



FINANCIAL STATEMENT

FEBRUARY 28, 2013

FOR INTERNAL USE



	FEB. 28, 2013	JAN. 31, 2013	FEB. 28, 2012
CURRENT ASSETS			
Cash in Banks	\$35,952	\$117,337	\$34,057
Acc. Rec. Sales	\$159,935	\$122,612	\$126,685
Acc. Rec. Agency Revenue	\$247,862	\$216,639	\$213,643
Inventories	\$50,848	\$52,046	\$45,644
Prepaid Expenses	\$16,394	\$26,186	\$45,068
Total Current Assets	\$510,991	\$534,820	\$465,097
PROPERTY AND EQUIPMENT			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$1,581,914	\$1,581,914	\$1,584,225
Property & Equipment	\$537,612	\$512,358	\$515,214
Total Prop & Equip	\$2,158,318	\$2,133,064	\$2,138,231
Less:Acc. Depr. P & E	\$1,007,839	\$1,000,394	\$948,410
Net Book Value	\$1,150,479	\$1,132,670	\$1,189,821
OTHER ASSETS			
Savings	\$336,515	\$333,363	\$279,664
Savings-Laundry Fund	\$792,828	\$781,927	\$255,035
Pledge Receivable - Laundry	\$261,418	\$273,518	\$0
Total Other Assets	\$1,390,761	\$1,388,808	\$534,699
TOTAL ASSETS	\$3,052,231	\$3,056,298	\$2,189,617
CURRENT LIABILITIES			
Accounts Payable-Trade	\$24,695	\$31,206	\$21,827
Accrued Salaries	\$159,624	\$156,739	\$135,031
Accrued Payroll Taxes	\$9,747	\$13,566	-\$681
Laundry Fund Payable	\$0	\$0	\$255,239
Notes Payable-Current	\$0	\$0	\$0
Total Current Liab.	\$194,066	\$201,511	\$411,416
LONG TERM LIABILITIES			
Mortgage Payable	\$250,309	\$259,050	\$323,573
Total Long Term Liab.	\$250,309	\$259,050	\$323,573
NET ASSETS			
Unrestricted	\$2,607,856	\$2,595,737	\$1,454,627
Total Net Assets	\$2,607,856	\$2,595,737	\$1,454,627
TOTAL LIABILITY & NET ASSETS	\$3,052,231	\$3,056,298	\$2,189,616



STATEMENT OF ACTIVITIES
FOR TWO MONTHS ENDING:

PRE-AUDIT
FEBRUARY 28, 2013

	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-General	\$0	\$100	-100%		\$1,525	\$1,600	-5%	\$1,370
Contributions - Laundry	\$0	\$0	0%		\$410	\$0	0%	\$0
United Way of the Greater Winona Area	\$0	\$0	0%		\$0	\$0	0%	\$0
Golf Tournament	\$3,027	\$3,000	1%		\$3,027	\$3,000	1%	\$0
Grants-Special Projects	\$0	\$0	0%		\$0	\$0	0%	\$3,000
Special Events	\$0	\$0	0%		\$0	\$0	0%	\$0
TOTAL DEVELOPMENT INCOME	\$3,027	\$3,100	-2%		\$4,962	\$4,600	8%	\$4,370
Development/Public Relations Expenses	\$79	\$544	-85%		\$408	\$1,085	-62%	\$1,498
NET DEVELOPMENT	\$2,948	\$2,556	15%		\$4,554	\$3,515	30%	\$2,872
SALES								
Workshop Sales	\$83,320	\$80,025	4%		\$158,225	\$163,391	-3%	\$161,271
Cost of Materials	\$2,817	\$2,167	30%		\$5,746	\$4,425	30%	\$15,170
SALES LESS MATERIALS	\$80,503	\$77,858	3%		\$152,479	\$158,966	-4%	\$146,101
AGENCY REVENUE								
Case Service	\$3,040	\$1,667	82%	A	\$3,440	\$3,334	3%	\$3,800
DEED CBE	\$5,836	\$8,217	-29%	B	\$14,062	\$17,667	-20%	\$12,853
DEED SE/CE	\$32,492	\$28,978	12%	B	\$63,893	\$62,302	3%	\$58,707
DEED NEXT STEP	\$4,204	\$3,901	8%		\$8,498	\$8,387	1%	\$8,765
Winona County Support	\$40,123	\$38,094	5%		\$83,323	\$76,493	9%	\$77,005
Other County Support	\$3,611	\$3,738	-3%		\$7,565	\$7,532	0%	\$7,458
Welfare to Work	\$7,258	\$5,760	26%	C	\$15,437	\$11,629	33%	\$16,029
Transportation	\$14,610	\$14,683	0%		\$30,250	\$30,834	-2%	\$29,355
Other Revenue	\$971	\$815	19%		\$15,628	\$15,437	1%	\$6,337
D T & H, Career Options	\$46,391	\$46,587	0%		\$95,874	\$97,833	-2%	\$97,224
TOTAL AGENCY REVENUE	\$158,536	\$152,440	4%		\$337,970	\$331,448	2%	\$317,533
TOTAL REVENUE	\$241,987	\$232,854	4%		\$495,003	\$493,929	0%	\$466,506
LESS: OPERATING EXPENSES	\$69,918	\$73,537	-5%		\$141,635	\$149,868	-5%	\$134,625
LESS: ADMIN. EXPENSES	\$159,951	\$171,194	-7%		\$328,947	\$354,565	-7%	\$318,175
NET INCOME/LOSS	\$12,118	-\$11,877	-202%		\$24,421	-\$10,504	-332%	\$13,706
DEPRECIATION EXPENSE	\$7,445	\$7,500	-1%		\$14,890	\$15,000	-1%	\$13,662
NET INCOME/LOSS FROM OPERATIONS	\$19,563	-\$4,377	-547%		\$39,311	\$4,496	774%	\$27,368
NET INCOME/LOSS EXCLUDING LAUNDRY	\$12,118	-\$11,877	-202%		\$24,011	-\$10,504	-329%	\$13,706

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



STATEMENT OF EXPENSE ACTIVITIES
FOR TWO MONTHS ENDING:

PRE-AUDIT
FEBRUARY 28, 2013
YTD

	CURRENT MONTH	BUDGET MONTH	VARIANCE TO BUDGET %	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
OPERATING EXPENSES								
Worker Wages	\$42,076	\$45,908	-8%	D	\$87,704	\$93,732	-6%	\$83,445
Worker Benefit Wages	\$3,179	\$6,237	-49%	D	\$10,327	\$12,396	-17%	\$10,246
Worker Workers' Compensation	\$3,013	\$3,546	-15%	D	\$6,096	\$7,217	-16%	\$7,139
Worker Payroll Taxes	\$3,462	\$3,987	-13%	D	\$7,499	\$8,115	-8%	\$7,167
Vehicle Expense	\$7,969	\$7,213	10%		\$14,221	\$15,147	-6%	\$13,623
Repair & Maintenance, Building & Equipment	\$5,445	\$2,612	108%	E	\$7,953	\$4,829	65%	\$5,442
Utilities	\$4,490	\$3,571	26%		\$7,429	\$7,500	-1%	\$7,253
Safety Supplies	\$284	\$463	-39%		\$406	\$932	-56%	\$310
TOTAL OPERATING EXPENSES	\$69,918	\$73,537	-5%		\$141,635	\$149,868	-5%	\$134,625
ADMINISTRATIVE EXPENSES								
Staff Salaries	\$105,405	\$109,885	-4%		\$222,281	\$236,253	-6%	\$199,945
Staff Benefits	\$19,772	\$19,916	-1%		\$38,307	\$39,832	-4%	\$46,547
Staff Taxes	\$11,008	\$11,977	-8%		\$22,877	\$25,751	-11%	\$22,240
Retirement Plan, 403B	\$1,150	\$1,123	2%		\$2,300	\$2,596	-11%	\$2,340
Professional Services	\$176	\$1,583	-89%	F	\$352	\$3,466	-90%	\$4,369
Office Supplies	\$775	\$1,746	-56%		\$2,310	\$3,667	-37%	\$2,602
Continuing Education	\$149	\$833	-82%		\$1,940	\$1,666	16%	\$1,696
Staff Expense	\$7,782	\$10,390	-25%	G	\$11,125	\$13,570	-18%	\$7,828
Telephone	\$336	\$397	-15%		\$675	\$834	-19%	\$685
Postage	\$141	\$125	13%		\$311	\$250	24%	\$884
Dues & Subscriptions	\$1,136	\$863	32%		\$1,912	\$1,726	11%	\$3,027
Depreciation	\$7,445	\$7,500	-1%		\$14,890	\$15,000	-1%	\$13,662
Mat, Mop & Uniform Expense	\$196	\$373	-47%		\$472	\$839	-44%	\$1,924
Interest Expense	\$1,018	\$1,007	1%		\$2,047	\$2,146	-5%	\$3,508
Client Transportation - City Bus Pass	\$2,098	\$2,156	-3%		\$4,313	\$4,312	0%	\$4,140
Insurance	\$1,182	\$1,167	1%		\$2,364	\$2,334	1%	\$2,350
Banking Fees / Miscellaneous Expense	\$182	\$153	19%		\$471	\$323	46%	\$428
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
TOTAL ADMINISTRATIVE EXPENSES	\$159,951	\$171,194	-7%		\$328,947	\$354,565	-7%	\$318,175

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

SALES BY CUSTOMER

FOR TWO MONTHS ENDING: FEBRUARY 28, 2013



Operation Services

Brian's Toys
 Fastenal Company
 Hal Leonard Corp.
 Peerless Chain Company
 Watkins Inc.
 Watlow Electric Mfg.
 Wincraft
 Winona Knits & Mitts
 Winona Shredding
 Other
Total
 # of Customers
 Rock Tenn moved to Other

Month	2013 YTD	2012 YTD	2011 YTD	2010 YTD	2009 YTD
	\$872	\$1,137	\$2,192	\$0	\$0
	\$5,845	\$11,244	\$340	\$1,083	\$723
	\$1,375	\$2,006	\$0	\$23,998	\$30,722
	\$2,610	\$5,574	\$10,706	\$11,211	\$10,911
	\$5,132	\$8,797	\$16,400	\$9,223	\$1,611
	\$0	\$0	\$0	\$462	\$3,594
	\$6,288	\$14,592	\$20,859	\$24,789	\$15,888
	\$1,195	\$2,169	\$2,592	\$0	\$0
	\$925	\$2,049	\$0	\$0	\$0
	\$176	\$1,476	\$28,187	\$85,071	\$110,833
Total	\$24,418	\$49,044	\$81,276	\$155,837	\$174,282
# of Customers	22				
Rock Tenn moved to Other		\$22,698	\$83,014	\$99,652	\$109,068

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
 Wellingtons/Westgate Bowl
 Winona County
 Other
Total
 #of Customers

Month	2013 YTD	2012 YTD	2011 YTD	2010 YTD	2009 YTD
	\$4,138	\$6,631	\$4,746	\$2,200	\$0
	\$253	\$253	\$2,807	\$4,742	\$2,905
	\$412	\$824	\$927	\$1,300	\$1,300
	\$1,634	\$3,540	\$3,630	\$3,344	\$0
	\$1,030	\$2,163	\$2,164	\$2,000	\$1,950
	\$2,288	\$3,390	\$3,780	\$3,294	\$1,538
	\$915	\$1,681	\$2,541	\$2,985	\$1,250
	\$2,527	\$4,855	\$4,575	\$5,346	\$4,188
	\$6,726	\$14,365	\$6,388	\$9,372	\$13,056
	\$7,251	\$14,502	\$14,570	\$12,580	\$11,880
	\$5,828	\$11,958	\$0	\$0	\$0
	\$0	\$0	\$4,562	\$2,029	\$0
	\$3,461	\$7,268	\$7,268	\$6,552	\$6,720
	\$0	\$0	\$3,940	\$0	\$951
	\$7,553	\$14,585	\$12,741	\$4,240	\$0
	\$1,200	\$2,500	\$2,610	\$2,490	\$2,210
	\$10,896	\$16,756	\$0	\$0	\$0
	\$2,790	\$3,910	\$2,747	\$1,749	\$7,554
Total	\$58,902	\$109,181	\$79,996	\$64,223	\$54,551
#of Customers	23				

Total Sales

\$83,320 \$158,225 \$161,272 \$220,060 \$228,833 \$222,628



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

FEBRUARY 28, 2013

	Center Based Employment	D T & H	Welfare to Work	Placement & Next Step	Community Based - EE	Administration	Fixed Costs	Transportation	Community Services	Operation Services	Laundry	Total
Total Direct Worker Wages	\$523	\$1,848	\$40	\$0	\$0	\$2,271		\$0	\$27,386	\$10,008	\$0	\$42,076
Total Direct Payroll Costs	\$5,005	\$21,782	\$203	\$4,125	\$5,296	\$35,595		\$7,420	\$72,150	\$32,747	\$4,741	\$189,065
Total Administration Cost						\$40,655						\$0
Administration Distribution	\$9,303	\$6,913	\$370	\$304	\$8,358		\$15,408	\$0				\$40,655
Total Indirect Cost	\$555	\$413	\$22	\$18	\$426		\$16,027	\$12,769	\$3,743	\$1,850	\$0	\$40,883
Total Direct & Indirect Costs	\$14,863	\$29,108	\$595	\$4,447	\$14,080	\$76,249	\$31,435	\$20,189	\$75,893	\$34,597	\$4,741	\$229,948
Total Income	\$17,411	\$44,627	\$7,258	\$26,452	\$47,638	\$3,420	\$0	\$14,610	\$58,383	\$22,404	-\$136	\$242,066
Net Income or (Loss)	\$2,547	\$15,519	\$6,664	\$22,004	\$33,558	\$3,420	-\$31,435	-\$5,579	-\$17,510	-\$12,193	-\$4,877	-\$29,703
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 Welfare to Work Placement & Next Step Administration Fixed Costs Transportation					\$15,519 \$6,664 \$22,004 \$3,420 -\$31,435 -\$5,579	Distribution Community Based - EE Distribution of Center Based Emp. Income or (Loss) Distribution Program Profit/Loss Net Income or (Loss)		\$33,558 \$2,547 \$16,048 \$7,319 \$23,367			\$33,558 \$2,547 \$6,402 \$10,593 \$12,118
Net Income or (Loss) Program						\$10,593	Direct Payroll Overhead Indirect Overhead Total Overhead Agency Return on Worker Direct Labor		163.46% 13.67% 177.12% 149.26%	227.21% 18.49% 245.70% 58.16%		

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

FEBRUARY 28, 2013



	Center Based Employment	D T & H	Welfare to Work	Placement & Next Step	Community Based - EE	Administration	Fixed Costs	Transportation	Community Services	Operation Services	Laundry	Total
Total Direct Worker Wages	\$1,005	\$3,682	\$115	\$0	\$0	\$5,354		\$0	\$54,806	\$22,742	\$0	\$87,704
Total Direct Payroll Costs	\$10,272	\$44,384	\$463	\$8,515	\$10,922	\$74,080		\$15,354	\$151,636	\$71,979	\$9,786	\$397,391
Total Administration Cost						\$84,507						\$0
Administration Distribution	\$19,331	\$13,539	\$878	\$510	\$19,566		\$30,683	\$0				\$84,507
Total Indirect Cost	\$805	\$564	\$37	\$21	\$693		\$28,516	\$22,804	\$5,357	\$4,375	\$0	\$73,599
Total Direct & Indirect Costs	\$30,408	\$58,468	\$1,377	\$9,046	\$31,181	\$158,587	\$59,200	\$38,158	\$156,993	\$76,354	\$9,786	\$470,990
Total Income	\$38,208	\$94,110	\$15,437	\$47,676	\$97,458	\$19,134	\$0	\$30,250	\$107,883	\$44,981	-\$136	\$495,001
Net Income or (Loss)	\$7,800	\$35,622	\$14,060	\$38,630	\$66,277	\$19,134	-\$59,200	-\$7,908	-\$49,110	-\$31,373	-\$9,922	-\$80,483
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 Welfare to Work Placement & Next Step Administration Fixed Costs Transportation					\$35,622 \$14,060 \$38,630 \$19,134 -\$59,200 -\$7,908	Distribution Community Based - EE Distribution of Center Based Emp. Income or (Loss) Distribution Program Profit/Loss Net Income or (Loss)		\$66,277 \$7,800 \$17,167 \$26,002 \$43,168			\$66,277 \$7,800 -\$6,406 \$40,339 \$24,011
Net Income or (Loss) Program						\$40,339	Direct Payroll Overhead Indirect Overhead Total Overhead Agency Return on Worker Direct Labor		176.68% 9.77% 186.45% 168.37%	216.50% 19.24% 235.74% 97.34%		



Notes to Financial Statement
FEBRUARY 28, 2013

Accounts Receivable - Sales	2/28/2013	1/31/2013	12/31/2012
Balance At:	\$159,935	\$122,612	\$127,999
Current:	\$84,798	\$76,437	\$65,606
30-60 Days	\$60,246	\$26,925	\$47,049
Over 60 Days	\$8,472	\$11,616	\$11,894
Over 90 Days	\$6,420	\$7,634	\$3,450
Sub Total over 30 Days	\$75,138	\$46,175	\$62,393

Received \$38,000 towards Over 30 days. February 28 day month. Terms Net 30

Accounts Payable	2/28/2013	1/31/2013	12/31/2012
Balance At:	\$24,695	\$31,206	\$23,366
Current:	\$19,275	\$22,945	\$26,088
30-60 Days	\$0	\$0	\$1,313
Over 60 Days	\$0	\$0	\$4,491
Over 90 Days	\$5,420	\$8,261	\$2,841
Sub Total over 30 Days	\$5,420	\$8,261	\$8,645

Over 90 Days RockTenn. This should be all cleared up by the end of March.

Accounts Receivable - Agency Revenue	2/28/2013	1/31/2013	12/31/2012
Balance At:	\$247,862	\$216,639	\$263,474
Current:	\$194,132	\$167,764	\$151,814
30-60 Days	\$47,619	\$23,348	\$104,354
Over 60 Days	\$1,679	\$20,692	\$1,089
Over 90 Days	\$4,432	\$4,835	\$6,217
Sub Total over 30 Days	\$53,730	\$48,875	\$111,660

	Operating Note	Payroll Note
Balance at Month End:	\$0	\$0
Current Balance: 3/18/2013	\$0	\$0

Notes to Financial Statement

FEBRUARY 28, 2013

Excluding Laundry contributions: Net Profit from operations for the month is \$12,118. Net income from operations for the year is \$24,011.

Notes:

A Case Service

Over budget in February, under budget in January. Right in line for the year to date. Dependent on referrals.

B DEED-CBE, SE/CE

Under budget \$1,133 - 3% for the month. Under budget \$2,014 - 3% for the year.

C Welfare to Work

Over budget \$1,498 - 26% for the month. Budget projection based on prior year history. Actual activity dependent on referrals.

D Worker Wages, Benefits, Taxes

Under budget \$7,948 - 13% for the month. Under budget \$9,834 - 8% for the year.

E Repair & Maintenance - Building & Equipment

Over budget \$2,833 - 108% for the month. Over budget \$3,124 - 65% for the year. Relocated Sewing department and charging station for forklift. \$3,360

F Professional Services

Under budget \$1,407 - 89% for the month. Under budget \$3,114 - 90% for the year. Timing issue.

G Staff Expense

Under budget \$2,608 - 25% for the month. Under budget \$2,445 - 18% for the year. Under budget for the annual banquet, \$1,400.

