

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

INCOME	Actual	Budget	Favorable (Unfavorable) Variance
Grant Income			
5016 · Mendocino Transit Authority	\$ 63,045	\$ 67,500	\$ (4,455)
5017 · MCDSS Outreach	27,400	27,396	4
5019 · Senior Peer Counseling	18,748	18,750	(2)
5030 · Area Agency on Aging	70,649	70,655	(6)
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Total Grant Income	179,842	184,301	(4,459)
Non-Grant Income			
5230 · Adult Day Program	7,076	9,165	(2,089)
5240 · Transportation Fees - MTA	4,336	4,165	171
5250 · Group Meal Fees	376	415	(39)
5270 · Meal Donations Dining Room	13,471	17,500	(4,029)
5270 · Meal Donations Meals on Wheels	14,734	17,915	(3,181)
5320 · Gazette	2,410	2,600	(190)
5410 · Sales - The Attic	14,119	8,335	5,784
Note 2 5610 · Rent	2,417	4,505	(2,088)
Note 1 5810 · The Community Foundation	26,054	20,000	6,054
Note 3 5820 · Donations - Cash - Restricted	5,594	11,675	(6,081)
Note 4 5825 · Donations - Cash - Unrestricted	21,877	28,600	(6,723)
Note 5 5830 · Donations - In-kind	92,268	86,249	6,019
5910 · Other	50,382	50,000	382
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Total Non-Grant Income	255,114	261,124	(6,010)
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Total Income	434,956	445,425	(10,469)
EXPENSES			
Staff Expense			
6010 · Staff Wages	186,554	182,900	(3,654)
6020 · Payroll Taxes	14,316	13,635	(681)
6030 · Benefits	15,829	15,348	(481)
6060 · Staff Training	225	0	(225)
6070 · Employee Drug Testing/Background Check	315	200	(115)
6090 · Mileage Reimbursement	2,878	2,880	2
Note 7 6120 · Contract Labor	9,823	9,823	0
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Total Staff Expense	229,940	224,786	(5,154)
Volunteer Expense			
Note 6 6015 · Volunteer Wages - In Kind	72,082	72,084	2
6130 · Volunteer Mileage Reimbursement	2,728	2,728	0
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Total Volunteer Expense	74,810	74,812	2

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	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Equipment			
6210 · Equipment Maintenance - Buses	686	687	1
6210 · Equipment Maintenance - Kitchen/Admin	271	271	0
6220 · Equipment Purchases	729	730	1
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Total Equipment	1,686	1,688	2
Food Costs			
Note 8 6610 · Raw Food	37,336	36,385	(951)
Note 6 6611 · Raw Food - In-Kind	6,665	6,665	0
6620 · Food Supplies	9,259	9,260	1
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Total Food Costs	53,260	52,310	(950)
Direct Expense			
7010 · Postage & Delivery	618	600	(18)
7015 · Donation Letter Expenses	238	245	7
7120 · Telephone & Internet Access	4,136	2,080	(2,056)
7210 · Copying/Printing	1,554	300	(1,254)
7220 · Publications - Gazette	953	900	(53)
7250 · Dues & Subscriptions	67	70	3
7310 · Office Supplies	1,011	900	(111)
7320 · Supplies	5,988	2,000	(3,988)
7750 · Advertising	1,987	1,460	(527)
7810 · Auto - Fuel	6,230	5,415	(815)
7950 · Other	368	220	(148)
Note 6 7951 · Other - In-Kind (The Attic)	13,521	7,500	(6,021)
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Total Direct Expense	36,671	21,690	(14,981)
Utilities			
9040 · Propane	2,577	2,100	(477)
9040 · Electricity	750	750	0
9042 · Water & Sewer	750	750	0
9044 · Garbage	1,669	1,665	(4)
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Total Utilities	5,746	5,265	(481)
Building Maintenance			
9090 · Building Repairs and Maintenance	4,487	1,240	(3,247)
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Total Building Maintenance	4,487	1,240	(3,247)

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	Actual	Budget	Favorable (Unfavorable) Variance
Overhead/Other			
9110 · Bank Charges/Payroll Service/Credit Card Fees	2,095	2,085	(10)
9120 · Finance Charges/Penalties	53	0	(53)
9200 · Corporation Memberships	549	0	(549)
9340 · Licenses/Permits/Filing Fees	85	90	5
9360 · Registration Renewal	0	0	0
9420 · Liability Insurance	4,625	4,625	0
9420 · Directors & Officers Insurance	825	825	0
9430 · Workers Comp Insurance	7,723	7,085	(638)
9440 · Auto Insurance	3,215	3,125	(90)
Note 9 9460 · Unemployment Insurance Program	1,250	1,250	0
	20,420	19,085	(1,335)
Total Overhead			
	427,020	400,876	(26,144)
Total Expense			
	7,936	\$ 44,549	\$ (36,613)
Net Operating Gain (Loss) before Depreciation			
9930 · Depreciation Expense	6,415		
Net Operating Gain (Loss)	1,521		
5935 · Unrealized Gain (Loss) - Royal Alliance	(4,403)		
5051 · Comm Fdn Garden Grant	0		
	\$ (2,882)		
Net Income			

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	\$ 550	\$ 700	\$ (150)
Bridge Club	220	200	20
Class Reunion	0	310	(310)
Cribbage	171	175	(4)
Exercise Class	426	625	(199)
Mendo Writers Conference	0	350	(350)
Soroptimist	376	600	(224)
Other	674	1,545	(871)
	\$ 2,417	\$ 4,505	\$ (2,088)

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Notes - Continued

Note 3 5820 · Donations - Cash - Restricted

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Adult Day Program	\$ 2,770	\$ 5,475	\$ (2,705)
Dining Room-Coffee	224	200	24
Meals on Wheels	2,500	6,000	(3,500)
Outreach	100	0	100
	<u>\$ 5,594</u>	<u>\$ 11,675</u>	<u>\$ (6,081)</u>

Note 4 5825 · Donations - Cash - Unrestricted

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Donation Letter	\$ 2,617	\$ 10,750	\$ (8,133)
General Donations	8,710	6,600	2,110
Harvest Market Tokens	4,646	5,000	(354)
Fundraiser Meal Donations	5,904	6,250	(346)
	<u>\$ 21,877</u>	<u>\$ 28,600</u>	<u>\$ (6,723)</u>

Note 5 5830 · Donations - In-kind

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 72,082	72,084	\$ (2)
The Attic	13,521	7,500	6,021
Dining Room & MOW Food	6,665	6,665	0
	<u>\$ 92,268</u>	<u>\$ 86,249</u>	<u>\$ 6,019</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	\$ 7,650	\$ 7,650	\$ 0
Caspar Institute	413	413	0
Day Program Music	660	660	0
Computer Consultant	1,100	1,100	0
	<u>\$ 9,823</u>	<u>\$ 9,823</u>	<u>\$ 0</u>

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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	\$ 36,680	\$ 35,536	\$ (1,144)
Fundraiser Meals	617	849	232
Admin/Volunteer Dinner	39	0	(39)
	<u>\$ 37,336</u>	<u>\$ 36,385</u>	<u>\$ (951)</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.