



**SEPTEMBER 30, 2014**

**FOR INTERNAL USE**



	SEPT. 30, 2014	AUG. 31, 2014	SEPT. 30, 2013
<b>CURRENT ASSETS</b>			
Cash in Banks	\$119,427	\$31,613	\$39,437
Acc. Rec. Sales	\$156,538	\$215,132	\$150,030
Acc. Rec. Agency Revenue	\$263,450	\$314,250	\$242,434
Inventories	\$56,539	\$59,402	\$64,735
Prepaid Expenses	\$90,635	\$89,468	\$51,908
Total Current Assets	\$686,590	\$709,865	\$548,544
<b>PROPERTY AND EQUIPMENT</b>			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$2,263,232	\$2,263,232	\$1,605,299
Property & Equipment	\$1,323,925	\$1,285,781	\$1,562,090
Total Prop & Equip	\$3,625,949	\$3,587,804	\$3,206,181
Less:Acc. Depr. P & E	\$1,188,991	\$1,178,280	\$1,060,152
Net Book Value	\$2,436,958	\$2,409,525	\$2,146,029
<b>OTHER ASSETS</b>			
Savings	\$257,571	\$256,892	\$401,371
Savings-Laundry Fund	\$225,456	\$225,363	\$353,553
Pledge Receivable - Laundry	\$144,884	\$144,884	\$262,918
Total Other Assets	\$627,911	\$627,139	\$1,017,842
<b>TOTAL ASSETS</b>	<b>\$3,751,459</b>	<b>\$3,746,529</b>	<b>\$3,712,415</b>
<b>CURRENT LIABILITIES</b>			
Accounts Payable-Trade	\$46,415	\$16,431	\$39,219
Accrued Salaries	\$128,612	\$108,066	\$136,092
Accrued Payroll Taxes	\$19,377	\$25,756	\$24,582
Notes Payable-Current	\$0	\$34,098	\$0
Total Current Liab.	\$194,404	\$184,352	\$199,893
<b>LONG TERM LIABILITIES</b>			
Mortgage Payable	\$672,913	\$676,171	\$710,822
Total Long Term Liab.	\$672,913	\$676,171	\$710,822
<b>NET ASSETS</b>			
Unrestricted	\$2,884,141	\$2,886,007	\$2,801,700
Total Net Assets	\$2,884,141	\$2,886,007	\$2,801,700
<b>TOTAL LIABILITY &amp; NET ASSETS</b>	<b>\$3,751,459</b>	<b>\$3,746,529</b>	<b>\$3,712,415</b>



	STATEMENT OF ACTIVITIES FOR NINE MONTHS ENDING:			Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	SEPTEMBER 30, 2014	
	CURRENT MONTH	BUDGET CURRENT MONTH	VARIANCE TO BUDGET %				VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
<b>DEVELOPMENT</b>								
Contributions	\$575	\$500	15%	A	\$7,216	\$11,321	-36%	\$15,962
United Way of the Greater Winona Area	\$7,000	\$0	0%		\$7,000	\$7,000	0%	\$7,000
Golf Tournament	\$700	\$0	0%		\$40,766	\$42,000	-3%	\$41,300
Grants-Special Projects	\$0	\$0	0%		\$13,310	\$29,870	-55%	\$6,500
Special Events	\$116	\$0	0%		\$10,973	\$14,000	-22%	\$8,112
<b>TOTAL DEVELOPMENT INCOME</b>	<b>\$8,391</b>	<b>\$500</b>	<b>1578%</b>		<b>\$79,266</b>	<b>\$104,191</b>	<b>-24%</b>	<b>\$78,874</b>
Development/Public Relations Expenses	\$154	\$534	-71%		\$16,741	\$23,505	-29%	\$16,103
<b>NET DEVELOPMENT</b>	<b>\$8,237</b>	<b>-\$34</b>	<b>-24328%</b>		<b>\$62,525</b>	<b>\$80,686</b>	<b>-23%</b>	<b>\$62,771</b>
<b>SALES</b>								
Workshop Sales	\$105,526	\$115,846	-9%		\$848,343	\$980,985	-14%	\$800,408
Cost of Materials	\$5,159	\$3,540	46%		\$36,827	\$43,561	-15%	\$30,827
<b>SALES LESS MATERIALS</b>	<b>\$100,367</b>	<b>\$112,306</b>	<b>-11%</b>		<b>\$811,516</b>	<b>\$937,424</b>	<b>-13%</b>	<b>\$769,581</b>
<b>AGENCY REVENUE</b>								
Case Service	\$3,315	\$6,000	-45%	B	\$62,735	\$54,997	14%	\$27,205
DEED CBE	\$3,466	\$9,013	-62%	C	\$43,849	\$73,758	-41%	\$94,436
DEED SE/CE	\$38,202	\$35,993	6%		\$295,894	\$299,804	-1%	\$344,800
DEED NEXT STEP/IPS GRANT	\$7,721	\$8,466	-9%		\$75,774	\$78,763	-4%	\$37,150
Winona County Support	\$34,596	\$32,821	5%		\$315,871	\$301,540	5%	\$367,073
Other County Support	\$4,113	\$4,312	-5%		\$30,558	\$37,064	-18%	\$37,046
Welfare to Work	\$0	\$3,288	-100%	D	\$18,385	\$30,135	-39%	\$52,321
Transportation	\$10,967	\$14,882	-26%	E	\$118,431	\$130,355	-9%	\$136,268
Other Revenue	\$644	\$2,478	-74%	F	\$5,615	\$16,566	-66%	\$75,672
D T & H, Career Options	\$42,623	\$46,280	-8%		\$415,637	\$421,932	-1%	\$418,931
<b>TOTAL AGENCY REVENUE</b>	<b>\$145,647</b>	<b>\$163,533</b>	<b>-11%</b>		<b>\$1,382,749</b>	<b>\$1,444,914</b>	<b>-4%</b>	<b>\$1,590,902</b>
<b>TOTAL REVENUE</b>	<b>\$254,251</b>	<b>\$275,805</b>	<b>-8%</b>		<b>\$2,256,789</b>	<b>\$2,463,024</b>	<b>-8%</b>	<b>\$2,423,254</b>
<b>LESS: OPERATING EXPENSES</b>	<b>\$254,196</b>	<b>\$277,857</b>	<b>-9%</b>		<b>\$2,211,217</b>	<b>\$2,489,744</b>	<b>-11%</b>	<b>\$2,211,922</b>
<b>NET INCOME/LOSS</b>	<b>\$55</b>	<b>-\$2,052</b>	<b>-103%</b>		<b>\$45,572</b>	<b>-\$26,720</b>	<b>-271%</b>	<b>\$211,332</b>
<b>DEPRECIATION EXPENSE</b>	<b>\$10,711</b>	<b>\$17,975</b>	<b>-40%</b>		<b>\$95,488</b>	<b>\$139,072</b>	<b>-31%</b>	<b>\$67,203</b>
<b>NET INCOME/LOSS FROM OPERATIONS</b>	<b>\$10,766</b>	<b>\$15,923</b>	<b>-32%</b>		<b>\$141,060</b>	<b>\$112,352</b>	<b>26%</b>	<b>\$278,535</b>
<b>LEWISTON VILLA EXPENSES</b>	<b>\$1,921</b>				<b>\$34,271</b>			

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



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

SEPTEMBER 30, 2014

	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	\$57,414	\$64,860	-11%	G	\$463,235	\$544,324	-15%	\$453,848
Staff Salaries	\$114,245	\$110,294	4%		\$1,011,819	\$1,031,130	-2%	\$1,045,775
Workers' Compensation Expense	\$3,739	\$5,745	-35%	G	\$49,414	\$64,436	-23%	\$76,245
Employer Payroll Taxes	\$12,501	\$13,399	-7%		\$108,488	\$119,959	-10%	\$108,611
Employer U/C Expense	\$2,260	\$2,535	-11%		\$23,749	\$26,171	-9%	\$31,877
Health/Life/LTDI Expense	\$14,362	\$17,404	-17%	H	\$142,737	\$162,789	-12%	\$127,539
Retirement Plan, 403B - Employer Contribution	\$1,374	\$1,319	4%		\$11,936	\$13,008	-8%	\$12,593
Vehicle Expense	\$5,424	\$7,911	-31%	I	\$53,660	\$65,825	-18%	\$74,365
Repair & Maintenance	\$2,390	\$2,849	-16%		\$30,512	\$29,243	4%	\$44,306
Utilities	\$4,719	\$6,706	-30%	J	\$52,082	\$60,200	-13%	\$36,280
Safety Supplies	\$224	\$532	-58%		\$2,428	\$4,497	-46%	\$3,609
Professional Services	\$10,190	\$10,495	-3%		\$24,080	\$55,525	-57%	\$18,437
Office Supplies	\$1,128	\$1,851	-39%		\$9,795	\$14,447	-32%	\$11,328
Continuing Education	\$1,300	\$750	73%		\$28,475	\$40,652	-30%	\$6,855
Staff Travel	\$5,013	\$5,785	-13%		\$37,116	\$48,119	-23%	\$37,394
Telephone	\$385	\$555	-31%		\$3,875	\$4,860	-20%	\$4,029
Postage	\$27	\$0	0%		\$2,651	\$2,400	10%	\$1,770
Dues & Subscriptions	\$1,106	\$795	39%		\$7,011	\$7,007	0%	\$6,389
Depreciation	\$10,711	\$17,975	-40%	K	\$95,488	\$139,072	-31%	\$67,203
Mat, Mop & Uniform Expense	\$25	\$0	0%		\$2,471	\$2,746	-10%	\$4,234
Interest Expense	\$2,243	\$2,444	-8%		\$20,112	\$21,297	-6%	\$8,696
Client Transportation	\$2,039	\$2,208	-8%		\$18,057	\$19,380	-7%	\$18,919
Insurance	\$1,212	\$1,244	-3%		\$10,236	\$10,764	-5%	\$9,900
Misc. Expenses	\$165	\$201	-18%		\$1,792	\$1,893	-5%	\$1,720
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
<b>TOTAL OPERATING EXPENSES</b>	<b>\$254,196</b>	<b>\$277,857</b>	<b>-9%</b>		<b>\$2,211,217</b>	<b>\$2,489,744</b>	<b>-11%</b>	<b>\$2,211,922</b>

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

## SALES BY CUSTOMER

FOR NINE MONTHS ENDING:                      SEPTEMBER 30, 2014

### Operation Services

	Month	2014 YTD	2013 YTD	2012 YTD	2011 YTD	2010 YTD
Brian's Toys	\$627	\$5,881	\$4,761	\$9,269	\$6,033	\$0
Fastenal Company	\$3,879	\$24,038	\$54,341	\$4,989	\$1,078	\$4,937
Hal Leonard Corp.	\$0	\$7,647	\$17,340	\$10,425	\$43,741	\$39,016
Peerless Chain Company	\$4,906	\$40,181	\$29,388	\$44,975	\$44,196	\$38,700
Watkins Inc.	\$4,656	\$47,729	\$26,425	\$75,779	\$43,219	\$19,998
Wincraft	\$12,010	\$101,859	\$113,059	\$128,979	\$116,407	\$152,880
Winona Lighting	\$322	\$8,477	\$3,687	\$0	\$0	\$0
Winona Knits & Mitts	\$966	\$12,108	\$4,367	\$9,169	\$0	\$0
Winona Shredding	\$745	\$10,161	\$9,016	\$0	\$0	\$0
Other	\$360	\$11,338	\$10,073	\$20,515	\$36,029	\$35,250
<b>Total</b>	<b>\$28,471</b>	<b>\$269,420</b>	<b>\$272,457</b>	<b>\$304,100</b>	<b>\$290,703</b>	<b>\$290,781</b>

# of Customers

25



### Community Services

	Month	2014 YTD	2013 YTD	2012 YTD	2011 YTD	2010 YTD
Behrens	\$3,171	\$32,885	\$34,129	\$21,470	\$18,810	\$0
Benchmark	\$1,177	\$10,073	\$7,158	\$14,222	\$24,485	\$19,273
Bluff City Properties	\$442	\$3,746	\$3,920	\$4,120	\$4,600	\$7,100
Bluffview Montessori School	\$2,189	\$11,033	\$10,529	\$11,344	\$9,680	\$1,584
Bub's Brewing Co.	\$1,192	\$10,235	\$9,785	\$9,788	\$9,550	\$9,500
Chartwell	\$2,122	\$8,597	\$12,818	\$11,277	\$6,874	\$4,295
Cotter Schools	\$190	\$2,411	\$2,459	\$2,744	\$7,901	\$1,250
Cotter/Steak Shop Catering	\$3,209	\$16,297	\$14,912	\$13,604	\$15,416	\$11,880
Fastenal Company	\$170	\$8,254	\$63,612	\$37,344	\$36,203	\$72,844
Peerless Chain Company	\$7,088	\$64,676	\$65,261	\$65,585	\$62,110	\$53,680
Riverside Electronics	\$8,541	\$55,156	\$53,277	\$0	\$0	\$0
Riverstar	\$704	\$6,157	\$960	\$7,154	\$13,797	\$810
RTP Company	\$4,373	\$34,497	\$32,879	\$32,879	\$31,920	\$31,752
Watkins Inc.	\$6,400	\$6,400	\$1,737	\$26,084	\$9,566	\$0
Watlow Controls	\$9,485	\$76,694	\$69,873	\$71,345	\$30,236	\$18,741
Winona County	\$15,096	\$135,864	\$93,027	\$17,983	\$0	\$0
Winona Health	\$5,342	\$29,805	\$0	\$0	\$0	\$0
Other	\$2,574	\$32,146	\$40,553	\$32,262	\$35,307	\$41,496
<b>Total</b>	<b>\$73,465</b>	<b>\$544,926</b>	<b>\$516,889</b>	<b>\$379,205</b>	<b>\$316,455</b>	<b>\$274,205</b>

#of Customers

28

### Laundry Department

	<b>\$3,590</b>	<b>\$34,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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# of Customers

16

### Total Sales

<b>\$105,526</b>	<b>\$848,346</b>	<b>\$789,346</b>	<b>\$683,305</b>	<b>\$607,158</b>	<b>\$564,986</b>
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**COST CENTER SUMMARY  
FOR ONE MONTH ENDING:**

**SEPTEMBER 30, 2014**

	Center Based Emplo	D T & H	Welfare to Work	Placement & Next St	Community Based -	Administration	Fixed Costs	Transportation	Community Services	Operation Services	Laundry	Total
Total Direct Worker Wages	\$83	\$167	\$0	\$0	\$0	\$2,021		\$0	\$42,805	\$11,259	\$1,079	\$57,414
Total Direct Payroll Costs	\$4,837	\$18,256	\$1,514	\$7,023	\$5,838	\$41,252		\$11,381	\$81,010	\$28,219	\$6,565	\$205,895
Total Administration Cost						\$55,899						
Administration Distribution	\$12,667	\$10,115	\$0	\$269	\$10,163		\$22,684	\$0				\$55,899
Total Indirect Cost	\$558	\$86	\$0	\$1,888	\$37		\$15,026	\$11,447	\$1,897	\$1,495	\$1,372	\$48,455
Total Direct & Indirect Costs	\$18,063	\$28,458	\$1,514	\$9,180	\$16,038	\$0	\$37,710	\$22,828	\$82,908	\$29,714	\$7,937	\$254,350
Total Income	\$11,864	\$42,623	\$0	\$35,710	\$44,212	\$8,662	\$0	\$10,967	\$72,438	\$25,112	\$2,817	\$254,405
Net Income or (Loss)	-\$6,199	\$14,165	-\$1,514	\$26,529	\$28,174	\$8,662	-\$37,710	-\$11,860	-\$10,470	-\$4,603	-\$5,120	-\$15,072
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.					\$14,165	Distribution Community Based - EE			\$28,174			\$28,174
					-\$1,514	Distribution of Center Based Emp.				-\$6,199		-\$6,199
					\$26,529	Income or (Loss)			\$17,705	-\$10,802		\$6,903
					\$8,662	Distribution Program Profit/Loss			-\$1,205	-\$442	-\$81	-\$1,728
					-\$37,710	Net Income or (Loss)			\$16,500	-\$11,244	-\$5,201	\$55
					-\$11,860	Direct Payroll Overhead			89.25%	150.64%		
						Indirect Overhead			4.43%	13.28%		
						Total Overhead			93.69%	163.92%		
						Agency Return on Worker Direct Labor			63.01%	-58.99%		
					-\$1,728							

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

**SEPTEMBER 30, 2014**



	Center Based Emplo	D T & H	Welfare to Work	Placement & Next St	Community Based -	Administration	Fixed Costs	Transportation	Community Services	Operation Services	Laundry	Total
Total Direct Worker Wages	\$2,165	\$12,657	\$183	\$808	\$0	\$17,635		\$0	\$312,212	\$107,767	\$9,808	\$463,235
Total Direct Payroll Costs	\$51,653	\$185,013	\$13,038	\$61,828	\$55,132	\$360,453		\$87,705	\$671,122	\$268,371	\$57,062	\$1,811,378
Total Administration Cost						\$430,918						
Administration Distribution	\$106,879	\$81,640	\$442	\$2,043	\$68,442		\$171,471	\$0				\$430,918
Total Indirect Cost	\$8,348	\$1,649	\$5	\$20,003	\$633		\$147,260	\$103,743	\$25,248	\$16,819	\$22,411	\$416,583
Total Direct & Indirect Costs	\$166,881	\$268,302	\$13,485	\$83,874	\$124,208	\$0	\$318,731	\$191,448	\$696,370	\$285,191	\$79,473	\$2,227,961
Total Income	\$125,960	\$415,844	\$18,385	\$316,423	\$389,334	\$69,061	\$0	\$118,432	\$545,638	\$254,765	\$19,690	\$2,273,533
Net Income or (Loss)	-\$40,920	\$147,542	\$4,900	\$232,549	\$265,126	\$69,061	-\$318,731	-\$73,016	-\$150,731	-\$30,425	-\$59,783	-\$181,157
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.					\$147,542	Distribution Community Based - EE			\$265,126			\$265,126
					\$4,900	Distribution of Center Based Emp.				-\$40,920		-\$40,920
					\$232,549	Income or (Loss)			\$114,395	-\$71,345		\$43,050
					\$69,061	Distribution Program Profit/Loss			\$40,619	\$18,956	\$2,731	\$62,306
					-\$318,731	Net Income or (Loss)			\$155,014	-\$52,390	-\$57,052	\$45,572
					-\$73,016	Direct Payroll Overhead			114.96%	149.03%		
						Indirect Overhead			8.09%	15.61%		
						Total Overhead			123.04%	164.64%		
						Agency Return on Worker Direct Labor			97.93%	-20.38%		
					\$62,306							



**Notes to Financial Statement  
SEPTEMBER 30, 2014**

<b>Accounts Receivable - Sales</b>	<b>9/30/2014</b>	<b>8/31/2014</b>	<b>7/31/2014</b>
Balance At:	\$156,538	\$215,132	\$193,431
Current:	\$105,126	\$94,621	\$94,356
30-60 Days	\$48,677	\$88,688	\$73,438
Over 60 Days	\$1,337	\$17,116	\$9,521
Over 90 Days	\$1,398	\$14,707	\$16,115
Sub Total over 30 Days	\$51,412	\$120,511	\$88,104

**In September we received \$102,529 in payments**

<b>Accounts Payable</b>	<b>9/30/2014</b>	<b>8/31/2014</b>	<b>7/31/2014</b>
Balance At:	\$46,415	\$16,431	\$17,969
Current:	\$46,415	\$16,431	\$17,969
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

<b>Accounts Receivable - Agency Revenue</b>	<b>9/30/2014</b>	<b>8/31/2014</b>	<b>7/31/2014</b>
Balance At:	\$263,450	\$314,250	\$282,112
Current:	\$176,027	\$195,744	\$183,811
30-60 Days	\$35,231	\$41,666	\$37,827
Over 60 Days	\$4,042	\$18,596	\$25,459
Over 90 Days	\$48,150	\$58,244	\$35,015
Sub Total over 30 Days	\$87,423	\$118,506	\$98,301

**In September we received \$109,388 in payments**

	<b>Operating Note</b>	<b>Payroll Note</b>
Balance at Month End:	\$0	\$0
Current Balance: 10/24/2014	\$0	\$0

**Notes to Financial Statement  
SEPTEMBER 30, 2014**



Notes:

**A General Contributions**

Received \$575, thank you to : Richard & Irene Renk, William Lindquist, Dr. L.J. English, Dentist, Jean Galewski, Ellen Zempel, John & Tessa Fritts Richard & Mary Baylon and Kish and Sons Electric, Inc.

**B DEED Case Service**

Under budget \$2,685 - 45% for the month. Over budget \$7,738 - 14% for the year. This funding will come in as the placements are made. This will be an ongoing variance through out the year. Levels of revenue will be dependent on referrals and placements.

**C DEED - CBE**

Under budget \$5,547 - 62%. Under budget \$29,909 - 41% for the year. Hours continue to be down for in house production.

**D Welfare to Work**

No new referrals, no activity in this program for the month.

**E Transportation**

Funding for DT & H waived services has changed. In the past we had a separate rate for transportation and for daily services. The state has changed the system and now the transportation and daily service rate is combined.

**F Other Revenue**

Under budget \$10,951 - 66% for the year. Budget based on 2013 activity. Trend will continue for remainder of the year.

**G Worker Wages, Workers' Compensaton**

Continues to be under budget for the month and year. Low work, low hours.

**H Health/Life/LTDI Expense**

Under budget \$3,042 - 17% for the month. Under budget \$20,052 - 12% for the year. With the reduction in staff positions, health insurance premiums have been reduced. As we fill positions, this will increase.

**I Vehicle Expense**

Under budget \$24870 - 31% for the month. Under budget \$12,165 - 18% for the year. With the two new busses, repair expense is down.

**J Utilities**

Under budget \$1,987 - 30% for the month. Under budget \$8,118 - 13% for the year.

**K Depreciation Expense**

Under budget \$7,264 for the month. Budget based on Laundry equipment depreciation effective 01/01/14. After 2013 audit review, we will only be depreciating the building renovations for 2014. Currently running equipment at 10% compacity, equipment depreciation start date 1/01/15.