



SEPTEMBER 30, 2016

FOR INTERNAL USE



	SEPT. 30, 2016	AUG. 31, 2016	SEPT. 30, 2015
CURRENT ASSETS			
Cash in Banks	\$148,209	\$153,102	\$120,239
Acc. Rec. Sales	\$175,364	\$176,860	\$169,476
Acc. Rec. Agency Revenue	\$177,934	\$195,694	\$328,271
Inventories	\$50,724	\$51,084	\$52,198
Prepaid Expenses	\$97,915	\$80,368	\$78,404
Total Current Assets	\$650,146	\$657,108	\$748,588
PROPERTY AND EQUIPMENT			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$2,272,672	\$2,272,672	\$2,266,186
Property & Equipment	\$1,563,453	\$1,563,453	\$1,510,306
Total Prop & Equip	\$3,874,916	\$3,874,916	\$3,815,284
Less:Acc. Depr. P & E	\$1,519,497	\$1,501,611	\$1,370,610
Net Book Value	\$2,355,420	\$2,373,306	\$2,444,674
OTHER ASSETS			
Savings	\$553,366	\$532,176	\$377,446
Savings-Laundry Fund	\$98,754	\$98,740	\$35,956
Pledge Receivable - Laundry	\$34,666	\$34,666	\$108,484
Total Other Assets	\$686,786	\$665,583	\$521,886
TOTAL ASSETS	\$3,692,353	\$3,695,997	\$3,715,148
CURRENT LIABILITIES			
Accounts Payable-Trade	\$18,885	\$24,003	\$14,302
Accrued Salaries	\$129,688	\$139,227	\$144,954
Accrued Payroll Taxes	\$13,691	\$9,541	\$21,061
Notes Payable-Current	\$305	\$0	\$0
Total Current Liab.	\$162,569	\$172,771	\$180,317
LONG TERM LIABILITIES			
Mortgage Payable	\$592,786	\$596,244	\$633,340
Total Long Term Liab.	\$592,786	\$596,244	\$633,340
NET ASSETS			
Unrestricted	\$2,936,998	\$2,926,982	\$2,901,492
Total Net Assets	\$2,936,998	\$2,926,982	\$2,901,492
TOTAL LIABILITY & NET ASSETS	\$3,692,353	\$3,695,997	\$3,715,148



STATEMENT OF ACTIVITIES FOR NINE MONTHS ENDING:								
	CURRENT MONTH	BUDGET CURRENT MONTH	VARIANCE TO BUDGET %	Notes	SEPTEMBER 30, 2016 CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
DEVELOPMENT								
Contributions	\$1,060	\$1,664	-36%	A	\$20,850	\$12,053	73%	\$8,255
United Way of the Greater Winona Area	\$0	\$0	0%		\$5,100	\$7,000	-27%	\$7,000
Golf Tournament	\$0	\$391	-100%		\$40,441	\$46,500	-13%	\$47,453
Grants-Special Projects	\$0	\$0	0%		\$59,808	\$18,500	223%	\$35,245
Special Events	\$645	\$903	-29%		\$11,044	\$8,722	27%	\$11,852
TOTAL DEVELOPMENT INCOME	\$1,705	\$2,958	-42%		\$137,243	\$92,775	48%	\$109,805
Development/Public Relations Expenses	\$2,252	\$75	2903%	B	\$18,771	\$15,459	21%	\$17,519
NET DEVELOPMENT	-\$547	\$2,883	-119%		\$118,472	\$77,316	53%	\$92,286
SALES								
Workshop Sales	\$123,730	\$120,782	2%		\$1,016,547	\$1,100,602	-8%	\$982,846
Cost of Materials	\$4,060	\$4,910	-17%		\$34,649	\$44,126	-21%	\$38,197
SALES LESS MATERIALS	\$119,670	\$115,872	3%		\$981,899	\$1,056,476	-7%	\$944,649
AGENCY REVENUE								
Case Service	\$1,400	\$4,167	-66%	C	\$32,695	\$37,503	-13%	\$37,910
DEED CBE	\$3,348	\$4,358	-23%		\$32,446	\$38,628	-16%	\$41,526
DEED SE/CE	\$34,025	\$36,355	-6%		\$276,757	\$322,239	-14%	\$303,650
DEED NEXT STEP/IPS GRANT	\$5,672	\$7,107	-20%	D	\$60,077	\$63,967	-6%	\$57,819
Winona County Support	\$30,787	\$35,402	-13%		\$277,135	\$313,791	-12%	\$314,625
Other County Support	\$4,349	\$3,540	23%		\$35,254	\$31,377	12%	\$31,647
Transportation	\$11,146	\$10,170	10%		\$97,580	\$90,586	8%	\$89,685
Other Revenue	\$489	\$353	39%		\$28,294	\$8,815	221%	\$14,381
D T & H, Career Options	\$58,987	\$54,663	8%		\$510,913	\$486,897	5%	\$472,763
TOTAL AGENCY REVENUE	\$150,203	\$156,115	-4%		\$1,351,151	\$1,393,803	-3%	\$1,364,006
TOTAL REVENUE	\$269,327	\$274,870	-2%		\$2,451,521	\$2,527,595	-3%	\$2,400,941
LESS: OPERATING EXPENSES	\$254,585	\$283,076	-10%		\$2,334,115	\$2,519,453	-7%	\$2,349,692
NET INCOME/LOSS	\$14,742	-\$8,206	-280%		\$117,406	\$8,142	1342%	\$51,249
DEPRECIATION EXPENSE	\$17,886	\$17,771	1%		\$158,640	\$159,939	-1%	\$157,855
NET INCOME/LOSS FROM OPERATIONS	\$32,628	\$9,565	241%		\$276,046	\$168,081	64%	\$209,104
LEWISTON VILLA EXPENSES	\$4,726				\$22,206			\$24,423

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



**STATEMENT OF EXPENSE ACTIVITIES
FOR NINE MONTHS ENDING:**

SEPTEMBER 30, 2016

	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	\$61,066	\$68,591	-11%		\$551,824	\$625,966	-12%	\$539,678
Staff Salaries	\$106,107	\$118,379	-10%		\$963,957	\$1,049,269	-8%	\$978,879
Workers' Compensation Expense	\$5,703	\$4,902	16%		\$46,485	\$43,924	6%	\$39,822
Employer Payroll Taxes	\$12,269	\$13,795	-11%		\$111,101	\$123,599	-10%	\$112,035
Employer U/C Expense	\$945	\$2,604	-64%		\$10,615	\$23,083	-54%	\$21,504
Health/Life/LTDI Expense	\$15,946	\$16,667	-4%		\$138,999	\$150,003	-7%	\$134,974
Retirement Plan, 403B - Employer Contribution	\$1,066	\$1,166	-9%		\$7,968	\$10,446	-24%	\$8,764
Vehicle Expense	\$3,960	\$6,022	-34%	E	\$64,889	\$54,485	19%	\$53,969
Repair & Maintenance	\$3,479	\$2,415	44%		\$30,318	\$30,566	-1%	\$27,380
Utilities	\$7,298	\$7,502	-3%		\$68,717	\$66,495	3%	\$66,462
Safety Supplies	\$240	\$230	4%		\$1,587	\$1,835	-13%	\$1,910
Professional Services	\$5,709	\$8,588	-34%	F	\$54,627	\$52,596	4%	\$47,689
Office Supplies	\$565	\$1,000	-43%		\$9,680	\$9,048	7%	\$8,912
Continuing Education	\$2,261	\$1,165	94%	G	\$16,478	\$10,505	57%	\$43,137
Staff Travel	\$3,789	\$4,243	-11%		\$33,033	\$38,389	-14%	\$39,643
Telephone	\$544	\$655	-17%		\$5,035	\$6,750	-25%	\$6,020
Postage	\$0	\$850	-100%		\$3,135	\$3,550	-12%	\$2,823
Dues & Subscriptions	\$565	\$875	-35%		\$7,041	\$7,875	-11%	\$6,624
Depreciation	\$17,886	\$17,771	1%		\$158,640	\$159,939	-1%	\$157,855
Uniform Expense	\$0	\$125	-100%		\$334	\$1,125	-70%	\$707
Interest Expense	\$2,041	\$2,035	0%		\$19,493	\$18,519	5%	\$19,575
Client Transportation	\$1,813	\$2,083	-13%		\$17,734	\$18,747	-5%	\$18,695
Insurance	\$1,212	\$1,208	0%		\$10,908	\$10,872	0%	\$10,908
Misc. Expenses	\$121	\$205	-41%		\$1,516	\$1,867	-19%	\$1,727
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
TOTAL OPERATING EXPENSES	\$254,585	\$283,076	-10%		\$2,334,115	\$2,519,453	-7%	\$2,349,692

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

SALES BY CUSTOMER

FOR NINE MONTHS ENDING:

SEPTEMBER 30, 2016

Operation Services

Brian's Toys
Fastenal Company
Hal Leonard Corp.
Peerless Chain Company
Watkins Inc.
Wincraft
Winona Lighting
Winona Knits & Mitts
Winona Shredding
Other
Total

of Customers

Month	2016 YTD	2015 YTD	2014 YTD	2013 YTD	2012 YTD
\$0	\$1,750	\$5,391	\$5,881	\$4,761	\$9,269
\$0	\$7,147	\$7,878	\$24,038	\$54,341	\$4,989
\$0	\$18,050	\$6,951	\$7,647	\$17,340	\$10,425
\$9,875	\$99,654	\$75,866	\$40,181	\$29,388	\$44,975
\$7,548	\$51,989	\$51,236	\$47,729	\$26,425	\$75,779
\$7,833	\$57,301	\$79,683	\$101,859	\$113,059	\$128,979
\$281	\$1,648	\$2,122	\$8,477	\$3,687	\$0
\$0	\$439	\$1,427	\$12,108	\$4,367	\$9,169
\$1,877	\$16,320	\$15,468	\$10,161	\$9,016	\$0
\$0	\$6,018	\$11,365	\$11,338	\$10,073	\$20,515
\$27,414	\$260,316	\$257,386	\$269,420	\$272,457	\$304,100

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Community Services

Behrens
Benchmark
Bluff City Properties
Bluffview Montessori School
Bub's Brewing Co.
Chartwell
Cotter Schools
Cotter/Steak Shop Catering
Fastenal Company
Peerless Chain Company
Riverside Electronics
Riverstar
RTP Company
Watkins Inc.
Watlow Controls
Winona County
Winona Health
Other
Total

#of Customers

Month	2016 YTD	2015 YTD	2014 YTD	2013 YTD	2012 YTD
\$2,615	\$24,624	\$29,948	\$32,885	\$34,129	\$21,470
\$807	\$8,827	\$9,976	\$10,073	\$7,158	\$14,222
\$442	\$4,311	\$4,091	\$3,746	\$3,920	\$4,120
\$2,085	\$12,615	\$12,407	\$11,033	\$10,529	\$11,344
\$1,192	\$10,841	\$10,826	\$10,235	\$9,785	\$9,788
\$6,148	\$21,237	\$18,969	\$8,597	\$12,818	\$11,277
\$190	\$1,648	\$2,474	\$2,411	\$2,459	\$2,744
\$3,102	\$17,401	\$16,819	\$16,297	\$14,912	\$13,604
\$850	\$6,630	\$9,153	\$8,254	\$63,612	\$37,344
\$9,250	\$64,399	\$61,997	\$64,676	\$65,261	\$65,585
\$8,025	\$74,921	\$74,591	\$55,156	\$53,277	\$0
\$96	\$96	\$176	\$6,157	\$960	\$7,154
\$4,373	\$39,864	\$39,568	\$34,497	\$32,879	\$32,879
\$7,400	\$60,044	\$4,508	\$6,400	\$1,737	\$26,084
\$10,636	\$88,206	\$80,670	\$76,694	\$69,873	\$71,345
\$11,060	\$99,020	\$98,064	\$135,864	\$93,027	\$17,983
\$660	\$5,495	\$64,884	\$29,805	\$0	\$0
\$1,789	\$17,336	\$24,785	\$32,146	\$40,553	\$32,262
\$70,720	\$557,515	\$563,906	\$544,926	\$516,889	\$379,205

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Laundry Department

Winona Health
Sauer Health Care
Winona County Jail
Saint Anne Healthcare
Other Laundry
Total

of Customers

Month	2016 YTD	2015 YTD	2014 YTD	2013 YTD	2012 YTD
\$18,391	\$154,566	\$143,597	\$16,025	\$0	\$0
\$2,372	\$21,415	\$0	\$0	\$0	\$0
\$943	\$8,613	\$8,456	\$7,822	\$0	\$0
\$2,642	\$2,642	\$0	\$0	\$0	\$0
\$1,248	\$11,480	\$9,499	\$10,153	\$0	\$0
\$25,596	\$198,716	\$161,552	\$34,000	\$0	\$0

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COST CENTER SUMMARY FOR ONE MONTH ENDING:

SEPTEMBER 30, 2016

	Center Based Employment	DT & H	Placement & IPS	Community Based - EE	Administration	Fixed Costs	Transportation	Community Services	Operation Services	Laundry	Total
Total Direct Worker Wages	\$59	\$199	\$0	\$0	\$1,795		\$0	\$39,635	\$13,050	\$6,328	\$61,066
Total Direct Payroll Costs	\$5,324	\$21,275	\$5,813	\$6,423	\$40,484		\$8,593	\$76,428	\$23,308	\$15,454	\$203,102
Total Administration Cost					\$53,586						
Administration Distribution	\$7,975	\$13,986	\$1,107	\$3,320		\$27,199	\$0				\$53,586
Total Indirect Cost	\$376	\$353	\$1,491	\$15		\$16,854	\$9,329	\$2,134	\$1,545	\$8,536	\$53,735
Total Direct & Indirect Costs	\$13,675	\$35,614	\$8,411	\$9,758	\$0	\$44,053	\$17,922	\$78,562	\$24,853	\$23,990	\$256,837
Total Income	\$11,389	\$58,987	\$34,816	\$33,722	\$1,849	\$0	\$11,146	\$70,371	\$27,242	\$22,057	\$271,579
Net Income or (Loss)	-\$2,286	\$23,373	\$26,405	\$23,965	\$1,849	-\$44,053	-\$6,776	-\$8,191	\$2,389	-\$1,933	-\$7,736
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.					Distribution Community Based - EE						\$23,965
					Distribution of Center Based Emp.				-\$2,286		-\$2,286
					Income or (Loss)			\$15,774	\$103	-\$1,933	\$13,943
					Distribution Program Profit/Loss			\$453	\$199	\$147	\$798
					Net Income or (Loss)			\$16,226	\$301	-\$1,786	\$14,742
					Direct Payroll Overhead			92.83%	78.61%	144.21%	
					Indirect Overhead			5.38%	11.84%	134.88%	
					Total Overhead			98.21%	90.45%	279.09%	
Net Income or (Loss) Program				\$798				61.61%	-15.99%	2.33%	
				Agency Return on Worker Direct Labor							

COST CENTER SUMMARY FOR NINE MONTHS ENDING:

SEPTEMBER 30, 2016

	Center Based Employment	DT & H	Placement & IPS	Community Based - EE	Administration	Fixed Costs	Transportation	Community Services	Operation Services	Laundry	Total
Total Direct Worker Wages	\$1,437	\$2,408	\$0	\$0	\$18,493		\$0	\$359,984	\$117,256	\$52,246	\$551,824
Total Direct Payroll Costs	\$46,325	\$160,952	\$71,658	\$54,855	\$358,189		\$82,910	\$718,971	\$207,880	\$129,209	\$1,830,950
Total Administration Cost					\$481,283						
Administration Distribution	\$76,934	\$126,491	\$9,596	\$28,785		\$239,478	\$0				\$481,283
Total Indirect Cost	\$3,747	\$1,832	\$15,206	\$130		\$153,941	\$96,957	\$12,246	\$26,202	\$88,583	\$521,938
Total Direct & Indirect Costs	\$127,006	\$289,275	\$96,460	\$83,770	\$0	\$393,419	\$179,868	\$731,217	\$234,082	\$217,792	\$2,352,888
Total Income	\$105,117	\$522,363	\$318,500	\$294,430	\$98,096	\$0	\$149,889	\$552,653	\$254,446	\$174,800	\$2,470,294
Net Income or (Loss)	-\$21,889	\$233,088	\$222,040	\$210,660	\$98,096	-\$393,419	-\$29,979	-\$178,564	\$20,364	-\$42,992	-\$201,192
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.					Distribution Community Based - EE						\$210,660
					Distribution of Center Based Emp.				-\$21,889		-\$21,889
					Income or (Loss)			\$32,097	-\$1,525	-\$42,992	-\$12,420
					Distribution Program Profit/Loss			\$73,669	\$34,506	\$21,651	\$129,826
					Net Income or (Loss)			\$105,766	\$32,981	-\$21,341	\$117,406
					Direct Payroll Overhead			99.72%	77.29%	147.31%	
					Indirect Overhead			3.40%	22.35%	169.55%	
					Total Overhead			103.12%	99.63%	316.86%	
Net Income or (Loss) Program				\$129,826				78.98%	10.76%	41.44%	
				Agency Return on Worker Direct Labor							



Notes to Financial Statement

Accounts Receivable - Sales	9/30/2016	8/31/2016	7/31/2016
Balance At:	\$175,364	\$176,860	\$167,035
Current:	\$153,690	\$118,369	\$108,522
30-60 Days	\$10,798	\$45,899	\$47,383
Over 60 Days	\$9,554	\$1,867	\$8,755
Over 90 Days	\$1,322	\$10,725	\$2,375
Sub Total over 30 Days	\$21,674	\$58,491	\$58,513

Accounts Receivable - Agency Revenue	9/30/2016	8/31/2016	7/31/2016
Balance At:	\$177,934	\$195,694	\$166,407
Current:	\$176,162	\$187,918	\$153,417
30-60 Days	\$0	\$5,006	\$8,836
Over 60 Days	\$469	\$783	\$1,328
Over 90 Days	\$1,304	\$1,988	\$2,826
Sub Total over 30 Days	\$1,772	\$7,776	\$12,990

Accounts Payable	9/30/2016	8/31/2016	7/31/2016
Balance At:	\$18,885	\$24,003	\$14,746
Current:	\$18,885	\$24,003	\$14,746
30-60 Days	\$0	\$0	\$0
Over 60 Days	\$0	\$0	\$0
MBER 31 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: 10/18/2016	\$0	\$0

Notes to Financial Statement



Notes:

A General Contributions

Received \$1,060 in contributions. Thank you to: Shannon Hanzel, Carl & Rhea Iverson, Michael Hauser, Carl & Bonnie Troke, Helen Simon, Bert & Ruth Schaffner Dennis & Karen Cleveland, Ellen Zempel, James & Jeanne Danneker, Stanley & Suzanne Ferguson, Jean Galewski and Briand & Ann Junker.

B Development/Public Relations Expenses

Over budget \$2,177 - 2903% for the month. Over budget \$3,312 - 21% for the year. Print and mail annual report, \$1,450 Staff Challenge expenses, \$796.

C Case Service

Under budget \$3,767 - 66% for the month. Under budget \$4,808 - 21% for the year. Revenue based on successful placements. Timing issue.

D DEED IPS Grant

Under budget \$1,435 - 20% for the month. Under budget \$3,890 - 6% for the year. New staff replacement in place.

E Vehicle Expense

Under budget \$2,062 - 34% for the month. Over budget \$10,404 - 19% for the year. Ups and downs for repairs, timing issue.

F Professional Services

Under budget \$2,879 - 34% for the month. Over budget \$2,031 - 4% for the year.

G Continuing Education

Over budget \$1,096 - 94% for the month. Over budget \$5,976 - 57% for the year. Ordered CPI training workbooks, \$1,114.