



DECEMBER 31, 2014

PRE-AUDIT

FOR INTERNAL USE



	DEC. 31, 2014	NOV. 30, 2014	DEC. 31, 2013
CURRENT ASSETS			
Cash in Banks	\$122,713	\$149,336	\$23,407
Acc. Rec. Sales	\$120,453	\$179,114	\$184,028
Acc. Rec. Agency Revenue	\$207,808	\$247,538	\$275,605
Inventories	\$52,425	\$54,151	\$67,113
Prepaid Expenses	\$89,206	\$90,610	\$37,381
Total Current Assets	\$592,605	\$720,750	\$587,534
PROPERTY AND EQUIPMENT			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$2,263,232	\$2,263,232	\$2,260,209
Property & Equipment	\$1,483,353	\$1,465,484	\$1,132,542
Total Prop & Equip	\$3,785,376	\$3,767,507	\$3,431,543
Less:Acc. Depr. P & E	\$1,221,124	\$1,210,413	\$1,093,503
Net Book Value	\$2,564,252	\$2,557,094	\$2,338,040
OTHER ASSETS			
Savings	\$398,411	\$266,651	\$290,721
Savings-Laundry Fund	\$64,415	\$187,231	\$328,016
Pledge Receivable - Laundry	\$121,051	\$143,218	\$219,079
Total Other Assets	\$583,877	\$597,099	\$837,816
TOTAL ASSETS	\$3,740,734	\$3,874,943	\$3,763,390
CURRENT LIABILITIES			
Accounts Payable-Trade	\$32,924	\$158,414	\$26,668
Accrued Salaries	\$145,233	\$118,543	\$157,862
Accrued Payroll Taxes	\$11,737	\$17,346	\$4,474
Notes Payable-Current	\$0	\$0	\$0
Total Current Liab.	\$189,894	\$294,302	\$189,004
LONG TERM LIABILITIES			
Mortgage Payable	\$663,151	\$666,440	\$701,545
Total Long Term Liab.	\$663,151	\$666,440	\$701,545
NET ASSETS			
Unrestricted	\$2,887,689	\$2,914,201	\$2,872,841
Total Net Assets	\$2,887,689	\$2,914,201	\$2,872,841
TOTAL LIABILITY & NET ASSETS	\$3,740,734	\$3,874,943	\$3,763,390



	STATEMENT OF ACTIVITIES FOR TWELVE MONTHS ENDING:				PRE-AUDIT		DECEMBER 31, 2014	
	CURRENT MONTH	BUDGET CURRENT MONTH	VARIANCE TO BUDGET %	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
DEVELOPMENT								
Contributions	\$6,789	\$5,000	36%	A	\$15,440	\$20,000	-23%	\$26,331
United Way of the Greater Winona Area	\$0	\$0	0%		\$7,000	\$7,000	0%	\$7,000
Golf Tournament	\$0	\$0	0%		\$41,716	\$42,000	-1%	\$42,160
Grants-Special Projects	\$0	\$0	0%		\$23,960	\$60,000	-60%	\$109,501
Special Events	\$289	\$0	0%		\$16,449	\$15,000	10%	\$15,147
TOTAL DEVELOPMENT INCOME	\$7,078	\$5,000	42%		\$104,566	\$144,000	-27%	\$200,139
Development/Public Relations Expenses	\$1,279	\$403	217%		\$20,660	\$27,100	-24%	\$22,452
NET DEVELOPMENT	\$5,800	\$4,597	26%		\$83,906	\$116,900	-28%	\$177,687
SALES								
Workshop Sales	\$99,389	\$115,846	-14%	B	\$1,168,188	\$1,323,010	-12%	\$1,129,041
Cost of Materials	\$4,610	\$3,540	30%	B	\$48,701	\$54,700	-11%	\$50,573
SALES LESS MATERIALS	\$94,779	\$112,306	-16%	B	\$1,119,487	\$1,268,310	-12%	\$1,078,468
AGENCY REVENUE								
Case Service	\$5,425	\$6,000	-10%		\$87,746	\$73,000	20%	\$38,060
DEED CBE	\$3,640	\$9,013	-60%	C	\$55,160	\$100,800	-45%	\$117,393
DEED SE/CE	\$34,471	\$35,993	-4%		\$398,691	\$407,785	-2%	\$449,052
DEED NEXT STEP/IPS GRANT	\$7,842	\$8,466	-7%		\$98,544	\$104,158	-5%	\$49,038
Winona County Support	\$36,497	\$32,821	11%	D	\$423,637	\$400,000	6%	\$470,146
Other County Support	\$3,438	\$4,312	-20%		\$40,466	\$50,000	-19%	\$50,167
Welfare to Work	\$465	\$3,288	-86%	E	\$18,900	\$40,000	-53%	\$62,278
Transportation	\$10,699	\$14,882	-28%	F	\$150,745	\$175,000	-14%	\$180,540
Other Revenue	\$326	\$2,478	-87%	G	\$6,969	\$24,000	-71%	\$92,106
D T & H, Career Options	\$48,612	\$43,604	11%	F	\$570,132	\$575,000	-1%	\$542,646
TOTAL AGENCY REVENUE	\$151,415	\$160,857	-6%		\$1,850,991	\$1,949,743	-5%	\$2,051,426
TOTAL REVENUE	\$251,994	\$277,760	-9%		\$3,054,384	\$3,334,953	-8%	\$3,307,581
LESS: OPERATING EXPENSES	\$275,251	\$283,878	-3%		\$2,988,278	\$3,331,266	-10%	\$2,999,858
NET INCOME/LOSS	-\$23,257	-\$6,118	280%		\$66,106	\$3,687	1693%	\$307,723
DEPRECIATION EXPENSE	\$10,711	\$17,975	-40%		\$127,621	\$193,000	-34%	\$98,782
NET INCOME/LOSS FROM OPERATIONS	-\$12,546	\$11,857	-206%		\$193,727	\$196,687	-2%	\$406,505
LEWISTON VILLA EXPENSES	\$3,255				\$51,257			

See Notes: (Scope= Variance to Budget 10% & \$1,000)



STATEMENT OF EXPENSE ACTIVITIES
FOR TWELVE MONTHS ENDING:

PRE-AUDIT

DECEMBER 31, 2014

	CURRENT MONTH	BUDGET CURRENT MONTH	MONTH VARIANCE TO BUDGET %	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	YTD VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
Worker Wages	\$71,603	\$64,860	10%	H	\$656,907	\$735,812	-11%	\$608,248
Staff Salaries	\$119,606	\$115,308	4%		\$1,344,232	\$1,362,015	-1%	\$1,422,159
Workers' Compensation Expense	\$3,940	\$5,909	-33%	I	\$63,562	\$81,570	-22%	\$108,743
Employer Payroll Taxes	\$13,655	\$13,783	-1%		\$147,262	\$160,484	-8%	\$147,502
Employer U/C Expense	\$2,421	\$2,632	-8%		\$30,810	\$33,750	-9%	\$32,007
Health/Life/LTDI Expense	\$12,372	\$17,404	-29%	J	\$186,946	\$215,000	-13%	\$173,176
Retirement Plan, 403B - Employer Contribution	\$1,421	\$1,360	4%		\$15,369	\$17,000	-10%	\$16,897
Vehicle Expense	\$6,965	\$7,911	-12%		\$78,710	\$89,178	-12%	\$99,038
Repair & Maintenance	\$4,694	\$2,849	65%	K	\$40,669	\$37,790	8%	\$57,500
Utilities	\$7,002	\$6,706	4%		\$66,408	\$80,000	-17%	\$49,317
Safety Supplies	\$144	\$486	-70%		\$2,835	\$6,000	-53%	\$4,014
Professional Services	\$5,188	\$8,440	-39%	L	\$35,538	\$78,000	-54%	\$24,269
Office Supplies	\$1,480	\$1,851	-20%		\$13,069	\$20,000	-35%	\$15,631
Continuing Education	\$36	\$750	-95%		\$34,511	\$59,803	-42%	\$9,170
Staff Travel	\$5,856	\$5,785	1%		\$51,326	\$65,199	-21%	\$51,283
Telephone	\$534	\$555	-4%		\$5,536	\$6,500	-15%	\$5,188
Postage	\$0	\$0	0%		\$3,534	\$3,000	18%	\$2,654
Dues & Subscriptions	-\$543	\$3,403	-116%	M	\$9,889	\$12,000	-18%	\$11,272
Depreciation	\$10,711	\$17,975	-40%	N	\$127,621	\$193,000	-34%	\$98,782
Uniform Expense	\$1,039	\$0	0%		\$4,394	\$4,015	9%	\$5,530
Interest Expense	\$3,685	\$2,258	63%	O	\$28,652	\$28,150	2%	\$16,375
Client Transportation	\$1,977	\$2,208	-10%		\$24,082	\$26,000	-7%	\$25,319
Insurance	\$1,212	\$1,244	-3%		\$13,872	\$14,500	-4%	\$13,615
Misc. Expenses	\$254	\$201	26%		\$2,544	\$2,500	2%	\$2,169
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
TOTAL OPERATING EXPENSES	\$275,251	\$283,878	-3%		\$2,988,278	\$3,331,266	-10%	\$2,999,858

See Notes: (Scope= Variance to Budget 10% & \$1,000)

SALES BY CUSTOMER

FOR TWELVE MONTHS ENDING: DECEMBER 31, 2014

Operation Services

	Month	2014 YTD	2013 YTD	2012 YTD	2011 YTD	2010 YTD
Brian's Toys	\$621	\$9,952	\$7,656	\$11,886	\$10,005	\$0
Fastenal Company	\$2,355	\$38,336	\$76,415	\$18,405	\$7,019	\$11,153
Hal Leonard Corp.	\$1,122	\$12,349	\$21,570	\$20,585	\$49,654	\$45,348
Peerless Chain Company	\$2,935	\$53,469	\$40,771	\$57,507	\$58,812	\$54,289
Watkins Inc.	\$12,760	\$70,908	\$41,665	\$96,437	\$60,438	\$90,135
Wincraft	\$4,902	\$127,235	\$147,200	\$168,948	\$174,925	\$194,648
Winona Lighting	\$363	\$9,583	\$3,687	\$0	\$0	\$0
Winona Knits & Mitts	\$4,796	\$19,931	\$32,716	\$25,503	\$16,085	\$0
Winona Shredding	\$1,700	\$16,357	\$15,016	\$0	\$0	\$0
Other	\$123	\$17,019	\$20,291	\$27,924	\$47,671	\$48,136
Total	\$31,677	\$375,139	\$406,987	\$427,195	\$424,609	\$443,709

of Customers

28



Community Services

	Month	2014 YTD	2013 YTD	2012 YTD	2011 YTD	2010 YTD
Behrens	\$3,042	\$41,965	\$40,162	\$28,137	\$25,300	\$0
Benchmark	\$1,177	\$13,538	\$12,931	\$14,920	\$31,262	\$26,366
Bluff City Properties	\$866	\$5,497	\$5,156	\$5,253	\$5,900	\$9,700
Bluffview Montessori School	\$1,564	\$16,558	\$15,340	\$16,154	\$14,256	\$6,336
Bub's Brewing Co.	\$1,192	\$13,754	\$12,979	\$12,930	\$12,600	\$12,550
Chartwell	\$835	\$13,235	\$16,868	\$16,987	\$10,754	\$6,842
Cotter Schools	\$698	\$3,616	\$3,497	\$3,973	\$8,279	\$2,006
Cotter/Steak Shop Catering	\$2,207	\$24,194	\$21,329	\$20,873	\$20,942	\$17,829
Fastenal Company	\$1,816	\$13,555	\$81,563	\$51,789	\$45,008	\$83,494
Peerless Chain Company	\$6,955	\$85,807	\$86,757	\$87,596	\$82,980	\$71,500
Riverside Electronics	\$8,951	\$83,862	\$70,381	\$0	\$0	\$0
Riverstar	\$704	\$8,269	\$2,400	\$7,154	\$22,626	\$0
RTP Company	\$4,373	\$47,409	\$43,608	\$43,615	\$42,168	\$42,168
Watkins Inc.	\$0	\$6,400	\$1,737	\$32,733	\$40,921	\$0
Watlow Controls	\$9,137	\$104,599	\$93,581	\$94,934	\$41,701	\$24,434
Winona County	\$10,896	\$176,952	\$138,314	\$35,563	\$0	\$0
Winona Health	\$6,841	\$48,190	\$0	\$0	\$0	\$0
Other	\$1,915	\$39,745	\$51,918	\$63,062	\$47,608	\$53,528
Total	\$63,169	\$747,145	\$698,521	\$535,673	\$452,305	\$356,753

#of Customers

26

Laundry Department

	\$4,542	\$45,904	\$17,910	\$0	\$0	\$0
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of Customers

14

Total Sales

\$99,388 \$1,168,188 \$1,123,418 \$962,868 \$876,914 \$800,462



**COST CENTER SUMMARY
FOR ONE MONTH ENDING:**

**PRE-AUDIT
DECEMBER 31, 2014**

	Center Based Emplo	D T & H	Welfare to Work	Placement & Next St	Community Based -	Administration	Fixed Costs	Transportation	Community Services	Operation Services	Laundry	Total	
Total Direct Worker Wages	\$44	\$335	\$0	\$0	\$0	\$2,450		\$0	\$52,294	\$14,304	\$2,176	\$71,603	
Total Direct Payroll Costs	\$6,234	\$20,837	\$1,724	\$7,214	\$6,310	\$38,643		\$9,277	\$92,277	\$32,917	\$9,586	\$225,018	
Total Administration Cost						\$49,333							
Administration Distribution	\$13,044	\$9,932	\$191	\$182	\$7,711		\$18,273	\$0				\$49,333	
Total Indirect Cost	\$394	\$109	\$1	\$798	\$30		\$20,772	\$12,604	\$2,495	\$1,474	\$2,144	\$51,513	
Total Direct & Indirect Costs	\$19,672	\$30,879	\$1,916	\$8,194	\$14,051	\$0	\$39,045	\$21,881	\$94,772	\$34,391	\$11,731	\$276,531	
Total Income	\$12,166	\$48,612	\$465	\$35,217	\$44,082	\$7,254	\$0	\$10,699	\$62,647	\$28,300	\$3,831	\$253,273	
Net Income or (Loss)	-\$7,506	\$17,733	-\$1,451	\$27,023	\$30,031	\$7,254	-\$39,045	-\$11,182	-\$32,125	-\$6,090	-\$7,900	-\$38,215	
DT & H, Welfare to Work, Placement & Next Step net income will be used to cover the indirect cost centers. Indirect cost centers consist of: Administration, Fixed Costs and Transportation.	DT & H					\$17,733	Distribution Community Based - EE		\$30,031			\$30,031	
	Welfare to Work					-\$1,451	Distribution of Center Based Emp.			-\$7,506			-\$7,506
	Placement & Next Step					\$27,023	Income or (Loss)			-\$2,094	-\$13,596		-\$15,690
	Administration					\$7,254	Distribution Program Profit/Loss			\$214	\$95	\$23	\$332
	Fixed Costs					-\$39,045	Net Income or (Loss)			-\$1,880	-\$13,501	-\$7,877	-\$23,257
	Transportation					-\$11,182	Direct Payroll Overhead			76.46%	130.12%		
	Net Income or (Loss) Program					\$332	Indirect Overhead			4.77%	10.31%		
						Total Overhead			81.23%	140.43%			
						Agency Return on Worker Direct Labor			57.84%	-51.81%			

**COST CENTER SUMMARY
FOR TWELVE MONTHS ENDING:**

**PRE-AUDIT
DECEMBER 31, 2014**

NOVEMBER



	Center Based Emplo	D T & H	Welfare to Work	Placement & Next St	Community Based -	Administration	Fixed Costs	Transportation	Community Services	Operation Services	Laundry	Total	
Total Direct Worker Wages	\$2,290	\$13,243	\$183	\$808	\$0	\$22,924		\$0	\$448,858	\$154,491	\$14,107	\$656,904	
Total Direct Payroll Costs	\$69,205	\$243,088	\$17,643	\$82,384	\$72,538	\$467,134		\$118,451	\$927,756	\$367,598	\$79,290	\$2,445,086	
Total Administration Cost						\$568,045							
Administration Distribution	\$139,324	\$107,831	\$633	\$2,697	\$91,320		\$226,240	\$0				\$568,045	
Total Indirect Cost	\$9,414	\$4,225	\$6	\$24,526	\$734		\$199,881	\$142,029	\$29,980	\$25,216	\$26,930	\$563,851	
Total Direct & Indirect Costs	\$217,943	\$355,144	\$18,283	\$109,606	\$164,592	\$0	\$426,121	\$260,480	\$957,736	\$392,813	\$106,220	\$3,008,937	
Total Income	\$169,366	\$570,339	\$18,900	\$432,204	\$517,950	\$87,473	\$0	\$150,746	\$745,796	\$352,903	\$29,365	\$3,075,043	
Net Income or (Loss)	-\$48,577	\$215,195	\$617	\$322,598	\$353,359	\$87,473	-\$426,121	-\$109,734	-\$211,939	-\$39,910	-\$76,855	-\$251,850	
DT & H, Welfare to Work, Placement & Next Step net income will be used to cover the indirect cost centers. Indirect cost centers consist of: Administration, Fixed Costs and Transportation.	DT & H					\$215,195	Distribution Community Based - EE		\$353,359			\$353,359	
	Welfare to Work					\$617	Distribution of Center Based Emp.			-\$48,577			-\$48,577
	Placement & Next Step					\$322,598	Income or (Loss)			\$141,419	-\$88,487		\$52,932
	Administration					\$87,473	Distribution Program Profit/Loss			\$57,956	\$28,012	\$4,060	\$90,029
	Fixed Costs					-\$426,121	Net Income or (Loss)			\$199,376	-\$60,475	-\$72,795	\$66,106
	Transportation					-\$109,734	Direct Payroll Overhead			106.69%	137.94%		
	Net Income or (Loss) Program					\$90,029	Indirect Overhead			6.68%	16.32%		
						Total Overhead			113.37%	154.26%			
						Agency Return on Worker Direct Labor			91.64%	-13.31%			



**Notes to Financial Statement
DECEMBER 31, 2014**

Accounts Receivable - Sales	12/31/2014	11/30/2014	10/31/2014
Balance At:	\$120,453	\$179,114	\$167,206
Current:	\$95,440	\$155,506	\$117,620
30-60 Days	\$20,762	\$15,964	\$47,434
Over 60 Days	\$2,765	\$6,600	\$1,029
Over 90 Days	\$1,486	\$1,044	\$1,123
 Sub Total over 30 Days	 \$25,013	 \$23,608	 \$49,586

Accounts Receivable - Agency Revenue	12/31/2014	11/30/2014	10/31/2014
Balance At:	\$207,808	\$247,538	\$289,556
Current:	\$166,672	\$194,582	\$181,043
30-60 Days	\$16,206	\$15,349	\$55,725
Over 60 Days	\$10,435	\$8,258	\$12,121
Over 90 Days	\$14,494	\$29,349	\$40,667
 Sub Total over 30 Days	 \$41,136	 \$52,956	 \$108,513

Accounts Payable	12/31/2014	11/30/2014	10/31/2014
Balance At:	\$32,092	\$158,414	\$24,512
Current:	\$32,092	\$158,414	\$24,512
30-60 Days	\$0	\$0	\$0
MBER 3(Over 60 Days	\$0	\$0	\$0
Over 90 Days	\$0	\$0	\$0
 Sub Total over 30 Days	 \$0	 \$0	 \$0

	Operating Note	Payroll Note
Balance at Month End:	\$0	\$0
Current Balance: 2/11/2015	\$0	\$0

**Notes to Financial Statement
DECEMBER 31, 2014**

Notes:

A General Contributions

Received \$6,789 in contributions, thank you to: Robert & Suzanne Hoodecheck, Rosemary Broughton, Frankard Foundation, Jo Hittner, PH.D. Kintcraft-St. Croix Foundation, Arlene & Stephen Libera, John & Marlene Mulrooney, Donna & Donald Peterson, Richard & Denise Pflughoeft, Kara & Joseph Welch, White Foundation, Mary Nix, Habitat for Humanity, Daniel & Nancy Goltz, James Yenish, Diane & Frank Wholetz, Dale & Linda Kukowski, Xcel Energy Foundation, Ron Wenzel, Thomas Wilmot, David & Kathleen Christenson, Patricia Peterson, Nora Rogers, James & Beth O'Dea, David & Kimberly Gresham, Stanley & Suzanne Ferguson, J. Lawrence Bergin, Marilyn Hansen, Daniel & Dorothy Hoyt, Gregory & Marsha Gaut Raymond & Colleen Cenfield, Jari Cenfield, Helen Bachtold, Rebecca Schumacher, Ronald & Diane Stevens, James & Mary Yahnke and DCM Tech, Inc.

B Sales

Net Sales Under budget \$17,527 - 16%. Under budget \$148,823 - 12% for the year. Majority being down on workfloor and laundry.

C DEED - CBE

Under budget \$5,373 - 60% for the month. Under budget \$45,640 - 45% for the year. Hours continue to be down for in house production.

D Winona County Support

Over budget \$3,676 - 11% for the month. Over budget \$23,637 - 6% for the year.

E Welfare to Work

Minimal activity in this program for the month.

F Transportation/D T & H

Funding for DT & H waived services has changed. In the past we had a separate rate for transportation and for daily services. The state has changed the system and now the transportation and daily service rate is combined. Combining both revenues, under budget \$29,272 - 3.9% for the year.

G Other Revenue

Under budget \$17031 - 71% for the year. Budget based on 2013 activity, has been down all year.

H Worker Wages

Over budget \$6,743 - 10% for the month. Recorded year end vacation accrual values for workers. Value up with minimum wage increase.

I Workers' Compensation Expense

Under budget \$18,080 - 22% for the year. All due to our experience mode going down 04/01/14.

J Health/Life/LTDI Expense

Under budget \$28,054 - 13% for the year. Fewer staff on the health plan.

K Repair & Maintenance

Over budget \$1,845 - 65% for the month. Furnace repairs, \$2,675.

L Professional Services

Under budget \$3,252 - 39% for the month. Under budget \$42,462 - 54% for the year. Majority of this is the Vertex programs.

M Dues & Subscriptions

Under budget \$2,111 - 18% for the month. MOHR dues reduced for the year by \$1,229.

N Depreciation Expense

Under budget \$7,264 for the month. Budget based on Laundry equipment depreciation effective 01/01/14. After 2013 audit review, we will only be depreciating the building renovations for 2014. Currently running equipment at 10% compacity, equipment depreciation start date 1/01/15.

O Interest Expense

Over budget for the month. Year to date correction on interest for Operating and Payroll notes. Right in line for year to date. Over budget 2%, \$502.

