

**REDWOOD COAST SENIORS, INC.**  
**Profit & Loss Statement**  
**Budget Versus Actual Variance Report**  
**For the Four Months Ended October 31, 2020**

<b>INCOME</b>	<b>Actual</b>	<b>Budget</b>	<b>Favorable (Unfavorable) Variance</b>
<b>Grant Income</b>			
5016 · Mendocino Transit Authority	\$ 60,800	\$ 60,800	\$ 0
5017 · MCDSS Outreach	21,914	21,513	401
5019 · Senior Peer Counseling	12,749	12,748	1
5030 · Area Agency on Aging	102,903	102,903	0
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<b>Total Grant Income</b>	<b>198,366</b>	<b>197,964</b>	<b>402</b>
<b>Non-Grant Income</b>			
5230 · Adult Day Program	0	4,600	(4,600)
5240 · Transportation Fees - MTA	1,946	4,220	(2,274)
5250 · Group Meal Fees	0	450	(450)
5270 · Meal Donations Dining Room	3,331	7,100	(3,769)
5270 · Meal Donations Meals on Wheels	15,194	14,800	394
5410 · Sales - The Attic	989	14,500	(13,511)
<b>Note 1</b> 5610 · Rent	0	1,800	(1,800)
<b>Note 1.5</b> 5810 · The Community Foundation	22,411	0	22,411
<b>Note 2</b> 5820 · Donations - Cash - Restricted	1,300	1,830	(530)
<b>Note 3</b> 5825 · Donations - Cash - Unrestricted	26,424	13,400	13,024
<b>Note 4</b> 5830 · Donations - In-kind	16,488	72,732	(56,244)
5910 · Other	33,425	560	32,865
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<b>Total Non-Grant Income</b>	<b>121,508</b>	<b>135,992</b>	<b>(14,484)</b>
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<b>Total Income</b>	<b>319,874</b>	<b>333,956</b>	<b>(14,082)</b>
<b>EXPENSES</b>			
<b>Staff Expense</b>			
6010 · Staff Wages	136,182	145,070	8,888
6020 · Payroll Taxes	10,418	11,097	679
6030 · Benefits	14,348	15,082	734
6060 · Staff Training	0	550	550
6070 · Employee Drug Testing/Background Check	493	315	(178)
6090 · Mileage Reimbursement	1,060	2,282	1,222
<b>Note 5</b> 6120 · Contract Labor	900	1,525	625
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<b>Total Staff Expense</b>	<b>163,401</b>	<b>175,921</b>	<b>12,520</b>
<b>Volunteer Expense</b>			
<b>Note 6</b> 6015 · Volunteer Wages - In Kind	11,038	52,400	41,362
6130 · Volunteer Mileage Reimbursement	1,501	2,463	962
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<b>Total Volunteer Expense</b>	<b>12,539</b>	<b>54,863</b>	<b>42,324</b>

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	<u>Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>
<b>Equipment</b>			
6210 · Equipment Maintenance - Buses	1,107	2,400	1,293
6210 · Equipment Maintenance - Kitchen/Admin	460	960	500
6220 · Equipment Purchases	1,083	600	(483)
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<b>Total Equipment</b>	<b>2,650</b>	<b>3,960</b>	<b>1,310</b>
<b>Food Costs</b>			
<b>Note 7</b> 6610 · Raw Food	27,615	30,825	3,210
<b>Note 6</b> 6611 · Raw Food - In-Kind	5,332	5,332	0
6620 · Food Supplies	6,891	6,400	(491)
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<b>Total Food Costs</b>	<b>39,838</b>	<b>42,557</b>	<b>2,719</b>
<b>Direct Expense</b>			
7010 · Postage & Delivery	466	535	69
7015 · Donation Letter Expenses	0	750	750
7120 · Telephone & Internet Access	1,437	2,100	663
7210 · Copying/Printing	100	166	66
7250 · Dues & Subscriptions	95	112	17
7310 · Office Supplies	632	800	168
7320 · Supplies	1,411	2,200	789
7750 · Advertising	121	200	79
7810 · Auto - Fuel	1,888	5,200	3,312
7950 · Other	0	10,000	10,000
<b>Note 6</b> 7951 · Other - In-Kind (The Attic)	118	15,000	14,882
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<b>Total Direct Expense</b>	<b>6,268</b>	<b>37,063</b>	<b>30,795</b>
<b>Utilities</b>			
9040 · Propane	595	990	395
9040 · Electricity	600	600	0
9042 · Water & Sewer	600	600	0
9044 · Garbage	1,643	1,572	(71)
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<b>Total Utilities</b>	<b>3,438</b>	<b>3,762</b>	<b>324</b>
<b>Maintenance</b>			
9090 · Building Repairs and Maintenance	12,244	800	(11,444)
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<b>Total Maintenance</b>	<b>12,244</b>	<b>800</b>	<b>(11,444)</b>

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	Actual	Budget	Favorable (Unfavorable) Variance
<b>Overhead/Other</b>			
9110 · Bank Charges/Payroll Service/Credit Card Fees	416	320	(96)
9120 · Finance Charges/Penalties	0	0	0
9340 · Licenses/Permits/Filing Fees	488	300	(188)
9360 · Registration Renewal	(206)	0	206
9420 · Liability Insurance	3,624	3,624	0
9420 · Directors & Officers Insurance	666	666	0
9430 · Workers Comp Insurance	6,278	8,765	2,487
9440 · Auto Insurance	4,068	4,068	0
<b>Note 8</b> 9460 · Unemployment Insurance Program	1,000	1,000	0
	16,334	18,743	2,409
<b>Total Overhead</b>			
	253,274	337,668	80,632
<b>Total Expense</b>			
	66,600	\$ (3,712)	\$ 70,312
<b>Net Operating Gain (Loss) before Depreciation</b>			
9930 · Depreciation Expense	9,016		
<b>Net Operating Gain (Loss)</b>	57,584		
5935 · Unrealized Gain (Loss) - Royal Alliance	137		
<b>Net Income</b>	\$ 57,721		

**Notes**

**Note 1      5610 · Rent**

	Actual	Budget	Variance
Bridge Club	0	180	(180)
Class Reunion	0	0	0
Cribbage	0	80	(80)
Exercise Class	0	500	(500)
Other	0	1,040	(1,040)
	\$ 0	\$ 1,800	\$ (1,800)

**Note 1.5      5810 · Johnson Endowment**

In the previous fiscal year, the Community Foundation disbursed the Johnson Endowment funds in November, and a budget item of \$25,000 was included for November in the current budget. The disbursement arrived earlier than expected.

**Note 2      5820 · Donations - Cash - Restricted**

	Actual	Budget	Variance
Adult Day Program	\$ 1,030	\$ 1,210	\$ (180)
Dining Room-Coffee	0	120	(120)
Meals on Wheels	0	500	(500)
	\$ 1,030	\$ 1,830	\$ (800)

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**Notes - Continued**

**Note 3      5825 - Donations - Cash - Unrestricted**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Donation Letter	\$ 0	\$ 7,000	\$ (7,000)
General Donations	24,271	2,800	21,471
Harvest Market Tokens	2,078	2,100	(22)
Fundraiser Meal Donations	0	1,500	(1,500)
	<u>\$ 26,349</u>	<u>\$ 13,400</u>	<u>\$ 12,949</u>

**Note 4      5830 - Donations - In-kind**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Volunteer Wages	\$ 11,038	52,400	\$ (41,362)
The Attic	118	15,000	(14,882)
Dining Room & MOW Food	5,332	5,332	0
	<u>\$ 16,488</u>	<u>\$ 72,732</u>	<u>\$ (56,244)</u>

**Note 5      6120 - Contract Labor**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Day Program Music	0	525	525
Computer Consultant	900	1,000	100
	<u>\$ 900</u>	<u>\$ 1,525</u>	<u>\$ 625</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      6610 - Raw Food**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Dining Room & Meals on Wheels	\$ 27,546	\$ 30,225	\$ 2,679
Fundraiser Meals	0	600	600
Admin/Volunteer Dinner	69	0	(69)
	<u>\$ 27,615</u>	<u>\$ 30,825</u>	<u>\$ 3,210</u>

**Note 7.5      9090 - Building Repairs and Maintenance**

During the month of October the Center had the fire sprinkler system drained and recharged at a cost of \$575.77 and paid Phoenix Fire Defense \$350 for the annual fire extinguisher inspection. The cost of the annual inspection was inadvertently omitted from the budget.

**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.