>440,665</b>	<b>457,579</b>	<b>(16,914)</b>
<b>Non-Grant Income</b>			
5230 · Adult Day Program	18,527	20,000	(1,473)
5240 · Transportation Fees - MTA	9,778	10,000	(222)
5250 · Group Meal Fees	1,056	1,500	(444)
5270 · Meal Donations Dining Room	35,901	45,000	(9,099)
5270 · Meal Donations Meals on Wheels	36,657	42,000	(5,343)
5270 · Meal Donations Adult Day Program	3,130	3,000	130
5320 · Gazette	2,485	5,000	(2,515)
5410 · Sales - The Attic	19,938	20,000	(62)
<b>Note 2</b> 5610 · Rent	9,477	10,000	(523)
<b>Note 1</b> 5810 · The Community Foundation	19,916	15,000	4,916
<b>Note 3</b> 5820 · Donations - Cash - Restricted	16,352	12,000	4,352
<b>Note 4</b> 5825 · Donations - Cash - Unrestricted	224,840	92,000	132,840
<b>Note 5</b> 5830 · Donations - In-kind	208,718	215,000	(6,282)
5910 · Other	1,077	2,500	(1,423)
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<b>Total Non-Grant Income</b>	<b>607,852</b>	<b>493,000</b>	<b>114,852</b>
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<b>Total Income</b>	<b>1,048,517</b>	<b>950,579</b>	<b>97,938</b>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	396,531	390,000	(6,531)
6020 · Payroll Taxes	30,906	29,250	(1,656)
6030 · Benefits	34,623	31,000	(3,623)
6070 · Employee Drug Testing/Background Check	768	400	(368)
6090 · Mileage Reimbursement	7,500	6,000	(1,500)
<b>Note 7</b> 6120 · Contract Labor	24,663	28,000	3,337
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<b>Total Staff Expense</b>	<b>494,991</b>	<b>484,650</b>	<b>(10,341)</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	175,011	185,000	9,989
6130 · Volunteer Mileage Reimbursement	6,842	8,000	1,158
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<b>Total Volunteer Expense</b>	<u>181,853</u>	<u>193,000</u>	<u>11,147</u>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	8,864	7,800	(1,064)
6210 · Equipment Maintenance - Kitchen/Admin	249	200	(49)
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<b>Total Equipment</b>	<u>9,113</u>	<u>8,000</u>	<u>(1,113)</u>
<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	89,521	90,000	479
<b>Note 6</b> 6611 · Raw Food - In-Kind	16,000	16,000	0
6620 · Food Supplies	22,436	21,000	(1,436)
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<b>Total Food Costs</b>	<u>127,957</u>	<u>127,000</u>	<u>(957)</u>
<b>Direct Expense</b>			
7010 · Postage & Delivery	1,352	1,600	248
7015 · Donation Letter Expenses	2,046	2,000	(46)
7120 · Telephone & Internet Access	5,541	5,000	(541)
7210 · Copying/Printing	935	1,000	65
7220 · Publications - Gazette	1,823	2,000	177
7250 · Dues & Subscriptions	339	200	(139)
7310 · Office Supplies	1,435	2,400	965
7320 · Supplies	5,219	3,600	(1,619)
7750 · Advertising	3,667	4,000	333
7810 · Auto - Fuel	13,304	10,000	(3,304)
7860 · Adult Day Program Meals Provided	3,130	3,000	(130)
7950 · Other	7,267	2,000	(5,267)
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	17,707	14,000	(3,707)
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<b>Total Direct Expense</b>	<u>63,765</u>	<u>50,800</u>	<u>(12,965)</u>
<b>Occupancy</b>			
9040 · Propane	8,766	8,200	(566)
9040 · Electricity	1,800	1,800	0
9042 · Water & Sewer	1,800	1,800	0
9044 · Garbage	3,987	3,800	(187)
9090 · Building Repairs and Maintenance	2,716	6,000	3,284
9095 · Kitchen Garden Grant Expenses	0	0	0
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<b>Total Occupancy</b>	<u>19,069</u>	<u>21,600</u>	<u>2,531</u>

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	Actual	Budget	Favorable (Unfavorable) Variance
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	4,859	4,600	(259)
9120 · Finance Charges/Penalties	172	0	(172)
9340 · Licenses/Permits/Filing Fees	901	500	(401)
9360 · Registration Renewal	413	300	(113)
9420 · Liability Insurance	10,752	10,200	(552)
9420 · Directors & Officers Insurance	1,800	1,800	0
9430 · Workers Comp Insurance	16,752	14,000	(2,752)
9440 · Auto Insurance	9,725	10,413	688
<b>Note 9</b> 9460 · Unemployment Insurance Program	3,000	3,000	0
	48,374	44,813	(3,561)
<b>Total Overhead</b>			
	48,374	44,813	(3,561)
<b>Total Expense</b>	945,122	929,863	(15,259)
<b>Net Operating Gain (Loss) before Depreciation</b>	103,395	\$ 20,716	\$ 82,679
9930 · Depreciation Expense	21,898		
<b>Net Operating Gain (Loss)</b>	81,497		
5935 · Unrealized Gain - Royal Alliance	29,493		
5051 · Comm Fdn Garden Grant	0		
<b>Net Income</b>	\$ 110,990		

**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	\$ 3,050	\$ 1,800	\$ 1,250
Bridge Club	490	480	10
Class Reunion	100	310	(210)
Cribbage	438	420	18
Exercise Class	1,326	1,500	(174)
Mendo Writers Conference	120	350	(230)
Soroptimist	1,056	1,650	(594)
Other	2,897	3,490	(593)
	\$ 9,477	\$ 10,000	\$ (523)

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**Notes - Continued**

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Adult Day Program	\$ 9,179	\$ 11,640	\$ (2,461)
Dining Room-Coffee	452	360	92
Meals on Wheels	5,570	0	5,570
Outreach	1,151	0	1,151
	<u>\$ 16,352</u>	<u>\$ 12,000</u>	<u>\$ 4,352</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Donation Letter	\$ 15,226	\$ 43,000	\$ (27,774)
General Donations	177,948	15,000	162,948
Harvest Market Tokens	11,983	12,000	(17)
Fundraiser Meal Donations	19,683	22,000	(2,317)
	<u>\$ 224,840</u>	<u>\$ 92,000</u>	<u>\$ 132,840</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 175,011	185,000	\$ (9,989)
The Attic	17,707	14,000	3,707
Dining Room & MOW Food	16,000	16,000	0
	<u>\$ 208,718</u>	<u>\$ 215,000</u>	<u>\$ (6,282)</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	\$ 18,018	\$ 20,450	\$ 2,432
Caspar Institute	2,980	2,100	(880)
Friendly Visitor Program	2,345	0	(2,345)
Senior Advocacy Program	0	2,115	2,115
Day Program Music	1,320	1,485	165
Computer Consultant	0	1,850	1,850
	<u>\$ 24,663</u>	<u>\$ 28,000</u>	<u>\$ 3,337</u>

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 85,650	\$ 84,000	\$ (1,650)
Fundraiser Meals	3,171	5,200	2,029
Admin/Volunteer Dinner	700	800	100
	\$ 89,521	\$ 90,000	\$ 479

**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.