

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

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>INCOME</b>			
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 26,799	\$ 27,000	\$ (201)
5017 · MCDSS Outreach	13,067	13,332	(265)
5018 · United Way	0	0	0
5019 · Senior Peer Counseling	7,499	7,500	(1)
5030 · Area Agency on Aging	26,303	26,166	137
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<b>Total Grant Income</b>	<b>73,668</b>	<b>73,998</b>	<b>(330)</b>
<b>Non-Grant Income</b>			
5230 · Adult Day Program	3,467	3,666	(199)
5240 · Transportation Fees - MTA	1,806	1,666	140
5250 · Group Meal Fees	84	166	(82)
5270 · Meal Donations Dining Room	5,904	7,000	(1,096)
5270 · Meal Donations Meals on Wheels	6,363	7,166	(803)
5320 · Gazette	2,410	1,150	1,260
5410 · Sales - The Attic	5,958	3,334	2,624
<b>Note 2</b> 5610 · Rent	775	2,090	(1,315)
<b>Note 1</b> 5810 · The Community Foundation	0	0	0
<b>Note 3</b> 5820 · Donations - Cash - Restricted	2,597	3,610	(1,013)
<b>Note 4</b> 5825 · Donations - Cash - Unrestricted	6,290	4,500	1,790
<b>Note 5</b> 5830 · Donations - In-kind	39,252	35,666	3,586
5910 · Other	50,382	50,000	382
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<b>Total Non-Grant Income</b>	<b>125,288</b>	<b>120,014</b>	<b>5,274</b>
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<b>Total Income</b>	<b>198,956</b>	<b>194,012</b>	<b>4,944</b>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	73,537	73,520	(17)
6020 · Payroll Taxes	5,670	5,550	(120)
6030 · Benefits	6,137	6,144	7
6070 · Employee Drug Testing/Background Check	64	0	(64)
6090 · Mileage Reimbursement	1,264	1,250	(14)
<b>Note 7</b> 6120 · Contract Labor	3,920	4,715	795
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<b>Total Staff Expense</b>	<b>90,592</b>	<b>91,179</b>	<b>587</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	30,458	30,000	(458)
6130 · Volunteer Mileage Reimbursement	1,209	1,166	(43)
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<b>Total Volunteer Expense</b>	<u>31,667</u>	<u>31,166</u>	<u>(501)</u>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	651	1,466	815
6210 · Equipment Maintenance - Kitchen/Admin	271	0	(271)
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<b>Total Equipment</b>	<u>922</u>	<u>1,466</u>	<u>544</u>
<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	14,441	14,520	79
<b>Note 6</b> 6611 · Raw Food - In-Kind	2,666	2,666	0
6620 · Food Supplies	3,383	3,834	451
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<b>Total Food Costs</b>	<u>20,490</u>	<u>21,020</u>	<u>530</u>
<b>Direct Expense</b>			
7010 · Postage & Delivery	326	300	(26)
7015 · Donation Letter Expenses	0	450	450
7120 · Telephone & Internet Access	2,116	832	(1,284)
7210 · Copying/Printing	74	0	(74)
7220 · Publications - Gazette	449	450	1
7250 · Dues & Subscriptions	39	200	161
7310 · Office Supplies	277	360	83
7320 · Supplies	2,324	800	(1,524)
7750 · Advertising	830	480	(350)
7810 · Auto - Fuel	2,599	2,166	(433)
7950 · Other	250	100	(150)
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	6,128	3,000	(3,128)
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<b>Total Direct Expense</b>	<u>15,412</u>	<u>9,138</u>	<u>(6,274)</u>
<b>Occupancy</b>			
9040 · Propane	866	500	(366)
9040 · Electricity	300	300	0
9042 · Water & Sewer	300	300	0
9044 · Garbage	666	666	0
9090 · Building Repairs and Maintenance	256	290	34
9095 · Kitchen Garden Grant Expenses	0	0	0
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<b>Total Occupancy</b>	<u>2,388</u>	<u>2,056</u>	<u>(332)</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	796	834	38
9120 · Finance Charges/Penalties	34	0	(34)
9340 · Licenses/Permits/Filing Fees	3	50	47
9360 · Registration Renewal	0	0	0
9420 · Liability Insurance	1,850	1,850	0
9420 · Directors & Officers Insurance	330	330	0
9430 · Workers Comp Insurance	3,058	2,834	(224)
9440 · Auto Insurance	1,286	1,250	(36)
<b>Note 9</b> 9460 · Unemployment Insurance Program	500	500	0
	<u>7,857</u>	<u>7,648</u>	<u>(209)</u>
<b>Total Overhead</b>			
	<u>7,857</u>	<u>7,648</u>	<u>(209)</u>
<b>Total Expense</b>	<u>169,328</u>	<u>163,673</u>	<u>(5,655)</u>
<b>Net Operating Gain (Loss) before Depreciation</b>	29,628	<u>\$ 30,339</u>	<u>\$ (711)</u>
9930 · Depreciation Expense	2,566		
<b>Net Operating Gain (Loss)</b>	<u>27,062</u>		
5935 · Unrealized Gain - Royal Alliance	6,405		
5051 · Comm Fdn Garden Grant	<u>0</u>		
<b>Net Income</b>	<u>\$ 33,467</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	\$ 250	\$ 200	\$ 50
Bridge Club	90	80	10
Class Reunion	0	0	0
Cribbage	73	70	3
Exercise Class	180	250	(70)
Mendo Writers Conference	0	350	(350)
Soroptimist	84	150	(66)
Other	98	990	(892)
	<u>\$ 775</u>	<u>\$ 2,090</u>	<u>\$ (1,315)</u>

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**Notes - Continued**

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

	Actual	Budget	Favorable (Unfavorable) Variance
Adult Day Program	\$ 1,880	\$ 1,130	\$ 750
Dining Room-Coffee	92	80	12
Meals on Wheels	625	2,400	(1,775)
Outreach	0	0	0
	\$ 2,597	\$ 3,610	\$ (1,013)

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

	Actual	Budget	Favorable (Unfavorable) Variance
Donation Letter	\$ 2,292	\$ 0	\$ 2,292
General Donations	2,005	2,500	(495)
Harvest Market Tokens	1,993	2,000	(7)
Fundraiser Meal Donations	0	0	0
	\$ 6,290	\$ 4,500	\$ 1,790

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

	Actual	Budget	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 30,458	30,000	\$ 458
The Attic	6,128	3,000	3,128
Dining Room & MOW Food	2,666	2,666	0
	\$ 39,252	\$ 35,666	\$ 3,586

**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	\$ 3,650	\$ 3,800	\$ 150
Caspar Institute	0	200	200
Senior Advocacy Program	0	150	150
Day Program Music	270	240	(30)
Computer Consultant	0	325	325
	\$ 3,920	\$ 4,715	\$ 795

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 14,441	\$ 14,000	\$ (441)
Fundraiser Meals	0	520	520
Admin/Volunteer Dinner	0	0	0
	\$ 14,441	\$ 14,520	\$ 79

**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.