

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

	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>INCOME</b>			
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 40,198	\$ 40,500	\$ (302)
5017 · MCDSS Outreach	18,504	19,998	(1,494)
5019 · Senior Peer Counseling	11,249	11,250	(1)
5030 · Area Agency on Aging	39,451	39,249	202
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<b>Total Grant Income</b>	<b>109,402</b>	<b>110,997</b>	<b>(1,595)</b>
<b>Non-Grant Income</b>			
5230 · Adult Day Program	3,880	5,499	(1,619)
5240 · Transportation Fees - MTA	2,745	2,499	246
5250 · Group Meal Fees	184	249	(65)
5270 · Meal Donations Dining Room	8,435	10,500	(2,065)
5270 · Meal Donations Meals on Wheels	8,925	10,749	(1,824)
5320 · Gazette	2,410	1,150	1,260
5410 · Sales - The Attic	8,354	5,001	3,353
<b>Note 2</b> 5610 · Rent	1,361	2,915	(1,554)
<b>Note 1</b> 5810 · The Community Foundation	26,054	0	26,054
<b>Note 3</b> 5820 · Donations - Cash - Restricted	3,725	5,415	(1,690)
<b>Note 4</b> 5825 · Donations - Cash - Unrestricted	11,443	8,950	2,493
<b>Note 5</b> 5830 · Donations - In-kind	56,498	53,499	2,999
5910 · Other	50,382	50,000	382
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<b>Total Non-Grant Income</b>	<b>184,396</b>	<b>156,426</b>	<b>27,970</b>
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<b>Total Income</b>	<b>293,798</b>	<b>267,423</b>	<b>26,375</b>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	108,042	109,980	1,938
6020 · Payroll Taxes	8,310	8,245	(65)
6030 · Benefits	9,206	9,216	10
6060 · Staff Training	150	0	(150)
6070 · Employee Drug Testing/Background Check	64	100	36
6090 · Mileage Reimbursement	1,821	1,875	54
<b>Note 7</b> 6120 · Contract Labor	6,209	7,335	1,126
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<b>Total Staff Expense</b>	<b>133,802</b>	<b>136,751</b>	<b>2,949</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	43,908	45,000	1,092
6130 · Volunteer Mileage Reimbursement	1,695	1,749	54
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<b>Total Volunteer Expense</b>	<u>45,603</u>	<u>46,749</u>	<u>1,146</u>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	651	2,199	1,548
6210 · Equipment Maintenance - Kitchen/Admin	271	0	(271)
6220 · Equipment Purchases - Buses	126	0	(126)
6220 · Equipment Purchases - Kitchen/Admin	518	0	(518)
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<b>Total Equipment</b>	<u>1,566</u>	<u>2,199</u>	<u>633</u>
<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	20,855	21,545	690
<b>Note 6</b> 6611 · Raw Food - In-Kind	3,999	3,999	0
6620 · Food Supplies	5,104	5,751	647
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<b>Total Food Costs</b>	<u>29,958</u>	<u>31,295</u>	<u>1,337</u>
<b>Direct Expense</b>			
7010 · Postage & Delivery	326	300	(26)
7015 · Donation Letter Expenses	71	650	579
7120 · Telephone & Internet Access	2,863	1,248	(1,615)
7210 · Copying/Printing	513	100	(413)
7220 · Publications - Gazette	459	450	(9)
7250 · Dues & Subscriptions	39	200	161
7310 · Office Supplies	526	540	14
7320 · Supplies	4,038	1,200	(2,838)
7750 · Advertising	1,287	780	(507)
7775 · Promotional Gifts	316	0	(316)
7810 · Auto - Fuel	3,654	3,249	(405)
7950 · Other	300	150	(150)
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	8,591	4,500	(4,091)
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<b>Total Direct Expense</b>	<u>22,983</u>	<u>13,367</u>	<u>(9,616)</u>
<b>Occupancy</b>			
9040 · Propane	866	500	(366)
9040 · Electricity	450	450	0
9042 · Water & Sewer	450	450	0
9044 · Garbage	1,006	999	(7)
9090 · Building Repairs and Maintenance	641	590	(51)
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<b>Total Occupancy</b>	<u>3,413</u>	<u>2,989</u>	<u>(424)</u>

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	Actual	Budget	Favorable (Unfavorable) Variance
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	1,212	1,251	39
9120 · Finance Charges/Penalties	53	0	(53)
9340 · Licenses/Permits/Filing Fees	28	100	72
9360 · Registration Renewal	0	0	0
9420 · Liability Insurance	2,775	2,775	0
9420 · Directors & Officers Insurance	495	495	0
9430 · Workers Comp Insurance	4,504	4,251	(253)
9440 · Auto Insurance	1,929	1,875	(54)
<b>Note 9</b> 9460 · Unemployment Insurance Program	750	750	0
	11,746	11,497	(249)
<b>Total Overhead</b>			
	249,071	244,847	(4,224)
<b>Total Expense</b>			
	44,727	\$ 22,576	\$ 22,151
<b>Net Operating Gain (Loss) before Depreciation</b>			
9930 · Depreciation Expense	3,849		
<b>Net Operating Gain (Loss)</b>	40,878		
5935 · Unrealized Gain - Royal Alliance	4,224		
5051 · Comm Fdn Garden Grant	0		
<b>Net Income</b>	\$ 45,102		

**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	\$ 400	\$ 300	\$ 100
Bridge Club	130	120	10
Class Reunion	0	310	(310)
Cribbage	104	105	(1)
Exercise Class	259	375	(116)
Mendo Writers Conference	0	350	(350)
Soroptimist	184	300	(116)
Other	284	1,055	(771)
	\$ 1,361	\$ 2,915	\$ (1,554)

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**Notes - Continued**

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Adult Day Program	\$ 2,210	\$ 1,695	\$ 515
Dining Room-Coffee	137	120	17
Meals on Wheels	1,250	3,600	(2,350)
Outreach	128	0	128
	<u>\$ 3,725</u>	<u>\$ 5,415</u>	<u>\$ (1,690)</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Donation Letter	\$ 2,392	\$ 0	\$ 2,392
General Donations	3,290	3,750	(460)
Harvest Market Tokens	2,955	3,000	(45)
Fundraiser Meal Donations	2,806	2,200	606
	<u>\$ 11,443</u>	<u>\$ 8,950</u>	<u>\$ 2,493</u>

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

	<u>Actual</u>	<u>Budget</u>	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 43,908	45,000	\$ (1,092)
The Attic	8,591	4,500	4,091
Dining Room & MOW Food	3,999	3,999	0
	<u>\$ 56,498</u>	<u>\$ 53,499</u>	<u>\$ 2,999</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	\$ 5,750	\$ 5,700	\$ (50)
Caspar Institute	69	400	331
Senior Advocacy Program	0	350	350
Day Program Music	390	360	(30)
Computer Consultant	0	525	525
	<u>\$ 6,209</u>	<u>\$ 7,335</u>	<u>\$ 1,126</u>

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**Notes - Continued**

**Note 8      6610 · Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 20,546	\$ 21,000	\$ 454
Fundraiser Meals	309	520	211
Admin/Volunteer Dinner	0	25	25
	\$ 20,855	\$ 21,545	\$ 690

**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.