

REDWOOD COAST SENIORS, INC.
Profit & Loss Statement
Budget Versus Actual Variance Report
For the Quarter Ended September 30, 2020

INCOME	Actual	Budget	Favorable (Unfavorable) Variance
Grant Income			
5016 · Mendocino Transit Authority	\$ 45,600	\$ 45,600	\$ 0
5017 · MCDSS Outreach	16,699	16,135	564
5019 · Senior Peer Counseling	9,562	9,561	1
5030 · Area Agency on Aging	77,279	0	77,279
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Total Grant Income	149,140	71,296	77,844
Non-Grant Income			
5230 · Adult Day Program	0	3,300	(3,300)
5240 · Transportation Fees - MTA	1,304	3,165	(1,861)
5250 · Group Meal Fees	0	325	(325)
5270 · Meal Donations Dining Room	2,377	4,300	(1,923)
5270 · Meal Donations Meals on Wheels	11,334	11,100	234
5410 · Sales - The Attic	677	9,500	(8,823)
Note 1 5610 · Rent	0	1,350	(1,350)
5810 · The Community Foundation	0	0	0
Note 2 5820 · Donations - Cash - Restricted	780	1,280	(500)
Note 3 5825 · Donations - Cash - Unrestricted	4,598	10,675	(6,077)
Note 4 5830 · Donations - In-kind	12,153	43,449	(31,296)
Note 4.5 5910 · Other	33,425	0	33,425
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Total Non-Grant Income	66,648	88,444	(21,796)
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Total Income	215,788	159,740	56,048
EXPENSES			
Staff Expense			
6010 · Staff Wages	92,063	96,713	4,650
6020 · Payroll Taxes	7,043	7,398	355
6030 · Benefits	11,026	11,309	283
6060 · Staff Training	0	550	550
Note 5 6070 · Employee Drug Testing/Background Check	493	65	(428)
6090 · Mileage Reimbursement	840	1,372	532
Note 5.5 6120 · Contract Labor	900	1,140	240
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Total Staff Expense	112,365	118,547	6,182
Volunteer Expense			
Note 6 6015 · Volunteer Wages - In Kind	8,036	28,200	20,164
6130 · Volunteer Mileage Reimbursement	1,088	1,747	659
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Total Volunteer Expense	9,124	29,947	20,823

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	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
Equipment			
	543	1,800	1,257
	460	720	260
Note 6.5	1,083	450	(633)
	<u>2,086</u>	<u>2,970</u>	<u>884</u>
Total Equipment			
Food Costs			
Note 7	19,294	20,925	1,631
Note 6	3,999	3,999	0
	5,178	4,800	(378)
	<u>28,471</u>	<u>29,724</u>	<u>1,253</u>
Total Food Costs			
Direct Expense			
	222	265	43
	0	750	750
	1,078	1,575	497
	100	83	(17)
	56	84	28
	595	600	5
	1,183	1,650	467
	121	150	29
	1,341	3,900	2,559
	0	0	0
Note 6	118	11,250	11,132
	<u>4,814</u>	<u>20,307</u>	<u>15,493</u>
Total Direct Expense			
Utilities			
	569	570	1
	450	450	0
	450	450	0
	1,255	1,179	(76)
	<u>2,724</u>	<u>2,649</u>	<u>(75)</u>
Total Utilities			
Maintenance			
Note 7.5	11,262	600	(10,662)
	<u>11,262</u>	<u>600</u>	<u>(10,662)</u>
Total Maintenance			

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Overhead/Other			
9110 · Bank Charges/Payroll Service/Credit Card Fees	318	240	(78)
9120 · Finance Charges/Penalties	0	0	0
9340 · Licenses/Permits/Filing Fees	330	200	(130)
9360 · Registration Renewal	0	0	0
9420 · Liability Insurance	2,718	2,718	0
9420 · Directors & Officers Insurance	499	499	0
9430 · Workers Comp Insurance	4,190	5,844	1,654
9440 · Auto Insurance	3,051	3,051	0
Note 8 9460 · Unemployment Insurance Program	750	750	0
	11,856	13,302	1,446
Total Overhead			
	179,978	218,046	35,419
Total Expense			
	35,810	\$ (58,306)	\$ 94,116
Net Operating Gain (Loss) before Depreciation			
9930 · Depreciation Expense	6,762		
Net Operating Gain (Loss)	29,048		
5935 · Unrealized Gain (Loss) - Royal Alliance	6,610		
Net Income	\$ 35,658		

Notes

	Actual	Budget	Variance
Note 1 5610 · Rent			
Bridge Club	0	135	(135)
Class Reunion	0	0	0
Cribbage	0	60	(60)
Exercise Class	0	375	(375)
Other	0	780	(780)
	\$ 0	\$ 1,350	\$ (1,350)

	Actual	Budget	Variance
Note 2 5820 · Donations - Cash - Restricted			
Adult Day Program	\$ 780	\$ 940	\$ (160)
Dining Room-Coffee	0	90	(90)
Meals on Wheels	0	250	(250)
	\$ 780	\$ 1,280	\$ (500)

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Notes - Continued

Note 3 5825 - Donations - Cash - Unrestricted

	Actual	Budget	Variance
Donation Letter	\$ 0	\$ 7,000	\$ (7,000)
General Donations	3,026	2,100	926
Harvest Market Tokens	1,572	1,575	(3)
Fundraiser Meal Donations	0	0	0
	\$ 4,598	\$ 10,675	\$ (6,077)

Note 4 5830 - Donations - In-kind

	Actual	Budget	Variance
Volunteer Wages	\$ 8,036	28,200	\$ (20,164)
The Attic	118	11,250	(11,132)
Dining Room & MOW Food	3,999	3,999	0
	\$ 12,153	\$ 43,449	\$ (31,296)

Note 4.5 5910 - Other

The unusually high balance reflects monies from the Federal Emergency Management Agency (FEMA) COVID-19 Relief Grant Program. In August 2020, Redwood Coast Seniors received over \$28,000 as reimbursement for food and food supply expenditures made during April, May, and June. In September the Center received an additional \$5,000.

Note 5 6070/6074 - Employee Drug Test/Backgrd Check

In September, two of the Center's bus drivers were required to get medical checkups to renew their licenses. The Center normally covers the cost of these exams. The item was inadvertently omitted from the budget for the current fiscal year.

Note 5.5 6120 - Contract Labor

	Actual	Budget	Variance
Day Program Music	0	390	390
Computer Consultant	900	750	(150)
	\$ 900	\$ 1,140	\$ 240

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 6.5 6220 - Equipment Purchases

The overage on equipment purchases reflects the expenditure of \$653.25 to replace parts of the Center's main generator.

Note 7 6610 - Raw Food

	Actual	Budget	Variance
Dining Room & Meals on Wheels	\$ 19,294	\$ 20,925	\$ 1,631
Fundraiser Meals	0	0	0
Admin/Volunteer Dinner	0	0	0
	\$ 19,294	\$ 20,925	\$ 1,631

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Notes - Continued

Note 7.5 9090 - Building Repairs and Maintenance

Several months' worth of invoices from North Coast Plumbing were accidentally left unpaid due to clerical errors. All of these invoices were paid during the month of September, including expenses of \$9,820 incurred in the replacement of the Senior Center's main water supply line.

Note 8 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.