



**FINANCIAL STATEMENT**

**APRIL 30, 2012**

**FOR INTERNAL USE**



**STATEMENT OF FINANCIAL POSITION**

	APR. 30, 2012	MAR. 31, 2012	APR. 30 2011
<b>CURRENT ASSETS</b>			
Cash in Banks	\$15,741	\$9,771	\$29,078
Acc. Rec. Sales	\$138,362	\$134,185	\$192,814
Acc. Rec. Agency Revenue	\$210,197	\$200,673	\$172,055
Inventories	\$53,346	\$52,180	\$28,855
Prepaid Expenses	\$48,246	\$47,103	\$54,291
Total Current Assets	\$465,892	\$443,912	\$477,093
<b>PROPERTY AND EQUIPMENT</b>			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$1,577,395	\$1,584,225	\$1,580,431
Property & Equipment	\$482,957	\$515,214	\$1,066,847
Total Prop & Equip	\$2,099,144	\$2,138,231	\$2,686,069
Less:Acc. Depr. P & E	\$934,365	\$955,241	\$1,382,376
Net Book Value	\$1,164,779	\$1,182,990	\$1,303,693
<b>OTHER ASSETS</b>			
Savings	\$291,743	\$289,829	\$264,147
Savings-Laundry Fund	\$262,403	\$256,332	\$0
Total Other Assets	\$554,146	\$546,161	\$264,147
<b>TOTAL ASSETS</b>	<b>\$2,184,817</b>	<b>\$2,173,063</b>	<b>\$2,044,933</b>
<b>CURRENT LIABILITIES</b>			
Accounts Payable-Trade	\$45,214	\$36,042	\$66,983
Accrued Salaries	\$110,123	\$101,962	\$106,734
Accrued Payroll Taxes	\$8,650	\$3,166	\$8,611
Laundry Fund Payable	\$262,864	\$256,239	\$0
Notes Payable-Current	\$0	\$0	\$14,905
Total Current Liab.	\$426,851	\$397,409	\$197,233
<b>LONG TERM LIABILITIES</b>			
Mortgage Payable	\$312,079	\$317,785	\$379,083
Total Long Term Liab.	\$312,079	\$317,785	\$379,083
<b>NET ASSETS</b>			
Unrestricted	\$1,445,887	\$1,457,869	\$1,468,617
Total Net Assets	\$1,445,887	\$1,457,869	\$1,468,617
<b>TOTAL LIABILITY &amp; NET ASSETS</b>	<b>\$2,184,817</b>	<b>\$2,173,063</b>	<b>\$2,044,933</b>



STATEMENT OF ACTIVITIES  
FOR THREE MONTHS ENDING:

	CURRENT MONTH	BUDGET CURRENT MONTH	VARIANCE TO BUDGET %	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	APRIL 30, 2012 VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
<b>DEVELOPMENT</b>								
Contributions	\$250	\$353	-29%		\$1,620	\$1,713	-5%	\$5,519
United Way of the Greater Winona Area	\$0	\$0	0%		\$0	\$0	0%	\$0
Golf Tournament	\$1,850	\$1,000	85%		\$1,850	\$1,000	85%	\$1,500
Grants-Special Projects	\$0	\$0	0%		\$3,000	\$5,000	-40%	\$5,000
Special Events	\$1,500	\$0	0%		\$2,610	\$1,500	74%	\$1,605
<b>TOTAL DEVELOPMENT INCOME</b>	<b>\$3,600</b>	<b>\$1,353</b>	<b>166%</b>		<b>\$9,080</b>	<b>\$9,213</b>	<b>-1%</b>	<b>\$13,624</b>
Development/Public Relations Expenses	\$795	\$803	-1%		\$3,154	\$3,384	-7%	\$11,310
<b>NET DEVELOPMENT</b>	<b>\$2,805</b>	<b>\$550</b>	<b>410%</b>	A	<b>\$5,926</b>	<b>\$5,829</b>	<b>2%</b>	<b>\$2,314</b>
<b>SALES</b>								
Workshop Sales	\$84,698	\$85,871	-1%		\$335,770	\$360,659	-7%	\$454,496
Cost of Materials	\$14,810	\$8,038	84%		\$46,427	\$33,760	38%	\$128,855
<b>SALES LESS MATERIALS</b>	<b>\$69,888</b>	<b>\$77,833</b>	<b>-10%</b>	B	<b>\$289,343</b>	<b>\$326,899</b>	<b>-11%</b>	<b>\$325,641</b>
<b>AGENCY REVENUE</b>								
Case Service	\$1,440	\$1,250	15%		\$9,980	\$5,000	100%	\$4,828
DEED CBE	\$7,105	\$9,726	-27%	C	\$25,989	\$39,830	-35%	\$32,251
DEED SE/CE	\$29,129	\$28,929	1%		\$116,809	\$118,470	-1%	\$107,214
DEED NEXT STEP	\$3,875	\$3,851	1%		\$18,080	\$15,770	15%	\$15,098
Winona County Support	\$41,728	\$25,716	62%	D	\$157,914	\$99,450	59%	\$101,876
Other County Support	\$4,068	\$3,578	14%		\$14,993	\$14,785	1%	\$24,463
Welfare to Work	\$7,871	\$7,983	-1%		\$32,377	\$37,552	-14%	\$37,329
Transportation	\$14,323	\$13,889	3%		\$59,361	\$58,333	2%	\$60,324
Other Revenue	\$1,034	\$397	160%		\$8,334	\$1,668	400%	\$1,814
Grants - OSHA	\$0	\$0	0%		\$0	\$0	0%	\$32,478
Grants - Fastrac	\$0	\$0	0%		\$0	\$0	0%	\$24,185
D T & H, Career Options	\$45,242	\$47,381	-5%		\$193,481	\$199,000	-3%	\$196,265
<b>TOTAL AGENCY REVENUE</b>	<b>\$155,815</b>	<b>\$142,700</b>	<b>9%</b>		<b>\$637,318</b>	<b>\$589,858</b>	<b>8%</b>	<b>\$638,125</b>
<b>TOTAL REVENUE</b>	<b>\$228,508</b>	<b>\$221,083</b>	<b>3%</b>		<b>\$932,587</b>	<b>\$922,586</b>	<b>1%</b>	<b>\$966,080</b>
<b>LESS: OPERATING EXPENSES</b>	<b>\$71,031</b>	<b>\$69,787</b>	<b>2%</b>		<b>\$277,556</b>	<b>\$286,821</b>	<b>-3%</b>	<b>\$305,353</b>
<b>MIN. EXPENSES</b>	<b>\$155,997</b>	<b>\$154,302</b>	<b>1%</b>		<b>\$636,603</b>	<b>\$638,801</b>	<b>0%</b>	<b>\$629,418</b>
<b>NET INCOME/LOSS</b>	<b>\$1,480</b>	<b>-\$3,006</b>	<b>149%</b>		<b>\$18,428</b>	<b>-\$3,036</b>	<b>707%</b>	<b>\$31,309</b>
<b>DEPRECIATION EXPENSE</b>	<b>\$8,799</b>	<b>\$7,083</b>	<b>24%</b>		<b>\$29,292</b>	<b>\$28,332</b>	<b>3%</b>	<b>\$22,460</b>
<b>NET INCOME/LOSS FROM OPERATIONS</b>	<b>\$10,279</b>	<b>\$4,077</b>	<b>152%</b>		<b>\$47,720</b>	<b>\$25,296</b>	<b>89%</b>	<b>\$53,769</b>

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



STATEMENT OF EXPENSE ACTIVITIES  
FOR THREE MONTHS ENDING:

	CURRENT MONTH	BUDGET CURRENT MONTH	MONTH VARIANCE TO BUDGET %	Notes	APRIL 30, 2012			PRIOR YEAR TO DATE
					CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	YTD VARIANCE TO BUDGET %	
<b>OPERATING EXPENSES</b>								
Worker Wages	\$43,708	\$45,741	-4%		\$172,088	\$192,112	-10%	\$199,754
Worker Benefit Wages	\$4,523	\$4,849	-7%		\$18,899	\$12,924	46%	\$14,991
Worker Workers' Compensation	\$2,899	\$2,794	4%		\$12,558	\$11,324	11%	\$15,801
Worker Payroll Taxes	\$3,690	\$3,545	4%		\$14,610	\$14,366	2%	\$16,900
Vehicle Expense	\$5,981	\$7,101	-16%	E	\$28,848	\$23,248	24%	\$23,852
Repair & Maintenance, Building & Equipment	\$6,179	\$458	1249%	F	\$14,824	\$9,610	54%	\$13,874
Utilities	\$3,561	\$4,745	-25%	G	\$14,717	\$21,796	-32%	\$18,535
Safety Supplies	\$490	\$554	-12%		\$1,012	\$1,441	-30%	\$1,646
<b>TOTAL OPERATING EXPENSES</b>	<b>\$71,031</b>	<b>\$69,787</b>	<b>2%</b>		<b>\$277,556</b>	<b>\$286,821</b>	<b>-3%</b>	<b>\$305,353</b>
<b>ADMINISTRATIVE EXPENSES</b>								
Staff Salaries	\$99,261	\$100,897	-2%		\$401,636	\$413,196	-3%	\$400,466
Staff Benefits	\$18,273	\$21,000	-13%	H	\$87,315	\$84,000	4%	\$82,039
Staff Taxes	\$11,186	\$10,185	10%		\$46,508	\$47,110	-1%	\$52,380
Retirement Plan, 403B	\$1,020	\$936	9%		\$5,352	\$3,337	60%	\$3,227
Professional Services	\$300	\$1,083	-72%		\$6,282	\$4,332	45%	\$7,269
Office Supplies	\$2,109	\$1,349	56%		\$7,123	\$5,667	26%	\$5,811
Continuing Education	\$2,620	\$833	215%	I	\$4,851	\$3,332	46%	\$1,289
Outside Services - Grants	\$0	\$0	0%		\$0	\$0	0%	\$3,371
Staff Expense	\$4,376	\$3,204	37%		\$16,199	\$18,959	-15%	\$20,700
Telephone	\$368	\$476	-23%		\$1,390	\$2,000	-31%	\$2,042
Postage	\$965	\$917	5%		\$1,849	\$2,168	-15%	\$1,448
Dues & Subscriptions	\$666	\$666	0%		\$4,677	\$3,414	37%	\$3,098
Depreciation	\$8,799	\$7,083	24%	J	\$29,292	\$28,332	3%	\$22,460
Mat, Mop & Uniform Expense	\$1,078	\$827	30%		\$3,850	\$3,515	10%	\$3,098
Interest Expense	\$1,692	\$1,598	6%		\$6,773	\$6,447	5%	\$7,838
Client Transportation - City Bus Pass	\$1,904	\$2,000	-5%		\$8,030	\$8,000	0%	\$8,201
Insurance	\$1,182	\$1,125	5%		\$4,714	\$4,500	5%	\$4,140
Banking Fees / Miscellaneous Expense	\$198	\$123	61%		\$762	\$492	55%	\$541
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$155,997</b>	<b>\$154,302</b>	<b>1%</b>		<b>\$636,603</b>	<b>\$638,801</b>	<b>0%</b>	<b>\$629,418</b>

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

## SALES BY CUSTOMER

FOR FOUR MONTHS ENDING:

APRIL 30, 2012

### Operation Services

Month	2012 YTD	2011 YTD	2010 YTD	2009 YTD	2008 YTD
Brian's Toys	\$575	\$3,862	\$1,721	\$0	\$0
Fastenal Company	\$0	\$2,397	\$1,138	\$1,433	\$21,978
Hal Leonard Corp.	\$0	\$0	\$35,449	\$30,722	\$15,557
Peerless Chain Company	\$4,226	\$20,333	\$21,580	\$19,386	\$12,284
RockTenn	\$17,118	\$61,201	\$153,697	\$202,960	\$149,231
Watkins Inc.	\$4,464	\$25,557	\$21,578	\$1,866	\$11,904
Watlow Electric Mfg.	\$0	\$0	\$765	\$8,086	\$7,872
Wincraft	\$17,562	\$50,246	\$48,506	\$53,752	\$41,097
Winona Knits & Mitts	\$34	\$2,761	\$0	\$0	\$0
Other	\$1,467	\$8,847	\$14,928	\$6,694	\$9,413
<b>Total</b>	<b>\$45,446</b>	<b>\$175,204</b>	<b>\$299,362</b>	<b>\$324,899</b>	<b>\$269,336</b>

# of Customers

10

### Community Services

Month	2012 YTD	2011 YTD	2010 YTD	2009 YTD	2008 YTD
Behrens	\$2,260	\$9,492	\$6,930	\$0	\$0
Benchmark	\$710	\$7,197	\$9,621	\$8,680	\$0
Bluff City Properties	\$412	\$1,751	\$2,400	\$3,100	\$3,359
Bluffview Montessori School	\$1,815	\$6,897	\$6,600	\$0	\$4,818
Bub's Brewing Co.	\$1,030	\$4,327	\$4,150	\$4,150	\$2,800
Chartwell	\$1,746	\$7,653	\$5,066	\$3,245	\$1,937
Cotter Schools	\$216	\$2,312	\$7,406	\$1,250	\$1,255
Cotter/Steak Shop Catering	\$2,101	\$8,362	\$10,054	\$7,465	\$8,536
Fastenal Company	\$4,847	\$17,614	\$18,286	\$24,672	\$32,437
Peerless Chain Company	\$7,251	\$29,330	\$26,910	\$23,980	\$0
Riverstar	\$1,300	\$7,154	\$9,887	\$0	\$0
RTP Company	\$3,461	\$14,536	\$13,776	\$14,112	\$20,390
Watkins Inc.	\$0	\$3,940	\$0	\$0	\$951
Watlow Controls	\$7,385	\$27,315	\$8,637	\$4,435	\$4,232
Wellingtons/Westgate Bowl	\$1,260	\$5,265	\$4,970	\$3,335	\$3,151
Other	\$3,458	\$7,422	\$9,849	\$11,271	\$30,175
<b>Total</b>	<b>\$39,252</b>	<b>\$160,567</b>	<b>\$144,542</b>	<b>\$109,695</b>	<b>\$82,343</b>

#of Customers

25

**Total Sales**

**\$84,698    \$335,771    \$443,904    \$434,594    \$383,377    \$457,733**





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

**APRIL 30, 2012**

	Center Based Employment	D T & H	Welfare to Work	Placement & Next Step	Community Based - EE	Administration	Transportation	Community Services	Operation Services	Total
Total Direct Worker Wages	\$1,123	\$2,113	\$83	\$674	\$0	\$3,106	\$0	\$24,395	\$12,214	\$43,708
Total Direct Payroll Costs	\$5,612	\$18,998	\$252	\$6,193	\$5,100	\$38,768	\$8,906	\$66,932	\$33,800	\$184,560
Total Administration Cost						\$49,872				
Administration Distribution	\$11,995	\$10,468	\$362	\$585	\$6,999		\$0	\$12,247	\$7,216	\$49,872
Total Indirect Cost	\$1,224	\$1,068	\$37	\$60	\$634		\$12,416	\$4,461	\$12,257	\$43,262
Total Direct & Indirect Costs	\$18,831	\$30,534	\$650	\$6,837	\$12,733	\$88,640	\$21,323	\$83,641	\$53,274	\$227,822
Total Income	\$17,868	\$45,242	\$7,871	\$24,003	\$45,973	\$3,398	\$14,563	\$38,711	\$31,674	\$229,303
Net Income or (Loss)	-\$963	\$14,708	\$7,221	\$17,166	\$33,240	\$3,398	-\$6,760	-\$44,930	-\$21,600	\$1,480
Distribution Community Based - EE								\$33,240		
Distribution Program Profit/Loss								\$17,941	\$10,571	
Distribution Welfare to Work								\$5,289	\$1,932	
Distribution of Center Based Employment									-\$963	
Net Income or (Loss)								\$11,540	-\$10,060	\$1,480

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

**APRIL 30, 2012**



	Center Based Employment	D T & H	Welfare to Work	Placement & Next Step	Community Based - EE	Administration	Transportation	Community Services	Operation Services	Total
Total Direct Worker Wages	\$3,908	\$8,888	\$703	\$1,200	\$0	\$11,407	\$0	\$95,644	\$50,338	\$172,088
Total Direct Payroll Costs	\$22,688	\$79,129	\$1,513	\$24,081	\$21,516	\$164,305	\$34,712	\$268,986	\$142,036	\$758,966
Total Administration Cost						\$207,701				
Administration Distribution	\$49,626	\$43,096	\$2,127	\$2,513	\$32,735		\$0	\$48,135	\$29,470	\$207,701
Total Indirect Cost	\$3,849	\$3,343	\$165	\$195	\$2,350		\$46,399	\$15,402	\$43,248	\$158,347
Total Direct & Indirect Costs	\$76,163	\$125,568	\$3,805	\$26,789	\$56,601	\$372,007	\$81,111	\$332,523	\$214,753	\$917,313
Total Income	\$68,945	\$193,481	\$32,377	\$108,483	\$167,768	\$13,304	\$60,487	\$158,200	\$132,697	\$935,741
Net Income or (Loss)	-\$7,219	\$67,913	\$28,572	\$81,694	\$111,167	\$13,304	-\$20,624	-\$174,323	-\$82,056	\$18,428
Distribution Community Based - EE								\$111,167		
Distribution Program Profit/Loss								\$88,255	\$54,032	
Distribution Welfare to Work								\$17,079	\$11,493	
Distribution of Center Based Employment									-\$7,219	
Net Income or (Loss)								\$42,177	-\$23,749	\$18,428



Notes to Financial Statement  
APRIL 30, 2012

Accounts Receivable - Sales	4/30/2012	3/31/2012	2/29/2012
Balance At:	\$138,362	\$134,185	\$126,685
Current:	\$85,358	\$90,551	\$80,032
30-60 Days	\$45,325	\$33,831	\$42,348
Over 60 Days	\$6,862	\$7,109	\$2,280
Over 90 Days	\$817	\$2,694	\$2,025
Sub Total over 30 Days	\$53,004	\$43,634	\$46,653

Accounts Receivable - Agency Revenue	4/30/2012	3/31/2012	2/29/2012
Balance At:	\$210,197	\$200,673	\$213,643
Current:	\$193,513	\$167,207	\$161,841
30-60 Days	\$10,024	\$29,421	\$28,807
Over 60 Days	\$3,494	\$3,040	\$21,990
Over 90 Days	\$3,166	\$1,005	\$1,005
Sub Total over 30 Days	\$16,684	\$33,466	\$51,802

Accounts Payable	4/30/2012	3/31/2012	2/29/2012
Balance At:	\$45,214	\$36,042	\$21,827
Current:	\$45,214	\$36,042	\$21,827
30-60 Days	\$0	\$0	\$0
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: 5/21/2012	\$0	\$0

**Notes to Financial Statement  
APRIL 30, 2012**

Notes:

- Contributions:**  
Received contributions totaling \$250, thank you to Home & Community Options
- A Net Development**  
Up and down for monthly figures, within 2% on budget.
- B Net Sales**  
Under budget \$7,945 - 10% for the month. Under budget \$37,556 - 11% for the year. Work load down in production.
- C DEED CBE**  
Under budget \$2,621 - 27% for the month. Under budget \$13,841 - 35% for the year. Hours down, work load down in production.
- D Winona County Support**  
Over budget \$16,012 - 62% for the month. Over budget \$58,464 - 59% for the year. Renegotiated rates with the county, reflection of new rates.
- E Vehicle Expense**  
Under budget \$1,120 - 16% for the month. Over budget \$5,600 - 24% for the year. Timing issue on repairs, budget based on 2011 activity.
- F Repair & Maintenance, Building & Equipment**  
Over budget \$5,721 - 1249% for the month. Over budget \$5,214 - 54% for the year. Budget based on 2011 history. Scheduled preventative maintenance on the electrical boxes, cleaning \$3,320. Needed to replace circuit breakers, \$1,645 and roof leak repair, \$572.
- G Utilities**  
Under budget \$1,184 - 25% for the month. Under budget \$7,079 - 32% for the year. Budget based on 2011 history.
- H Staff Benefits**  
Under budget \$2,727 - 13% for the month. Over budget \$3,315 - 4% for the year. New rates for w/c effective 04/01/12. Estimated budget for 2012.
- I Continuing Education**  
Over budget \$1,787 - 215% for the month. Over budget \$1,519 - 46% for the year. Timing issue for trainings. Budget based on 1/12th of total budget.
- J Depreciation Expense**  
Over budget \$1,716 - 24% for the month. Adjusted the first quarter depreciation expense. 2012 Depreciation Schedule received from audit firm.

