



FINANCIAL STATEMENT

MARCH 31, 2013

FOR INTERNAL USE



	MAR. 31, 2013	FEB. 28, 2013	MAR. 31, 2012
CURRENT ASSETS			
Cash in Banks	\$57,346	\$35,952	\$9,771
Acc. Rec. Sales	\$144,397	\$159,935	\$134,185
Acc. Rec. Agency Revenue	\$189,194	\$247,862	\$200,673
Inventories	\$50,959	\$50,848	\$52,180
Prepaid Expenses	\$36,466	\$16,394	\$47,103
Total Current Assets	\$478,362	\$510,991	\$443,912
PROPERTY AND EQUIPMENT			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$1,581,914	\$1,581,914	\$1,584,225
Property & Equipment	\$618,471	\$537,612	\$515,214
Total Prop & Equip	\$2,239,176	\$2,158,318	\$2,138,231
Less:Acc. Depr. P & E	\$1,015,284	\$1,007,839	\$955,241
Net Book Value	\$1,223,892	\$1,150,479	\$1,182,990
OTHER ASSETS			
Savings	\$336,619	\$336,515	\$289,829
Savings-Laundry Fund	\$718,782	\$792,828	\$256,332
Pledge Receivable - Laundry	\$263,218	\$261,418	\$0
Total Other Assets	\$1,318,619	\$1,390,761	\$546,161
TOTAL ASSETS	\$3,020,873	\$3,052,231	\$2,173,063
CURRENT LIABILITIES			
Accounts Payable-Trade	\$22,019	\$24,695	\$36,042
Accrued Salaries	\$116,887	\$159,624	\$101,962
Accrued Payroll Taxes	\$18,640	\$9,747	\$3,166
Laundry Fund Payable	\$0	\$0	\$256,239
Notes Payable-Current	\$0	\$0	\$0
Total Current Liab.	\$157,546	\$194,066	\$397,409
LONG TERM LIABILITIES			
Mortgage Payable	\$245,347	\$250,309	\$317,785
Total Long Term Liab.	\$245,347	\$250,309	\$317,785
NET ASSETS			
Unrestricted	\$2,617,980	\$2,607,856	\$1,457,869
Total Net Assets	\$2,617,980	\$2,607,856	\$1,457,869
TOTAL LIABILITY & NET ASSETS	\$3,020,873	\$3,052,231	\$2,173,063



STATEMENT OF ACTIVITIES
FOR THREE MONTHS ENDING:

	CURRENT MONTH	BUDGET CURRENT MONTH	VARIANCE TO BUDGET %	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	PRE-AUDIT MARCH 31, 2013 VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
DEVELOPMENT								
Contributions-General	\$212	\$0	0%	A	\$1,737	\$1,600	9%	\$1,370
Contributions - Laundry	\$1,060	\$0	0%	B	\$1,470	\$0	0%	\$0
United Way of the Greater Winona Area	\$0	\$0	0%		\$0	\$0	0%	\$0
Golf Tournament	\$0	\$0	0%		\$3,027	\$3,000	1%	\$0
Grants-Special Projects	\$0	\$12,500	-100%	C	\$0	\$12,500	-100%	\$3,000
Special Events	\$0	\$0	0%		\$0	\$0	0%	\$1,110
TOTAL DEVELOPMENT INCOME	\$1,272	\$12,500	-90%		\$6,234	\$17,100	-64%	\$5,480
Development/Public Relations Expenses	\$2,119	\$623	240%	D	\$2,527	\$1,708	48%	\$2,359
NET DEVELOPMENT	-\$847	\$11,877	-107%		\$3,707	\$15,392	-76%	\$3,121
SALES								
Workshop Sales	\$81,494	\$80,669	1%		\$239,719	\$244,060	-2%	\$251,072
Cost of Materials	\$3,497	\$2,185	60%		\$9,243	\$6,610	40%	\$31,617
SALES LESS MATERIALS	\$77,997	\$78,484	-1%		\$230,476	\$237,450	-3%	\$219,455
AGENCY REVENUE								
Case Service	\$2,460	\$1,667	48%		\$5,900	\$5,001	18%	\$8,540
DEED CBE	\$6,745	\$8,628	-22%		\$20,807	\$26,295	-21%	\$18,884
DEED SE/CE	\$32,328	\$30,427	6%		\$96,221	\$92,729	4%	\$87,680
DEED NEXT STEP	\$4,053	\$4,096	-1%		\$12,551	\$12,483	1%	\$14,205
Winona County Support	\$41,153	\$38,921	6%		\$124,476	\$115,414	8%	\$116,186
Other County Support	\$4,471	\$3,502	28%		\$12,036	\$11,034	9%	\$10,925
Welfare to Work	\$6,226	\$6,212	0%		\$21,663	\$17,841	21%	\$24,506
Transportation	\$14,578	\$14,683	-1%		\$44,828	\$45,517	-2%	\$45,038
Other Revenue	\$1,153	\$815	41%		\$16,781	\$16,252	3%	\$7,300
D T & H, Career Options	\$44,976	\$46,587	-3%		\$140,850	\$144,420	-2%	\$148,239
TOTAL AGENCY REVENUE	\$158,143	\$155,538	2%		\$496,113	\$486,986	2%	\$481,503
TOTAL REVENUE	\$235,293	\$245,899	-4%		\$730,296	\$739,828	-1%	\$704,079
LESS: OPERATING EXPENSES	\$69,179	\$71,853	-4%		\$210,814	\$221,721	-5%	\$206,525
LESS: ADMIN. EXPENSES	\$162,847	\$171,119	-5%		\$491,867	\$525,684	-6%	\$480,606
NET INCOME/LOSS	\$3,267	\$2,927	12%		\$27,615	-\$7,577	-464%	\$16,948
DEPRECIATION EXPENSE	\$7,445	\$7,500	-1%		\$22,335	\$22,500	-1%	\$20,493
NET INCOME/LOSS FROM OPERATIONS	\$10,712	\$10,427	3%		\$49,950	\$14,923	235%	\$37,441
NET INCOME/LOSS EXCLUDING LAUNDRY	\$2,207	\$2,927	-25%		\$26,145	-\$7,577	-445%	\$16,948

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



STATEMENT OF EXPENSE ACTIVITIES
FOR THREE MONTHS ENDING:

PRE-AUDIT
MARCH 31, 2013
YTD

	CURRENT MONTH	BUDGET CURRENT MONTH	VARIANCE TO BUDGET %	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
OPERATING EXPENSES								
Worker Wages	\$42,679	\$46,277	-8%		\$130,383	\$140,009	-7%	\$128,380
Worker Benefit Wages	\$5,808	\$4,376	33%		\$16,135	\$16,772	-4%	\$14,376
Worker Workers' Compensation	\$2,805	\$3,444	-19%		\$8,901	\$10,661	-17%	\$9,659
Worker Payroll Taxes	\$3,717	\$3,873	-4%		\$11,216	\$11,988	-6%	\$10,920
Vehicle Expense	\$6,289	\$7,213	-13%		\$20,510	\$22,360	-8%	\$22,867
Repair & Maintenance, Building & Equipment	\$3,786	\$2,599	46%	E	\$11,739	\$7,428	58%	\$8,645
Utilities	\$3,946	\$3,571	11%		\$11,375	\$11,071	3%	\$11,156
Safety Supplies	\$149	\$500	-70%		\$555	\$1,432	-61%	\$522
TOTAL OPERATING EXPENSES	\$69,179	\$71,853	-4%		\$210,814	\$221,721	-5%	\$206,525
ADMINISTRATIVE EXPENSES								
Staff Salaries	\$108,636	\$115,379	-6%		\$330,917	\$351,632	-6%	\$302,375
Staff Benefits	\$17,398	\$19,916	-13%		\$55,705	\$59,748	-7%	\$69,042
Staff Taxes	\$12,577	\$12,576	0%		\$35,454	\$38,327	-7%	\$35,322
Retirement Plan, 403B	\$2,083	\$1,685	24%		\$4,383	\$4,281	2%	\$4,332
Professional Services	\$0	\$1,583	-100%	F	\$352	\$5,049	-93%	\$5,982
Office Supplies	\$1,439	\$1,746	-18%		\$3,749	\$5,413	-31%	\$5,014
Continuing Education	\$2,519	\$833	202%	G	\$4,459	\$2,499	78%	\$2,231
Staff Expense	\$5,536	\$2,890	92%	G	\$16,734	\$16,460	2%	\$11,823
Telephone	\$338	\$397	-15%		\$1,013	\$1,231	-18%	\$1,022
Postage	\$200	\$875	-77%		\$511	\$1,125	-55%	\$884
Dues & Subscriptions	\$423	\$863	-51%		\$2,335	\$2,589	-10%	\$4,011
Depreciation	\$7,445	\$7,500	-1%		\$22,335	\$22,500	-1%	\$20,493
Mat, Mop & Uniform Expense	\$226	\$373	-39%		\$698	\$1,212	-42%	\$2,772
Interest Expense	\$876	\$1,010	-13%		\$2,923	\$3,156	-7%	\$5,081
Client Transportation - City Bus Pass	\$2,088	\$2,156	-3%		\$6,401	\$6,468	-1%	\$6,126
Insurance	\$936	\$1,167	-20%		\$3,300	\$3,501	-6%	\$3,532
Banking Fees / Miscellaneous Expense	\$127	\$170	-25%		\$598	\$493	21%	\$564
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
TOTAL ADMINISTRATIVE EXPENSES	\$162,847	\$171,119	-5%		\$491,867	\$525,684	-6%	\$480,606

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

SALES BY CUSTOMER

FOR THREE MONTHS ENDING: MARCH 31, 2013

Operation Services

Month	2013 YTD	2012 YTD	2011 YTD	2010 YTD	2009 YTD
Brian's Toys	\$291	\$1,428	\$3,287	\$0	\$0
Fastenal Company	\$3,354	\$14,598	\$2,397	\$1,083	\$1,153
Hal Leonard Corp.	\$0	\$2,006	\$0	\$31,153	\$30,722
Peerless Chain Company	\$2,658	\$8,232	\$16,107	\$16,377	\$14,198
Watkins Inc.	\$36	\$8,833	\$21,093	\$16,246	\$1,866
Watlow Electric Mfg.	\$0	\$0	\$0	\$462	\$5,777
Wincraft	\$16,106	\$30,698	\$32,684	\$35,159	\$41,371
Winona Knits & Mitts	\$52	\$2,221	\$2,727	\$0	\$0
Winona Shredding	\$885	\$2,934	\$0	\$0	\$0
Other	\$2,320	\$3,796	\$7,380	\$7,450	\$4,222
Total	\$25,702	\$74,746	\$85,675	\$107,930	\$99,309
# of Customers	27				
Rock Tenn moved to Other			\$44,083	\$113,310	\$162,683

Community Services

Month	2013 YTD	2012 YTD	2011 YTD	2010 YTD	2009 YTD
Behrens	\$5,466	\$12,097	\$7,232	\$4,730	\$0
Benchmark	\$0	\$253	\$6,487	\$8,581	\$7,973
Bluff City Properties	\$412	\$1,242	\$1,339	\$2,000	\$2,300
Bluffview Montessori School	\$1,089	\$4,629	\$5,082	\$5,368	\$0
Bub's Brewing Co.	\$1,030	\$3,193	\$3,297	\$3,150	\$3,100
Chartwell	\$2,303	\$5,693	\$5,907	\$3,990	\$2,333
Cotter Schools	\$173	\$1,854	\$2,096	\$5,338	\$1,250
Cotter/Steak Shop Catering	\$1,769	\$6,624	\$6,261	\$7,569	\$4,188
Fastenal Company	\$5,261	\$19,626	\$12,767	\$14,985	\$5,937
Peerless Chain Company	\$7,509	\$22,011	\$22,079	\$19,870	\$17,820
Riverside Electronics	\$5,532	\$17,490	\$0	\$0	\$0
Riverstar	\$0	\$0	\$5,854	\$7,115	\$0
RTP Company	\$3,461	\$10,729	\$11,075	\$10,416	\$10,584
Watkins Inc.	\$0	\$0	\$3,940	\$0	\$0
Watlow Controls	\$8,455	\$23,040	\$19,930	\$6,722	\$0
Wellingtons/Westgate Bowl	\$1,300	\$3,800	\$4,005	\$3,770	\$3,335
Winona County	\$10,895	\$27,651	\$0	\$0	\$0
Other	\$1,137	\$5,047	\$3,964	\$5,052	\$24,457
Total	\$55,792	\$164,979	\$121,315	\$108,656	\$83,277
#of Customers	23				

Total Sales

\$81,494 \$239,725 \$206,990 \$216,586 \$182,586 \$171,921





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

MARCH 31, 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	\$184	\$1,722	\$133	\$297	\$0	\$3,596		\$0	\$26,907	\$9,840	\$0	\$42,679
Total Direct Payroll Costs	\$4,674	\$22,345	\$328	\$4,583	\$5,368	\$37,503		\$7,315	\$75,475	\$33,264	\$4,828	\$195,703
Total Administration Cost						\$44,486						\$0
Administration Distribution	\$10,419	\$7,482	\$251	\$358	\$9,335		\$16,640	\$0				\$44,486
Total Indirect Cost	\$1,198	\$280	\$9	\$13	\$310		\$14,437	\$11,177	\$2,537	\$1,498	\$0	\$38,442
Total Direct & Indirect Costs	\$16,291	\$30,107	\$589	\$4,954	\$15,033	\$81,989	\$31,076	\$18,491	\$78,012	\$34,763	\$4,828	\$234,145
Total Income	\$17,621	\$44,976	\$6,226	\$23,657	\$50,408	\$783	\$0	\$14,578	\$55,346	\$25,071	-\$2,314	\$236,352
Net Income or (Loss)	\$1,330	\$14,869	\$5,637	\$18,703	\$35,375	\$783	-\$31,076	-\$3,913	-\$22,666	-\$9,692	-\$7,142	-\$32,357
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					\$14,869	Distribution Community Based - EE		\$35,375			\$35,375
	Welfare to Work					\$5,637	Distribution of Center Based Emp.		\$1,330			\$1,330
	Placement & Next Step					\$18,703	Income or (Loss)		\$12,709	-\$8,362		\$4,347
	Administration					\$783	Distribution Program Profit/Loss		\$3,255	\$1,748	\$0	\$5,002
	Fixed Costs					-\$31,076	Net Income or (Loss)		\$15,964	-\$6,614	-\$7,142	\$2,207
	Transportation					-\$3,913	Direct Payroll Overhead		180.50%	238.05%		
	Net Income or (Loss) Program					\$5,002	Indirect Overhead		9.43%	15.23%		
						Total Overhead		189.93%	253.28%			
						Agency Return on Worker Direct Labor		143.57%	31.27%			

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

MARCH 31, 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	\$1,189	\$5,404	\$248	\$297	\$0	\$8,950		\$0	\$81,713	\$32,582	\$0	\$130,383
Total Direct Payroll Costs	\$14,949	\$66,728	\$790	\$13,094	\$16,310	\$111,573		\$22,670	\$227,106	\$105,260	\$14,614	\$593,094
Total Administration Cost						\$129,005						\$0
Administration Distribution	\$29,742	\$21,008	\$1,138	\$865	\$28,946		\$47,306	\$0				\$129,005
Total Indirect Cost	\$2,007	\$847	\$46	\$35	\$1,006		\$42,953	\$33,981	\$7,927	\$5,880	\$0	\$112,114
Total Direct & Indirect Costs	\$46,698	\$88,582	\$1,974	\$13,994	\$46,263	\$240,579	\$90,259	\$56,651	\$235,033	\$111,140	\$14,614	\$705,208
Total Income	\$55,829	\$139,086	\$21,663	\$71,334	\$147,865	\$19,917	\$0	\$44,828	\$163,229	\$70,052	-\$2,450	\$731,353
Net Income or (Loss)	\$9,130	\$50,504	\$19,689	\$57,340	\$101,603	\$19,917	-\$90,259	-\$11,823	-\$71,804	-\$41,088	-\$17,064	-\$112,892
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					\$50,504	Distribution Community Based - EE		\$101,603			\$101,603
	Welfare to Work					\$19,689	Distribution of Center Based Emp.		\$9,130			\$9,130
	Placement & Next Step					\$57,340	Income or (Loss)		\$29,799	-\$31,958		-\$2,159
	Administration					\$19,917	Distribution Program Profit/Loss		\$29,336	\$16,032	\$0	\$45,368
	Fixed Costs					-\$90,259	Net Income or (Loss)		\$59,134	-\$15,925	-\$17,064	\$26,145
	Transportation					-\$11,823	Direct Payroll Overhead		177.93%	223.06%		
	Net Income or (Loss) Program					\$45,368	Indirect Overhead		9.70%	18.05%		
						Total Overhead		187.63%	241.11%			
						Agency Return on Worker Direct Labor		160.24%	77.23%			



Notes to Financial Statement
MARCH 31, 2013

Accounts Receivable - Sales	3/31/2013	2/28/2013	1/31/2013
Balance At:	\$144,397	\$159,935	\$122,612
Current:	\$86,826	\$84,798	\$76,437
30-60 Days	\$43,269	\$60,246	\$26,925
Over 60 Days	\$11,996	\$8,472	\$11,616
Over 90 Days	\$2,306	\$6,420	\$7,634
Sub Total over 30 Days	\$57,571	\$75,138	\$46,175

Accounts Receivable - Agency Revenue	3/31/2013	2/28/2013	1/31/2013
Balance At:	\$189,194	\$247,862	\$216,639
Current:	\$158,236	\$194,132	\$167,764
30-60 Days	\$17,699	\$47,619	\$23,348
Over 60 Days	\$7,911	\$1,679	\$20,692
Over 90 Days	\$5,348	\$4,432	\$4,835
Sub Total over 30 Days	\$30,958	\$53,730	\$48,875

Accounts Payable	3/31/2013	2/28/2013	1/31/2013
Balance At:	\$22,019	\$24,695	\$31,206
Current:	\$22,019	\$19,275	\$22,945
30-60 Days	\$0	\$0	\$0
Over 60 Days	\$0	\$0	\$0
Over 90 Days	\$0	\$5,420	\$8,261
Sub Total over 30 Days	\$0	\$5,420	\$8,261

	Operating Note	Payroll Note
Balance at Month End:	\$0	\$0
Current Balance: 4/17/2013	\$0	\$0

Notes to Financial Statement

MARCH 31, 2013

Excluding Laundry contributions: Net Profit from operations for the month is \$2,207. Net income from operations for the year is \$26,145.

Notes:

A General Contributions

Received \$212 in contributions. Thank you to: Overhead Door and Humbolt Lodge #24, I.O.O.F.

B Laundry Contributions

Received \$1,060 in contributions. Thank you to: Gale Goetzman, Chris & Harley Antoff and Karen & David Trickett.

C Grants-Special Projects

Under budget, 1/4 of budget amount put in for each quarter.

D Development/Public Relations

Over budget \$1,496 - 240% for the month. Over budget \$819 - 48% for the year. Timing issue.

E Repair & Maintenance - Building & Equipment

Over budget \$1,187 - 46% for the month. Over budget \$4,311 - 58% for the year. Numerous miscellaneous repairs to doors, door handles.

F Professional Services

Under budget \$1,583 - 100% for the month. Under budget \$4,697 - 93% for the year. No outside services needed in March.

G Continuing Education & Staff Expense

Over budget \$4,332 for the month. Over budget \$2,234 - 11% for the year. Registered for CARF training in June. Airfare, hotel and classes. 3 Staff.

