



FINANCIAL STATEMENT

OCTOBER 31, 2012

FOR INTERNAL USE



STATEMENT OF FINANCIAL POSITION

	OCT. 31, 2012	SEPT. 30, 2012	OCT. 31 2011
CURRENT ASSETS			
Cash in Banks	\$38,934	\$31,032	\$49,012
Acc. Rec. Sales	\$202,297	\$176,200	\$140,350
Acc. Rec. Agency Revenue	\$329,505	\$268,606	\$192,911
Inventories	\$67,335	\$70,564	\$34,432
Prepaid Expenses	\$43,306	\$42,785	\$68,689
Total Current Assets	\$681,377	\$589,187	\$485,394
PROPERTY AND EQUIPMENT			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$1,581,914	\$1,577,395	\$1,580,431
Property & Equipment	\$491,660	\$490,196	\$585,769
Total Prop & Equip	\$2,112,366	\$2,106,383	\$2,204,992
Less:Acc. Depr. P & E	\$977,811	\$970,980	\$1,064,287
Net Book Value	\$1,134,555	\$1,135,403	\$1,140,705
OTHER ASSETS			
Savings	\$195,419	\$223,564	\$259,232
Savings-Laundry Fund	\$718,717	\$660,456	\$172,436
Pledge Receivable - Laundry	\$323,251	\$328,451	\$0
Total Other Assets	\$1,237,387	\$1,212,471	\$431,668
TOTAL ASSETS	\$3,053,319	\$2,937,061	\$2,057,767
CURRENT LIABILITIES			
Accounts Payable-Trade	\$39,189	\$30,623	\$28,121
Accrued Salaries	\$138,747	\$110,013	\$107,165
Accrued Payroll Taxes	-\$146	\$6,326	\$7,178
Laundry Fund Payable	\$0	\$0	\$172,349
Notes Payable-Current	\$0	\$0	\$0
Total Current Liab.	\$177,790	\$146,962	\$314,813
LONG TERM LIABILITIES			
Mortgage Payable	\$277,365	\$283,030	\$346,072
Total Long Term Liab.	\$277,365	\$283,030	\$346,072
NET ASSETS			
Unrestricted	\$2,598,164	\$2,507,069	\$1,396,882
Total Net Assets	\$2,598,164	\$2,507,069	\$1,396,882
TOTAL LIABILITY & NET ASSETS	\$3,053,319	\$2,937,061	\$2,057,767



STATEMENT OF ACTIVITIES
FOR TEN MONTHS ENDING:

	CURRENT MONTH	BUDGET CURRENT MONTH	VARIANCE TO BUDGET %	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	OCTOBER 31, 2012 VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
DEVELOPMENT								
Contributions-General	\$500	\$0	0%	A	\$4,310	\$2,167	99%	\$6,194
Contributions - Laundry	\$51,350	\$0	0%	B	\$1,040,004	\$0	0%	\$0
United Way of the Greater Winona Area	\$0	\$0	0%		\$9,500	\$10,500	-10%	\$10,700
Golf Tournament	\$0	\$0	0%		\$41,300	\$48,000	-14%	\$48,545
Grants-Special Projects	\$0	\$0	0%		\$5,700	\$12,500	-54%	\$12,500
Special Events	\$0	\$0	0%		\$2,610	\$3,500	-25%	\$1,605
TOTAL DEVELOPMENT INCOME	\$51,850	\$0	0%		\$1,103,424	\$76,667	1339%	\$79,544
Development/Public Relations Expenses	\$1,351	\$715	89%		\$18,185	\$18,647	-2%	\$39,024
NET DEVELOPMENT	\$50,499	-\$715	7163%		\$1,085,239	\$58,020	1770%	\$40,520
SALES								
Workshop Sales	\$127,711	\$98,752	29%		\$915,967	\$914,528	0%	\$952,617
Cost of Materials	\$12,912	\$9,244	40%		\$96,540	\$85,606	13%	\$208,667
SALES LESS MATERIALS	\$114,799	\$89,508	28%	C	\$819,427	\$828,922	-1%	\$743,950
AGENCY REVENUE								
Case Service	\$1,110	\$1,250	-11%		\$21,200	\$12,500	70%	\$15,128
DEED CBE	\$9,169	\$10,652	-14%	D	\$72,885	\$100,964	-28%	\$94,756
DEED SE/CE	\$41,810	\$31,684	32%	D	\$302,860	\$300,308	1%	\$282,792
DEED NEXT STEP	\$4,458	\$4,217	6%		\$43,528	\$39,973	9%	\$43,566
Winona County Support	\$42,074	\$27,311	54%	E	\$402,430	\$251,215	60%	\$255,318
Other County Support	\$4,018	\$3,625	11%		\$41,387	\$37,507	10%	\$48,114
Welfare to Work	\$7,119	\$9,114	-22%	F	\$64,127	\$87,678	-27%	\$87,158
Transportation	\$18,679	\$15,972	17%	G	\$160,404	\$147,915	8%	\$151,876
Other Revenue	\$1,653	\$456	263%	H	\$14,246	\$4,228	237%	\$34,335
Grants - OSHA	\$0	\$0	0%		\$0	\$0	0%	\$68,007
Grants - Fastrac	\$0	\$0	0%		\$0	\$0	0%	\$67,973
D T & H, Career Options	\$54,571	\$54,488	0%		\$494,209	\$504,607	-2%	\$492,172
TOTAL AGENCY REVENUE	\$184,661	\$158,769	16%		\$1,617,276	\$1,486,895	9%	\$1,641,195
TOTAL REVENUE	\$349,959	\$247,562	41%		\$3,521,942	\$2,373,837	48%	\$2,425,665
LESS: OPERATING EXPENSES	\$81,538	\$73,237	11%		\$709,785	\$728,360	-3%	\$726,541
LESS: ADMIN. EXPENSES	\$177,819	\$181,061	-2%		\$1,641,942	\$1,628,624	1%	\$1,578,412
NET INCOME/LOSS	\$90,602	-\$6,736	149%		\$1,170,215	\$16,853	707%	\$120,712
DEPRECIATION EXPENSE	\$7,323	\$7,083	3%		\$73,230	\$70,830	3%	\$59,580
NET INCOME/LOSS FROM OPERATIONS	\$97,925	\$347	28120%		\$1,243,445	\$87,683	1318%	\$180,292

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



STATEMENT OF EXPENSE ACTIVITIES
FOR TEN MONTHS ENDING:

OCTOBER 31, 2012

	CURRENT MONTH	BUDGET CURRENT MONTH	MONTH	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	YTD	PRIOR YEAR TO DATE
			VARIANCE TO BUDGET %				VARIANCE TO BUDGET %	
OPERATING EXPENSES								
Worker Wages	\$57,470	\$52,602	9%	I	\$449,434	\$487,141	-8%	\$464,029
Worker Benefit Wages	\$5,247	\$2,137	146%	I	\$53,654	\$35,300	52%	\$40,946
Worker Workers' Compensation	\$3,475	\$3,023	15%	I	\$34,213	\$28,853	19%	\$37,685
Worker Payroll Taxes	\$4,798	\$3,835	25%	I	\$38,486	\$36,605	5%	\$38,532
Vehicle Expense	\$7,050	\$6,482	9%		\$73,394	\$67,080	9%	\$68,824
Repair & Maintenance, Building & Equipment	\$615	\$1,317	-53%		\$21,612	\$21,953	-2%	\$31,693
Utilities	\$2,639	\$3,453	-24%		\$33,893	\$47,671	-29%	\$40,541
Safety Supplies	\$244	\$388	-37%		\$5,099	\$3,757	36%	\$4,291
TOTAL OPERATING EXPENSES	\$81,538	\$73,237	11%		\$709,785	\$728,360	-3%	\$726,541
ADMINISTRATIVE EXPENSES								
Staff Salaries	\$117,860	\$120,506	-2%		\$1,056,046	\$1,057,404	0%	\$995,176
Staff Benefits	\$17,600	\$21,000	-16%	J	\$203,146	\$210,000	-3%	\$201,057
Staff Taxes	\$12,583	\$12,164	3%		\$120,348	\$118,239	2%	\$130,599
Retirement Plan, 403B	\$1,005	\$586	72%		\$12,902	\$7,495	72%	\$7,252
Professional Services	\$6,356	\$5,583	14%		\$35,290	\$27,330	29%	\$26,417
Office Supplies	\$2,903	\$1,552	87%	K	\$18,552	\$14,371	29%	\$14,464
Continuing Education	\$178	\$833	-79%		\$8,877	\$8,330	7%	\$6,700
Outside Services - Grants	\$0	\$0	0%		\$0	\$0	0%	\$20,207
Staff Expense	\$4,075	\$3,685	11%		\$37,026	\$39,628	-7%	\$41,766
Telephone	\$614	\$548	12%		\$4,235	\$5,072	-17%	\$5,077
Postage	\$12	\$917	-99%		\$3,171	\$4,670	-32%	\$3,338
Dues & Subscriptions	\$1,565	\$666	135%		\$10,557	\$7,410	42%	\$8,259
Depreciation	\$7,323	\$7,083	3%		\$73,230	\$70,830	3%	\$59,580
Mat, Mop & Uniform Expense	\$281	\$1,034	-73%		\$9,019	\$9,098	-1%	\$8,144
Interest Expense	\$1,875	\$1,652	13%		\$16,350	\$16,251	1%	\$19,304
Client Transportation - City Bus Pass	\$1,924	\$2,000	-4%		\$19,506	\$20,000	-2%	\$19,629
Insurance	\$1,182	\$1,125	5%		\$11,806	\$11,250	5%	\$10,484
Banking Fees / Miscellaneous Expense	\$483	\$127	280%		\$1,881	\$1,246	51%	\$959
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
TOTAL ADMINISTRATIVE EXPENSES	\$177,819	\$181,061	-2%		\$1,641,942	\$1,628,624	1%	\$1,578,412

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

SALES BY CUSTOMER

FOR TEN MONTHS ENDING: OCTOBER 31, 2012

Operation Services

Month	2012 YTD	2011 YTD	2010 YTD	2009 YTD	2008 YTD
Brian's Toys	\$588	\$9,857	\$6,936	\$0	\$0
Fastenal Company	\$7,442	\$12,431	\$1,078	\$5,724	\$42,919
Hal Leonard Corp.	\$7,358	\$17,783	\$45,959	\$39,016	\$27,223
Peerless Chain Company	\$6,590	\$51,565	\$49,441	\$45,246	\$25,864
RockTenn	\$12,012	\$116,852	\$243,218	\$547,484	\$424,987
Watkins Inc.	\$9,348	\$85,127	\$50,924	\$56,812	\$31,741
Watlow Electric Mfg.	\$619	\$1,923	\$765	\$19,142	\$21,272
Wincraft	\$21,785	\$150,764	\$138,636	\$166,272	\$154,061
Winona Knits & Mitts	\$3,523	\$12,803	\$0	\$0	\$0
Other	\$2,637	\$21,848	\$44,353	\$19,630	\$30,458
Total	\$71,902	\$480,953	\$581,310	\$899,326	\$758,525

of Customers

27

Community Services

Month	2012 YTD	2011 YTD	2010 YTD	2009 YTD	2008 YTD
Behrens	\$2,599	\$24,069	\$21,120	\$0	\$0
Benchmark	\$0	\$14,222	\$25,896	\$19,574	\$10,231
Bluff City Properties	\$412	\$4,532	\$5,000	\$7,900	\$8,625
Bluffview Montessori School	\$1,906	\$13,250	\$11,352	\$3,344	\$8,460
Bub's Brewing Co.	\$1,185	\$10,973	\$10,600	\$10,550	\$7,041
Chartwell	\$2,257	\$13,534	\$8,337	\$5,163	\$4,745
Cotter Schools	\$173	\$2,917	\$8,279	\$2,006	\$2,175
Cotter/Steak Shop Catering	\$2,920	\$16,524	\$17,600	\$14,328	\$14,948
Fastenal Company	\$4,129	\$41,473	\$40,404	\$76,800	\$59,212
Peerless Chain Company	\$7,251	\$72,836	\$69,150	\$59,620	\$43,653
Riverstar	\$0	\$7,154	\$15,897	\$0	\$0
RTP Company	\$3,980	\$36,859	\$35,448	\$35,280	\$41,112
Watkins Inc.	\$0	\$26,084	\$17,344	\$0	\$951
Watlow Controls	\$9,243	\$80,588	\$33,134	\$20,716	\$0
Wellingtons/Westgate Bowl	\$1,215	\$12,465	\$11,540	\$9,444	\$8,940
Winona County	\$5,860	\$23,843	\$0	\$0	\$0
Other	\$12,679	\$33,691	\$27,698	\$37,022	\$76,000
Total	\$55,809	\$435,014	\$358,799	\$301,747	\$286,093

#of Customers

25

Total Sales **\$127,711** **\$915,967** **\$940,109** **\$1,201,073** **\$1,044,618** **\$1,244,406**





**COST CENTER SUMMARY
FOR ONE MONTH ENDING:
Excluding Laundry Contributions**

OCTOBER 31, 2012

Total Direct Worker Wages
Total Direct Payroll Costs
Total Administration Cost
Administration Distribution
Total Indirect Cost
Total Direct & Indirect Costs

Total Income
Net Income or (Loss)
Distribution Community Based - EE
Distribution Program Profit/Loss
Distribution Welfare to Work
Distribution of Center Based Employment
Net Income or (Loss)

	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	\$597	\$1,931	\$420	\$0	\$0	\$2,770	\$0	\$33,070	\$18,682	\$57,470
Total Direct Payroll Costs	\$5,191	\$21,021	\$674	\$4,196	\$5,405	\$44,605	\$9,291	\$83,690	\$45,964	\$220,038
Total Administration Cost						\$59,420				
Administration Distribution	\$13,937	\$9,322	\$437	\$237	\$11,773		\$0	\$14,893	\$8,821	\$59,420
Total Indirect Cost	\$868	\$580	\$27	\$15	\$673		\$12,308	\$3,534	\$7,850	\$40,670
Total Direct & Indirect Costs	\$19,996	\$30,923	\$1,138	\$4,447	\$17,850	\$104,025	\$21,600	\$102,118	\$62,635	\$260,708
Total Income	\$20,639	\$54,571	\$7,119	\$27,056	\$55,274	\$778	\$18,679	\$54,976	\$60,867	\$299,960
Net Income or (Loss)	\$643	\$23,648	\$5,981	\$22,609	\$37,423	\$778	-\$2,921	-\$47,142	-\$1,768	\$39,252
Distribution Community Based - EE								\$37,423		
Distribution Program Profit/Loss								\$27,705	\$16,410	
Distribution Welfare to Work								\$3,804	\$2,176	
Distribution of Center Based Employment									\$643	
Net Income or (Loss)								\$21,790	\$17,461	\$39,252

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

OCTOBER 31, 2012



Total Direct Worker Wages
Total Direct Payroll Costs
Total Administration Cost
Administration Distribution
Total Indirect Cost
Total Direct & Indirect Costs

Total Income
Net Income or (Loss)
Distribution Community Based - EE
Distribution Program Profit/Loss
Distribution Welfare to Work
Distribution of Center Based Employment
Net Income or (Loss)

	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	\$7,615	\$22,436	\$1,941	\$4,311	\$0	\$29,155	\$0	\$251,531	\$132,446	\$449,435
Total Direct Payroll Costs	\$53,774	\$203,447	\$4,028	\$58,143	\$53,410	\$422,658	\$89,563	\$713,272	\$369,934	\$1,968,229
Total Administration Cost						\$548,215				
Administration Distribution	\$130,334	\$109,607	\$3,678	\$6,026	\$94,581		\$0	\$126,571	\$77,418	\$548,215
Total Indirect Cost	\$9,634	\$8,599	\$258	\$423	\$5,580		\$125,777	\$36,151	\$89,703	\$401,683
Total Direct & Indirect Costs	\$193,743	\$321,652	\$7,964	\$64,593	\$153,571	\$970,872	\$215,341	\$875,994	\$537,055	\$2,369,912
Total Income	\$185,231	\$495,109	\$64,127	\$253,318	\$449,621	\$65,300	\$162,635	\$428,629	\$396,152	\$2,500,123
Net Income or (Loss)	-\$8,511	\$173,457	\$56,163	\$188,725	\$296,050	\$65,300	-\$52,706	-\$447,365	-\$140,903	\$130,211
Distribution Community Based - EE								\$296,050		
Distribution Program Profit/Loss								\$232,541	\$142,235	
Distribution Welfare to Work								\$37,706	\$18,457	
Distribution of Center Based Employment									-\$8,511	
Net Income or (Loss)								\$118,933	\$11,278	\$130,211



Notes to Financial Statement
OCTOBER 31, 2012

Accounts Receivable - Sales	10/31/2012	9/30/2012	8/31/2012
Balance At:	\$202,297	\$176,200	\$154,134
Current:	\$128,902	\$96,072	\$94,015
30-60 Days	\$51,564	\$60,341	\$44,096
Over 60 Days	\$11,806	\$10,206	\$3,440
Over 90 Days	\$10,025	\$9,581	\$12,583
Sub Total over 30 Days	\$73,395	\$80,128	\$60,119

Accounts Receivable - Agency Revenue	10/31/2012	9/30/2012	8/31/2012
Balance At:	\$329,505	\$268,606	\$241,977
Current:	\$186,925	\$160,796	\$171,011
30-60 Days	\$63,480	\$67,122	\$60,764
Over 60 Days	\$38,957	\$33,999	\$3,268
Over 90 Days	\$40,143	\$6,689	\$6,934
Sub Total over 30 Days	\$142,580	\$107,810	\$70,966

Received DEED Payment in November \$108,806. Account now current.

Accounts Payable	10/31/2012	9/30/2012	8/31/2012
Balance At:	\$39,189	\$30,623	\$30,475
Current:	\$39,189	\$30,623	\$30,475
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: 11/21/2012	\$0	\$0

**Notes to Financial Statement
OCTOBER 31, 2012**

Excluding Laundry contributions: Net Income from operations for the month is \$39,252. Net income from operations for the year is \$130,211.

Notes:

- A Contributions - General Operations:** Received \$500 in October.
Thank you to: Beatrice Petz
- B Contributions - Laundry:** Received \$51,350 in October.
Thank you to: Marjery Wallerich, Shannon Hanzel, Robert & Barbara DuFresne, Slaggie Family Foundation, CL & Barbara Kuhlmann, Marvin & Bergetta Gunderson, Christian Michener and Richard & Barbara Shields.
- C Sales less Materials**
Over budget \$25,291 - 28% for the month. Under budget \$9,495 - 1% for the year. Sales excellent for October.
- D DEED CBE, SE/CE**
Over budget \$8,884 - 19.1% for the month. Under budget \$21,972 - 5% for the year. Hours good, received Wage Incentive grant, \$3,418.
- E Winona County Support**
Over budget \$14,763 - 54% for the month. Over budget \$151,215 - 60% for the year. Renegotiated rates with the county, reflection of new rates.
- F Welfare to Work**
Under budget \$1,995 - 22% for the month. Under budget \$23,551 - 27% for the year. Budget based on activity from 2011, improving some.
- G Transportation**
Over budget \$2,707 - 17% for the month. Over budget \$12,489 - 8% for the year. Transporting more clients. Budget based on activity from 2011.
- H Other Revenue**
Over budget \$1,197 - 263% for the month. Received additional golf tournament money.
- I Worker & Benefit Wages**
Over budget \$9,393 - 15.2% for the month. Under budget \$12,112 - 2% for the year. Right in line with Sales levels. Workload up for October.
- J Staff Benefits**
Under budget \$3,400 - 16% for the month. Under budget \$6,854 - 3% for the year. Staff dropped off health insurance plan.
- K Office Supplies**
Over budget \$1,351 - 87% for the month. Over budget \$4,181 - 29% for the year. Timing issue, purchased time cards.

