

**REDWOOD COAST SENIORS, INC.**  
**Profit & Loss Statement**  
**Budget Versus Actual Variance Report**  
**For the Ten Months Ended April 30, 2019**

<b>INCOME</b>	<b>Actual</b>	<b>Budget</b>	<b>Favorable (Unfavorable) Variance</b>
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 126,090	\$ 135,000	\$ (8,910)
5017 · MCDSS Outreach	32,916	32,910	6
5017 · MCDSS CalFresh	20,833	20,833	0
5019 · Senior Peer Counseling	37,497	37,500	(3)
5030 · Area Agency on Aging	149,986	149,527	459
<b>Total Grant Income</b>	<b>367,322</b>	<b>375,770</b>	<b>(8,448)</b>
<b>Non-Grant Income</b>			
5230 · Adult Day Program	12,467	19,662	(7,195)
5240 · Transportation Fees - MTA	8,939	8,518	421
5250 · Group Meal Fees	732	830	(98)
5270 · Meal Donations Dining Room	26,090	35,000	(8,910)
5270 · Meal Donations Meals on Wheels	30,233	35,830	(5,597)
5320 · Gazette	4,255	4,530	(275)
5410 · Sales - The Attic	25,199	18,000	7,199
<b>Note 1</b> 5610 · Rent	5,260	8,410	(3,150)
<b>Note 2</b> 5810 · The Community Foundation	26,054	20,000	6,054
<b>Note 3</b> 5820 · Donations - Cash - Restricted	11,313	21,340	(10,027)
<b>Note 4</b> 5825 · Donations - Cash - Unrestricted	51,463	72,350	(20,887)
<b>Note 5</b> 5830 · Donations - In-kind	174,393	177,489	(3,096)
5910 · Other	50,507	50,500	7
<b>Total Non-Grant Income</b>	<b>426,905</b>	<b>472,459</b>	<b>(45,554)</b>
<b>Total Income</b>	<b>794,227</b>	<b>848,229</b>	<b>(54,002)</b>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	370,514	379,358	8,844
6020 · Payroll Taxes	28,344	27,677	(667)
6030 · Benefits	34,635	34,186	(449)
6060 · Staff Training	225	0	(225)
6070 · Employee Drug Testing/Background Check	553	450	(103)
6090 · Mileage Reimbursement	5,656	5,740	84
<b>Note 7</b> 6120 · Contract Labor	16,466	14,957	(1,509)
<b>Total Staff Expense</b>	<b>456,393</b>	<b>462,368</b>	<b>5,975</b>
<b>Volunteer Expense</b>			
<b>Note 6</b> 6015 · Volunteer Wages - In Kind	136,131	140,349	4,218
6130 · Volunteer Mileage Reimbursement	5,389	5,744	355
<b>Total Volunteer Expense</b>	<b>141,520</b>	<b>146,093</b>	<b>4,573</b>

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	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>Equipment</b>			
2120 · Computer Equipment	6,403	5,000	(1,403)
6210 · Equipment Maintenance - Buses	4,833	7,587	2,754
6210 · Equipment Maintenance - Kitchen/Admin	913	1,413	500
6220 · Equipment Purchases	2,719	1,250	(1,469)
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<b>Total Equipment</b>	<b>14,868</b>	<b>15,250</b>	<b>382</b>
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<b>Food Costs</b>			
<b>Note 8</b> 6610 · Raw Food	74,036	72,131	(1,905)
<b>Note 6</b> 6611 · Raw Food - In-Kind	13,330	13,330	0
6620 · Food Supplies	18,883	18,800	(83)
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<b>Total Food Costs</b>	<b>106,249</b>	<b>104,261</b>	<b>(1,988)</b>
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<b>Direct Expense</b>			
7010 · Postage & Delivery	1,123	1,200	77
7015 · Donation Letter Expenses	893	1,450	557
7120 · Telephone & Internet Access	6,351	4,100	(2,251)
7210 · Copying/Printing	2,924	800	(2,124)
7220 · Publications - Gazette	1,883	1,800	(83)
7250 · Dues & Subscriptions	196	255	59
7310 · Office Supplies	2,476	1,800	(676)
7320 · Supplies	7,043	4,000	(3,043)
7750 · Advertising	3,223	2,925	(298)
7810 · Auto - Fuel	11,503	10,830	(673)
7950 · Other	368	788	420
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	24,932	15,000	(9,932)
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<b>Total Direct Expense</b>	<b>62,915</b>	<b>44,948</b>	<b>(17,967)</b>
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<b>Utilities</b>			
9040 · Propane	6,741	5,488	(1,253)
9040 · Electricity	1,500	1,500	0
9042 · Water & Sewer	1,500	1,500	0
9044 · Garbage	3,547	3,330	(217)
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<b>Total Utilities</b>	<b>13,288</b>	<b>11,818</b>	<b>(1,470)</b>
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<b>Maintenance</b>			
9090 · Building Repairs and Maintenance	5,959	2,500	(3,459)
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<b>Total Maintenance</b>	<b>5,959</b>	<b>2,500</b>	<b>(3,459)</b>
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	<u>Actual</u>	<u>Budget</u>	<b>Favorable (Unfavorable) Variance</b>
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	3,289	2,802	(487)
9120 · Finance Charges/Penalties	104	0	(104)
9340 · Licenses/Permits/Filing Fees	619	900	281
9360 · Registration Renewal	276	200	(76)
9420 · Liability Insurance	9,250	9,250	0
9420 · Directors & Officers Insurance	1,650	1,650	0
9430 · Workers Comp Insurance	14,713	14,170	(543)
9440 · Auto Insurance	6,430	6,250	(180)
<b>Note 9</b> 9460 · Unemployment Insurance Program	2,500	2,500	0
	<u>38,831</u>	<u>37,722</u>	<u>(1,109)</u>
<b>Total Overhead</b>			
	<u>38,831</u>	<u>37,722</u>	<u>(1,109)</u>
<b>Total Expense</b>	<u>826,735</u>	<u>824,960</u>	<u>(13,593)</u>
<b>Net Operating Gain (Loss) before Depreciation</b>	(32,508)	<u>\$ 23,269</u>	<u>\$ (55,777)</u>
9930 · Depreciation Expense	12,830		
<b>Net Operating Gain (Loss)</b>	<u>(45,338)</u>		
5935 · Unrealized Gain (Loss) - Royal Alliance	5,186		
5051 · Comm Fdn Garden Grant	<u>0</u>		
<b>Net Income</b>	<u>\$ (40,152)</u>		

**Notes**

<b>Note 1</b>	<b>5610 · Rent</b>	<u>Actual</u>	<u>Budget</u>	<b>Favorable (Unfavorable) Variance</b>
	AA/Pilot Group	\$ 1,250	\$ 1,400	\$ (150)
	Bridge Club	370	400	(30)
	Class Reunion	0	310	(310)
	Cribbage	328	350	(22)
	Exercise Class	872	1,250	(378)
	Mendo Writers Conference	0	350	(350)
	Soroptimist	764	1,350	(586)
	Other	1,676	3,000	(1,324)
		<u>\$ 5,260</u>	<u>\$ 8,410</u>	<u>\$ (3,150)</u>

**Note 2**   **5810 · The Community Foundation**

Budget item 5810, formerly the Johnson Endowment, has been renamed the Community Foundation.

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**Notes - Continued**

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

	Actual	Budget	Favorable (Unfavorable) Variance
Adult Day Program	\$ 7,335	\$ 8,890	\$ (1,555)
Dining Room-Coffee	678	400	278
Meals on Wheels	2,500	12,050	(9,550)
Outreach	800	0	800
	\$ 11,313	\$ 21,340	\$ (10,027)

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

	Actual	Budget	Favorable (Unfavorable) Variance
Donation Letter	\$ 6,362	\$ 32,250	\$ (25,888)
General Donations	25,650	12,500	13,150
Harvest Market Tokens	8,138	10,000	(1,862)
Fundraiser Meal Donations	11,313	17,600	(6,287)
	\$ 51,463	\$ 72,350	\$ (20,887)

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

	Actual	Budget	Favorable (Unfavorable) Variance
Volunteer Wages	\$ 136,131	149,159	\$ (13,028)
The Attic	24,932	15,000	9,932
Dining Room & MOW Food	13,330	13,330	0
	\$ 174,393	\$ 177,489	\$ (3,096)

**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	\$ 10,675	\$ 9,000	\$ (1,675)
Caspar Institute	466	567	101
Dining Room/MOW	250	500	250
Day Program Music	1,275	1,290	15
Computer Consultant	3,800	3,600	(200)
	\$ 16,466	\$ 14,957	\$ (1,509)

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**Notes - Continued**

**Note 8      6610 - Raw Food**

	Actual	Budget	Favorable (Unfavorable) Variance
Dining Room & Meals on Wheels	\$ 71,538	\$ 67,500	\$ (4,038)
Fundraiser Meals	1,383	4,046	2,663
Admin/Volunteer Dinner	1,115	585	(530)
	\$ 74,036	\$ 72,131	\$ (1,905)

**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.