

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

<b>INCOME</b>	<b>Actual</b>	<b>Budget</b>	<b>Favorable (Unfavorable) Variance</b>
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 75,654	\$ 81,000	\$ (5,346)
5017 · MCDSS Outreach	32,670	32,666	4
5019 · Senior Peer Counseling	22,498	22,500	(2)
5030 · Area Agency on Aging	86,248	86,254	(6)
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<b>Total Grant Income</b>	<b>217,070</b>	<b>222,420</b>	<b>(5,350)</b>
<b>Non-Grant Income</b>			
5230 · Adult Day Program	7,512	10,998	(3,486)
5240 · Transportation Fees - MTA	5,288	4,998	290
5250 · Group Meal Fees	464	498	(34)
5270 · Meal Donations Dining Room	15,365	21,000	(5,635)
5270 · Meal Donations Meals on Wheels	17,264	21,498	(4,234)
5320 · Gazette	2,410	2,600	(190)
5410 · Sales - The Attic	16,933	10,002	6,931
<b>Note 2</b> 5610 · Rent	3,384	5,380	(1,996)
<b>Note 1</b> 5810 · The Community Foundation	26,054	20,000	6,054
<b>Note 3</b> 5820 · Donations - Cash - Restricted	8,027	13,480	(5,453)
<b>Note 4</b> 5825 · Donations - Cash - Unrestricted	30,392	33,050	(2,658)
<b>Note 5</b> 5830 · Donations - In-kind	108,226	104,497	3,729
5910 · Other	50,500	50,000	500
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<b>Total Non-Grant Income</b>	<b>291,819</b>	<b>298,001</b>	<b>(6,182)</b>
<b>Total Income</b>	<b>508,889</b>	<b>520,421</b>	<b>(11,532)</b>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	225,833	225,833	0
6020 · Payroll Taxes	17,322	16,030	(1,292)
6030 · Benefits	19,384	18,584	(800)
6060 · Staff Training	225	0	(225)
6070 · Employee Drug Testing/Background Check	314	200	(114)
6090 · Mileage Reimbursement	3,264	3,270	6
<b>Note 7</b> 6120 · Contract Labor	11,631	11,632	1
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<b>Total Staff Expense</b>	<b>277,973</b>	<b>275,549</b>	<b>(2,424)</b>
<b>Volunteer Expense</b>			
<b>Note 6</b> 6015 · Volunteer Wages - In Kind	84,207	84,209	2
6130 · Volunteer Mileage Reimbursement	3,545	3,338	(207)
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<b>Total Volunteer Expense</b>	<b>87,752</b>	<b>87,547</b>	<b>(205)</b>

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	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>Equipment</b>			
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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<b>Total Equipment</b>	<b>1,686</b>	<b>1,688</b>	<b>2</b>
<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	43,119	43,119	0
<b>Note 6</b> 6611 · Raw Food - In-Kind	7,998	7,998	0
6620 · Food Supplies	11,168	11,175	7
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<b>Total Food Costs</b>	<b>62,285</b>	<b>62,292</b>	<b>7</b>
<b>Direct Expense</b>			
7010 · Postage & Delivery	618	600	(18)
7015 · Donation Letter Expenses	893	900	7
7120 · Telephone & Internet Access	4,332	2,496	(1,836)
7210 · Copying/Printing	1,722	400	(1,322)
7220 · Publications - Gazette	953	900	(53)
7250 · Dues & Subscriptions	96	100	4
7310 · Office Supplies	1,256	1,080	(176)
7320 · Supplies	6,505	2,400	(4,105)
7750 · Advertising	2,213	1,825	(388)
7810 · Auto - Fuel	7,196	6,498	(698)
7950 · Other	368	368	0
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	16,021	9,000	(7,021)
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<b>Total Direct Expense</b>	<b>42,173</b>	<b>26,567</b>	<b>(15,606)</b>
<b>Utilities</b>			
9040 · Propane	2,577	2,580	3
9040 · Electricity	900	900	0
9042 · Water & Sewer	900	900	0
9044 · Garbage	2,010	1,998	(12)
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<b>Total Utilities</b>	<b>6,387</b>	<b>6,378</b>	<b>(9)</b>
<b>Maintenance</b>			
9090 · Building Repairs and Maintenance	4,780	1,590	(3,190)
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<b>Total Maintenance</b>	<b>4,780</b>	<b>1,590</b>	<b>(3,190)</b>

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	Actual	Budget	Favorable (Unfavorable) Variance
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	2,530	2,502	(28)
9120 · Finance Charges/Penalties	64	0	(64)
9200 · Corporation Memberships	549	0	(549)
9340 · Licenses/Permits/Filing Fees	110	165	55
9420 · Liability Insurance	5,550	5,550	0
9420 · Directors & Officers Insurance	990	990	0
9430 · Workers Comp Insurance	9,259	8,502	(757)
9440 · Auto Insurance	3,858	3,750	(108)
<b>Note 9</b> 9460 · Unemployment Insurance Program	1,500	1,500	0
	24,410	22,959	(1,451)
<b>Total Overhead</b>			
	507,446	484,570	(22,876)
<b>Total Expense</b>			
	1,443	\$ 35,851	\$ (34,408)
<b>Net Operating Gain (Loss) before Depreciation</b>			
9930 · Depreciation Expense	7,698		
<b>Net Operating Gain (Loss)</b>	(6,255)		
5935 · Unrealized Gain (Loss) - Royal Alliance	(13,945)		
<b>Net Income</b>	\$ (20,200)		

**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	\$ 1,150	\$ 800	\$ 350
Bridge Club	250	240	10
Class Reunion	0	310	(310)
Cribbage	205	210	(5)
Exercise Class	497	750	(253)
Mendo Writers Conference	0	350	(350)
Soroptimist	464	750	(286)
Other	818	1,970	(1,152)
	\$ 3,384	\$ 5,380	\$ (1,996)

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**Notes - Continued**

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Adult Day Program	\$ 5,080	\$ 6,040	\$ (960)
Dining Room-Coffee	347	240	107
Meals on Wheels	2,500	7,200	(4,700)
Outreach	100	0	100
	<u>\$ 8,027</u>	<u>\$ 13,480</u>	<u>\$ (5,453)</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Donation Letter	\$ 2,792	\$ 10,750	\$ (7,958)
General Donations	16,160	7,500	8,660
Harvest Market Tokens	5,536	6,000	(464)
Fundraiser Meal Donations	5,904	8,800	(2,896)
	<u>\$ 30,392</u>	<u>\$ 33,050</u>	<u>\$ (2,658)</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 84,207	87,499	\$ (3,292)
The Attic	16,021	7,998	8,023
Dining Room & MOW Food	7,998	9,000	(1,002)
	<u>\$ 108,226</u>	<u>\$ 104,497</u>	<u>\$ 3,729</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	\$ 8,150	\$ 8,150	\$ 0
Caspar Institute	466	467	1
Dining Room/MOW	250	250	0
Day Program Music	765	765	0
Computer Consultant	2,000	2,000	0
	<u>\$ 11,631</u>	<u>\$ 11,632</u>	<u>\$ 1</u>

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 42,325	\$ 42,320	\$ (5)
Fundraiser Meals	617	619	2
Admin/Volunteer Dinner	177	180	3
	\$ 43,119	\$ 43,119	\$ 0

**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.