



FEBRUARY 29, 2016

FOR INTERNAL USE



	FEB. 29, 2016	JAN. 31, 2016	FEB. 28, 2015
CURRENT ASSETS			
Cash in Banks	\$102,932	\$121,981	\$16,395
Acc. Rec. Sales	\$140,055	\$169,016	\$163,904
Acc. Rec. Agency Revenue	\$309,455	\$272,842	\$324,198
Inventories	\$49,023	\$49,857	\$50,825
Prepaid Expenses	\$60,092	\$66,422	\$75,814
Total Current Assets	\$661,557	\$680,118	\$631,136
PROPERTY AND EQUIPMENT			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$2,272,672	\$2,272,672	\$2,263,232
Property & Equipment	\$1,560,444	\$1,553,518	\$1,516,205
Total Prop & Equip	\$3,871,908	\$3,864,982	\$3,818,229
Less:Acc. Depr. P & E	\$1,458,650	\$1,441,042	\$1,252,994
Net Book Value	\$2,413,258	\$2,423,940	\$2,565,235
OTHER ASSETS			
Savings	\$395,390	\$392,554	\$365,901
Savings-Laundry Fund	\$93,649	\$93,634	\$34,047
Pledge Receivable - Laundry	\$31,983	\$31,983	\$117,051
Total Other Assets	\$521,022	\$518,171	\$516,999
TOTAL ASSETS	\$3,595,838	\$3,622,229	\$3,713,370
CURRENT LIABILITIES			
Accounts Payable-Trade	\$20,669	\$25,934	\$21,486
Accrued Salaries	\$132,931	\$125,781	\$124,363
Accrued Payroll Taxes	\$39,025	\$53,449	\$30,071
Notes Payable-Current	\$0	-\$11	\$0
Total Current Liab.	\$192,626	\$205,153	\$175,920
LONG TERM LIABILITIES			
Mortgage Payable	\$616,440	\$619,952	\$656,687
Total Long Term Liab.	\$616,440	\$619,952	\$656,687
NET ASSETS			
Unrestricted	\$2,786,772	\$2,797,124	\$2,880,763
Total Net Assets	\$2,786,772	\$2,797,124	\$2,880,763
TOTAL LIABILITY & NET ASSETS	\$3,595,838	\$3,622,229	\$3,713,370



	STATEMENT OF ACTIVITIES FOR TWO MONTHS ENDING:				FEBRUARY 29, 2016			
	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	\$2,755	\$3,249	-15%	A	\$4,905	\$6,439	-24%	\$4,410
United Way of the Greater Winona Area	\$0	\$0	0%		\$0	\$0	0%	\$0
Golf Tournament	\$0	\$0	0%		\$0	\$0	0%	\$0
Grants-Special Projects	\$0	\$0	0%		\$0	\$0	0%	\$7,955
Special Events	\$378	\$1,154	-67%		\$793	\$1,199	-34%	\$1,629
TOTAL DEVELOPMENT INCOME	\$3,133	\$4,403	-29%		\$5,698	\$7,638	-25%	\$13,994
Development/Public Relations Expenses	\$194	\$750	-74%		\$890	\$1,500	-41%	\$3,540
NET DEVELOPMENT	\$2,940	\$3,653	-20%		\$4,808	\$6,138	-22%	\$10,454
SALES								
Workshop Sales	\$100,577	\$116,121	-13%		\$202,861	\$223,649	-9%	\$205,311
Cost of Materials	\$4,026	\$4,876	-17%		\$7,985	\$8,890	-10%	\$7,670
SALES LESS MATERIALS	\$96,552	\$111,245	-13%	B	\$194,876	\$214,759	-9%	\$197,641
AGENCY REVENUE								
Case Service	\$4,350	\$4,167	4%		\$12,750	\$8,334	53%	\$8,628
DEED CBE	\$3,234	\$3,962	-18%		\$7,273	\$8,320	-13%	\$7,223
DEED SE/CE	\$30,911	\$33,050	-6%		\$62,985	\$69,405	-9%	\$62,225
DEED NEXT STEP/IPS GRANT	\$7,312	\$7,107	3%		\$15,360	\$14,218	8%	\$15,538
Winona County Support	\$30,975	\$32,184	-4%		\$61,204	\$67,586	-9%	\$71,208
Other County Support	\$2,418	\$3,218	-25%		\$6,610	\$6,758	-2%	\$6,183
Transportation	\$10,355	\$10,018	3%		\$20,425	\$19,989	2%	\$20,670
Other Revenue	\$459	\$302	52%		\$959	\$615	56%	\$1,003
D T & H, Career Options	\$54,457	\$53,847	1%		\$105,712	\$107,443	-2%	\$104,324
TOTAL AGENCY REVENUE	\$144,471	\$147,855	-2%		\$293,278	\$302,668	-3%	\$297,002
TOTAL REVENUE	\$243,962	\$262,753	-7%		\$492,962	\$523,565	-6%	\$505,097
LESS: OPERATING EXPENSES	\$251,488	\$260,721	-4%		\$523,225	\$536,152	-2%	\$504,406
NET INCOME/LOSS	-\$7,526	\$2,032	-470%		-\$30,263	-\$12,587	140%	\$691
DEPRECIATION EXPENSE	\$17,608	\$17,771	-1%		\$35,216	\$35,542	-1%	\$31,870
NET INCOME/LOSS FROM OPERATIONS	\$10,082	\$19,803	-49%		\$4,953	\$22,955	-78%	\$32,561
LEWISTON VILLA EXPENSES	\$2,827				\$6,307			\$7,236

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



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

FEBRUARY 29, 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	\$60,709	\$65,952	-8%		\$125,963	\$132,097	-5%	\$111,769
Staff Salaries	\$105,913	\$107,618	-2%		\$218,517	\$225,997	-3%	\$219,383
Workers' Compensation Expense	\$4,630	\$4,551	2%		\$9,546	\$9,389	2%	\$9,562
Employer Payroll Taxes	\$12,090	\$12,806	-6%		\$24,857	\$26,420	-6%	\$23,585
Employer U/C Expense	\$991	\$2,368	-58%	C	\$3,301	\$4,972	-34%	\$5,231
Health/Life/LTDI Expense	\$14,333	\$16,667	-14%	D	\$28,096	\$33,334	-16%	\$29,476
Retirement Plan, 403B - Employer Contribution	\$726	\$1,082	-33%		\$1,486	\$2,233	-33%	\$1,912
Vehicle Expense	\$5,912	\$5,735	3%		\$18,513	\$11,757	57%	\$11,681
Repair & Maintenance	\$4,749	\$2,594	83%	E	\$7,870	\$4,792	64%	\$4,293
Utilities	\$8,566	\$6,820	26%	F	\$16,160	\$14,322	13%	\$13,666
Safety Supplies	\$193	\$200	-4%		\$349	\$474	-26%	\$494
Professional Services	\$3,394	\$3,112	9%		\$6,710	\$6,574	2%	\$6,409
Office Supplies	\$766	\$952	-19%		\$2,903	\$1,952	49%	\$2,843
Continuing Education	\$1,040	\$1,165	-11%		\$2,055	\$2,330	-12%	\$10,018
Staff Travel	\$2,917	\$4,041	-28%	G	\$6,748	\$8,284	-19%	\$7,401
Telephone	\$571	\$655	-13%		\$1,261	\$1,595	-21%	\$1,183
Postage	\$437	\$175	149%		\$1,398	\$1,025	36%	\$397
Dues & Subscriptions	\$813	\$875	-7%		\$1,498	\$1,750	-14%	\$1,361
Depreciation	\$17,608	\$17,771	-1%		\$35,216	\$35,542	-1%	\$31,870
Uniform Expense	\$0	\$125	-100%		\$62	\$250	-75%	\$217
Interest Expense	\$1,989	\$1,967	1%		\$4,290	\$4,070	5%	\$4,785
Client Transportation	\$1,823	\$2,083	-12%		\$3,721	\$4,166	-11%	\$3,957
Insurance	\$1,212	\$1,208	0%		\$2,424	\$2,416	0%	\$2,424
Misc. Expenses	\$107	\$199	-46%		\$281	\$411	-32%	\$489
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
TOTAL OPERATING EXPENSES	\$251,488	\$260,721	-4%		\$523,225	\$536,152	-2%	\$504,406

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

SALES BY CUSTOMER

FOR TWO MONTHS ENDING:

FEBRUARY 29, 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

Month	2016 YTD	2015 YTD	2014 YTD	2013 YTD	2012 YTD
\$20	\$575	\$973	\$820	\$1,137	\$2,192
\$0	\$789	\$4,307	\$10,447	\$11,244	\$340
\$0	\$0	\$4,856	\$2,772	\$2,006	\$0
\$7,667	\$17,213	\$6,608	\$6,622	\$5,574	\$10,706
\$4,981	\$7,906	\$10,670	\$19,653	\$8,797	\$16,400
\$7,779	\$13,409	\$13,157	\$12,497	\$14,592	\$20,859
\$0	\$303	\$365	\$2,849	\$193	\$0
\$0	\$399	\$1,273	\$7,921	\$2,169	\$2,592
\$1,566	\$3,400	\$3,504	\$1,910	\$2,049	\$0
\$100	\$499	\$201	\$3,142	\$1,283	\$28,187
\$22,113	\$44,493	\$45,913	\$68,634	\$49,044	\$81,276

of Customers

35 Of the 35 customers 30 are shredding customers.



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
Other
Total

Month	2016 YTD	2015 YTD	2014 YTD	2013 YTD	2012 YTD
\$2,616	\$5,588	\$6,152	\$7,982	\$6,631	\$4,746
\$986	\$1,955	\$2,010	\$2,151	\$253	\$2,807
\$442	\$884	\$774	\$954	\$824	\$927
\$1,981	\$3,962	\$3,962	\$3,177	\$3,540	\$3,630
\$1,192	\$2,327	\$2,327	\$2,228	\$2,163	\$2,164
\$2,549	\$4,128	\$4,462	\$2,486	\$3,390	\$3,780
\$428	\$745	\$1,523	\$1,502	\$1,681	\$2,541
\$2,548	\$5,192	\$5,032	\$4,498	\$4,855	\$4,575
\$765	\$1,445	\$3,628	\$5,084	\$14,365	\$6,388
\$6,557	\$13,114	\$14,176	\$14,502	\$14,502	\$14,570
\$8,160	\$16,354	\$18,440	\$11,850	\$11,958	\$0
\$0	\$0	\$176	\$1,343	\$0	\$4,562
\$4,373	\$8,538	\$8,538	\$7,487	\$7,268	\$7,268
\$3,088	\$9,957	\$0	\$0	\$0	\$3,940
\$8,661	\$17,875	\$17,933	\$14,420	\$14,585	\$12,741
\$11,060	\$21,600	\$21,792	\$30,192	\$16,756	\$0
\$2,615	\$4,657	\$15,226	\$6,442	\$6,410	\$5,357
\$58,020	\$118,321	\$126,151	\$116,298	\$109,181	\$79,996

#of Customers

24

Laundry Department

Winona Health
Sauer Health Care
Other Laundry
Total

Month	2016 YTD	2015 YTD	2014 YTD	2013 YTD	2012 YTD
\$16,311	\$32,080	\$30,300	\$3,352	\$0	\$0
\$2,361	\$4,676	\$0	\$0	\$0	\$0
\$1,772	\$3,492	\$2,947	\$2,617	\$0	\$0
\$20,444	\$40,248	\$33,247	\$5,969	\$0	\$0

of Customers

18 Of the 18 customers, 15 are for mats.

Total Sales

\$100,576 \$203,062 \$205,310 \$190,901 \$158,225 \$161,272



COST CENTER SUMMARY FOR ONE MONTH ENDING:

FEBRUARY 29, 2016

	Center Based Employment	DT & H	Welfare to Work	Placement & IPS	Community Based - EE	Administration	Fixed Costs	Transportation	Community Services	Operation Services	Laundry	Total
Total Direct Worker Wages	\$179	\$359	\$0	\$0	\$0	\$1,860		\$0	\$41,750	\$11,006	\$5,556	\$60,709
Total Direct Payroll Costs	\$5,016	\$16,632	\$0	\$8,327	\$5,915	\$37,988		\$9,068	\$81,726	\$21,007	\$13,713	\$199,392
Total Administration Cost						\$45,794						
Administration Distribution	\$7,284	\$11,600	\$0	\$937	\$2,810		\$23,163	\$0				\$45,794
Total Indirect Cost	\$112	\$114	\$0	\$1,585	\$15		\$18,103	\$10,247	\$1,584	\$2,102	\$10,620	\$52,290
Total Direct & Indirect Costs	\$12,412	\$28,346	\$0	\$10,849	\$8,740	\$0	\$41,266	\$19,315	\$83,310	\$23,110	\$24,333	\$251,682
Total Income	\$11,214	\$53,308	\$0	\$36,817	\$32,656	\$3,254	\$0	\$10,355	\$57,592	\$21,450	\$17,509	\$244,155
Net Income or (Loss)	-\$1,198	\$24,962	\$0	\$25,967	\$23,917	\$3,254	-\$41,266	-\$8,960	-\$25,718	-\$1,659	-\$6,824	-\$27,378
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 Distribution of Center Based Emp. Income or (Loss) Distribution Program Profit/Loss Net Income or (Loss)						\$23,917 -\$1,198 -\$2,857 \$888 -\$1,970
						Direct Payroll Overhead Indirect Overhead Total Overhead Agency Return on Worker Direct Labor						95.75% 3.79% 99.55% 63.06%
												90.88% 19.10% 109.98% -2.82%
Net Income or (Loss) Program						\$3,957						

COST CENTER SUMMARY FOR TWO MONTHS ENDING:

FEBRUARY 29, 2016

	Center Based Employment	DT & H	Welfare to Work	Placement & IPS	Community Based - EE	Administration	Fixed Costs	Transportation	Community Services	Operation Services	Laundry	Total
Total Direct Worker Wages	\$306	\$773	\$0	\$0	\$0	\$3,677		\$0	\$85,122	\$24,468	\$11,619	\$125,965
Total Direct Payroll Costs	\$9,885	\$32,567	\$0	\$16,568	\$11,712	\$81,668		\$17,626	\$168,714	\$44,734	\$28,293	\$411,767
Total Administration Cost						\$98,516						
Administration Distribution	\$21,511	\$32,605	\$0	\$2,552	\$7,653		\$34,195	\$0				\$98,516
Total Indirect Cost	\$499	\$253	\$0	\$3,493	\$29		\$36,027	\$21,388	\$2,596	\$9,077	\$22,138	\$112,349
Total Direct & Indirect Costs	\$31,895	\$65,425	\$0	\$22,612	\$19,394	\$0	\$70,222	\$39,014	\$171,310	\$53,812	\$50,432	\$524,116
Total Income	\$22,997	\$104,564	\$0	\$78,805	\$66,241	\$5,944	\$0	\$20,425	\$117,540	\$42,606	\$34,730	\$493,852
Net Income or (Loss)	-\$8,898	\$39,139	\$0	\$56,193	\$46,847	-\$5,944	-\$70,222	-\$18,589	-\$53,770	-\$11,206	-\$15,702	-\$64,975
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 Distribution of Center Based Emp. Income or (Loss) Distribution Program Profit/Loss Net Income or (Loss)						\$46,847 -\$8,898 -\$6,923 \$2,931 \$546
						Direct Payroll Overhead Indirect Overhead Total Overhead Agency Return on Worker Direct Labor						98.20% 3.05% 101.25% 63.81%
												82.83% 37.10% 119.93% -24.38%
Net Income or (Loss) Program						\$12,464						



Notes to Financial Statement

Accounts Receivable - Sales	2/29/2016	1/31/2016	12/31/2015
Balance At:	\$140,055	\$169,016	\$148,966
Current:	\$117,644	\$102,447	\$107,787
30-60 Days	\$20,779	\$60,361	\$27,868
Over 60 Days	\$50	\$2,984	\$9,730
Over 90 Days	\$1,582	\$3,224	\$3,581
Sub Total over 30 Days	\$22,411	\$66,569	\$41,179

Accounts Payable	2/29/2016	1/31/2016	12/31/2015
Balance At:	\$20,669	\$25,934	\$22,247
Current:	\$20,669	\$25,934	\$22,247
30-60 Days	\$0	\$0	\$0
MBER 31 Over 60 Days	\$0	\$0	\$0
RE-AUD Over 90 Days	\$0	\$0	\$0
Sub Total over 30 Days	\$0	\$0	\$0

Accounts Receivable - Agency Revenue	2/29/2016	1/31/2016	12/31/2015
Balance At:	\$309,455	\$272,842	\$213,356
Current:	\$175,291	\$150,238	\$165,578
30-60 Days	\$53,713	\$81,415	\$21,820
Over 60 Days	\$39,564	\$16,862	\$2,714
Over 90 Days	\$40,887	\$24,327	\$23,245
Sub Total over 30 Days	\$134,164	\$122,604	\$47,778

Received \$75, 678 in March pertaining to the over 30 days.

	Operating Note	Payroll Note
Balance at Month End:	\$0	\$0
Current Balance: 3/23/2016	\$0	\$0

Notes to Financial Statement



Notes:

A General Contributions

Received \$2,755 in contributions. Thank you to: Frank Bures, Gerald & Corrine Grochowski, Dave Trickett, Ronald & Karrol Wenzel, Deborah & Gene Pelowski, Richard & Sharon Behnke, Ellen Zempel, Marian Mason, Gary & Dorothy Ruppert, Helen Simon, Carl & Rhea Iverson and Daniel & Patricia Rukavina.

B Sales less Materials

Under budget \$14,693 - 13% for the month. Under budget \$19,883 - 9% for the year. Work load has been down.

C Employer U/C Expense

Under budget \$1,377 - 58% for the month. Under budget \$1,671 - 34% for the year. Received notice our rate has been reduced for 2016 due to our low experience.

D Health/Life/LTDI Expense

Under budget \$2,334 - 14% for the month. This expense will be up and down throughout the year. Based on staff enrolling in health insurance.

E Repair & Maintenance

Over budget \$2,155 - 83% for the month. Mainly for building. Breaker repair, \$702. Sprinkler replacement, \$816.

F Utilities

Over budget \$1,746 - 26% for the month. Over budget \$1,838 - 13% for the year. Majority is in gas and electric use. Budget based on prior year history.

G Staff Travel

Under budget \$1,097 - 28% for the month. Under budget \$1,536 - 19% for the year. This expense will be up and down throughout the year. Budget based on prior year history.