

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

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>INCOME</b>			
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 13,500	\$ 13,500	\$ 0
5017 · MCDSS Outreach	7,630	6,666	964
5018 · United Way	0	0	0
5019 · Senior Peer Counseling	3,750	3,750	0
5030 · Area Agency on Aging	13,155	13,083	72
	<u>38,035</u>	<u>36,999</u>	<u>1,036</u>
<b>Total Grant Income</b>			
<b>Non-Grant Income</b>			
5230 · Adult Day Program	1,800	1,833	(33)
5240 · Transportation Fees - MTA	859	833	26
5250 · Group Meal Fees	0	83	(83)
5270 · Meal Donations Dining Room	2,812	3,500	(688)
5270 · Meal Donations Meals on Wheels	3,565	3,583	(18)
5320 · Gazette	2,410	500	1,910
5410 · Sales - The Attic	2,926	1,667	1,259
<b>Note 2</b> 5610 · Rent	506	1,215	(709)
<b>Note 1</b> 5810 · The Community Foundation	0	0	0
<b>Note 3</b> 5820 · Donations - Cash - Restricted	648	605	43
<b>Note 4</b> 5825 · Donations - Cash - Unrestricted	4,360	2,250	2,110
<b>Note 5</b> 5830 · Donations - In-kind	18,319	17,833	486
5910 · Other	50,192	50,000	192
	<u>88,397</u>	<u>83,902</u>	<u>4,495</u>
<b>Total Non-Grant Income</b>			
<b>Total Income</b>			
	<u>126,432</u>	<u>120,901</u>	<u>5,531</u>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	36,922	36,900	(22)
6020 · Payroll Taxes	2,855	2,855	0
6030 · Benefits	3,069	3,072	3
6070 · Employee Drug Testing/Background Check	0	0	0
6090 · Mileage Reimbursement	672	625	(47)
<b>Note 7</b> 6120 · Contract Labor	2,035	2,320	285
	<u>45,553</u>	<u>45,772</u>	<u>219</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	13,812	15,000	1,188
6130 · Volunteer Mileage Reimbursement	588	583	(5)
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<b>Total Volunteer Expense</b>	<u>14,400</u>	<u>15,583</u>	<u>1,183</u>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	321	733	412
6210 · Equipment Maintenance - Kitchen/Admin	0	0	0
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<b>Total Equipment</b>	<u>321</u>	<u>733</u>	<u>412</u>
<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	6,594	7,000	406
<b>Note 6</b> 6611 · Raw Food - In-Kind	1,333	1,333	0
6620 · Food Supplies	1,533	1,917	384
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<b>Total Food Costs</b>	<u>9,460</u>	<u>10,250</u>	<u>790</u>
<b>Direct Expense</b>			
7010 · Postage & Delivery	302	300	(2)
7015 · Donation Letter Expenses	0	0	0
7120 · Telephone & Internet Access	1,487	416	(1,071)
7210 · Copying/Printing	0	0	0
7220 · Publications - Gazette	449	450	1
7250 · Dues & Subscriptions	0	200	200
7310 · Office Supplies	23	180	157
7320 · Supplies	816	400	(416)
7750 · Advertising	396	400	4
7810 · Auto - Fuel	1,194	1,083	(111)
7950 · Other	200	50	(150)
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	3,174	1,500	(1,674)
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<b>Total Direct Expense</b>	<u>8,041</u>	<u>4,979</u>	<u>(3,062)</u>
<b>Occupancy</b>			
9040 · Propane	0	0	0
9040 · Electricity	150	150	0
9042 · Water & Sewer	150	150	0
9044 · Garbage	333	333	0
9090 · Building Repairs and Maintenance	165	165	0
9095 · Kitchen Garden Grant Expenses	0	0	0
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<b>Total Occupancy</b>	<u>798</u>	<u>798</u>	<u>0</u>

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	Actual	Budget	Favorable (Unfavorable) Variance
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	241	417	176
9120 · Finance Charges/Penalties	7	0	(7)
9340 · Licenses/Permits/Filing Fees	0	0	0
9360 · Registration Renewal	0	0	0
9420 · Liability Insurance	925	925	0
9420 · Directors & Officers Insurance	165	165	0
9430 · Workers Comp Insurance	1,490	1,417	(73)
9440 · Auto Insurance	625	625	0
<b>Note 9</b> 9460 · Unemployment Insurance Program	250	250	0
	3,703	3,799	96
<b>Total Overhead</b>			
	82,276	81,914	(362)
<b>Total Expense</b>			
	44,156	\$ 38,987	\$ 5,169
<b>Net Operating Gain (Loss) before Depreciation</b>			
9930 · Depreciation Expense	1,283		
<b>Net Operating Gain (Loss)</b>	42,873		
5935 · Unrealized Gain - Royal Alliance	5,091		
5051 · Comm Fdn Garden Grant	0		
<b>Net Income</b>	\$ 47,964		

**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	\$ 200	\$ 100	\$ 100
Bridge Club	0	40	(40)
Class Reunion	0	0	0
Cribbage	32	35	(3)
Exercise Class	82	125	(43)
Mendo Writers Conference	0	350	(350)
Nurses Group	0	0	0
Soroptimist	0	0	0
Other	192	565	(373)
	\$ 506	\$ 1,215	\$ (709)

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**Notes - Continued**

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

	Actual	Budget	Favorable (Unfavorable) Variance
Adult Day Program	\$ 590	\$ 565	\$ 25
Dining Room-Coffee	58	40	18
Outreach	0	0	0
	\$ 648	\$ 605	\$ 43

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

	Actual	Budget	Favorable (Unfavorable) Variance
Donation Letter	\$ 2,140	\$ 0	\$ 2,140
General Donations	1,320	1,250	70
Harvest Market Tokens	900	1,000	(100)
Fundraiser Meal Donations	0	0	0
	\$ 4,360	\$ 2,250	\$ 2,110

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

	Actual	Budget	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 13,812	15,000	\$ (1,188)
The Attic	3,174	1,500	1,674
Dining Room & MOW Food	1,333	1,333	0
	\$ 18,319	\$ 17,833	\$ 486

**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	\$ 1,900	\$ 1,900	\$ 0
Caspar Institute	0	100	100
Senior Advocacy Program	0	0	0
Day Program Music	135	120	(15)
Computer Consultant	0	200	200
	\$ 2,035	\$ 2,320	\$ 285

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
Dining Room & Meals on Wheels	\$ 6,594	\$ 7,000	\$ 406
Fundraiser Meals	0	0	0
Admin/Volunteer Dinner	0	0	0
	<u>\$ 6,594</u>	<u>\$ 7,000</u>	<u>\$ 406</u>

**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.