



**FEBRUARY 28, 2019**

**FOR INTERNAL USE**



	FEB. 28, 2019	JAN. 31, 2019	FEB. 28, 2018
<b>CURRENT ASSETS</b>			
Cash in Banks	\$14,480	\$15,899	\$30,650
Acc. Rec. Sales	\$157,774	\$150,244	\$158,682
Acc. Rec. Agency Revenue	\$172,776	\$176,095	\$201,802
Inventories	\$30,365	\$26,591	\$36,611
Prepaid Expenses	\$49,438	\$57,958	\$65,575
Total Current Assets	\$424,832	\$426,787	\$493,320
<b>PROPERTY AND EQUIPMENT</b>			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$2,300,981	\$2,300,981	\$2,289,599
Property & Equipment	\$1,835,556	\$1,835,556	\$1,761,934
Total Prop & Equip	\$4,175,329	\$4,175,329	\$4,090,325
Less:Acc. Depr. P & E	\$1,983,482	\$1,964,315	\$1,804,104
Net Book Value	\$2,191,847	\$2,211,014	\$2,286,221
<b>OTHER ASSETS</b>			
Savings	\$1,068,891	\$1,063,687	\$936,389
Savings-Laundry Fund	\$36,365	\$36,357	\$48,194
Total Other Assets	\$1,105,256	\$1,100,044	\$984,583
<b>TOTAL ASSETS</b>	<b>\$3,721,935</b>	<b>\$3,737,845</b>	<b>\$3,764,124</b>
<b>CURRENT LIABILITIES</b>			
Accounts Payable-Trade	\$13,260	\$17,244	\$17,376
Accrued Salaries	\$136,853	\$143,302	\$130,585
Accrued Payroll Taxes	\$6,054	\$3,866	\$7,563
Notes Payable-Current	\$0	\$0	\$0
Total Current Liab.	\$156,167	\$164,413	\$155,524
<b>LONG TERM LIABILITIES</b>			
Mortgage Payable	\$488,721	\$492,144	\$531,003
Total Long Term Liab.	\$488,721	\$492,144	\$531,003
<b>NET ASSETS</b>			
Unrestricted	\$3,077,047	\$3,081,288	\$3,077,598
Total Net Assets	\$3,077,047	\$3,081,288	\$3,077,598
<b>TOTAL LIABILITY &amp; NET ASSETS</b>	<b>\$3,721,935</b>	<b>\$3,737,845</b>	<b>\$3,764,124</b>



	STATEMENT OF ACTIVITIES FOR TWO MONTHS ENDING:				FEBRUARY 28, 2019			
	CURRENT MONTH	BUDGET CURRENT MONTH	VARIANCE TO BUDGET %	Notes	CURRENT YEAR TO DATE	BUDGET YEAR TO DATE	VARIANCE TO BUDGET %	PRIOR YEAR TO DATE
<b>DEVELOPMENT</b>								
Contributions	\$2,668	\$2,500	7%	A	\$5,638	\$5,500	3%	\$3,530
United Way of the Greater Winona Area	\$0	\$0	0%		\$0	\$0	0%	\$0
Golf Tournament	\$0	\$0	0%		\$0	\$0	0%	\$0
Grants-Special Projects	\$2,500	\$2,500	0%		\$2,500	\$2,500	0%	\$1,800
Special Events	\$0	\$0	0%		\$0	\$0	0%	\$0
<b>TOTAL DEVELOPMENT INCOME</b>	<b>\$5,168</b>	<b>\$5,000</b>	<b>3%</b>		<b>\$8,138</b>	<b>\$8,000</b>	<b>2%</b>	<b>\$5,330</b>
Development/Public Relations Expenses	\$1,057	\$737	43%		\$2,280	\$1,264	80%	\$1,373
<b>NET DEVELOPMENT</b>	<b>\$4,111</b>	<b>\$4,263</b>	<b>-4%</b>		<b>\$5,858</b>	<b>\$6,736</b>	<b>-13%</b>	<b>\$3,957</b>
<b>SALES</b>								
Workshop Sales	\$98,244	\$104,210	-6%		\$203,801	\$218,841	-7%	\$199,102
Cost of Materials	-\$1,100	\$5,055	-122%		\$9,021	\$10,615	-15%	\$7,182
<b>SALES LESS MATERIALS</b>	<b>\$99,344</b>	<b>\$99,155</b>	<b>0%</b>		<b>\$194,780</b>	<b>\$208,226</b>	<b>-6%</b>	<b>\$191,920</b>
<b>AGENCY REVENUE</b>								
Case Service	\$1,861	\$4,167	-55%		\$8,029	\$8,334	-4%	\$8,720
DEED CBE	\$2,871	\$3,563	-19%		\$6,838	\$7,483	-9%	\$7,595
DEED SE/CE	\$25,821	\$24,904	4%		\$51,158	\$52,299	-2%	\$46,348
DEED NEXT STEP/IPS GRANT	\$6,177	\$6,301	-2%		\$13,251	\$13,232	0%	\$12,794
Winona County Support	\$26,427	\$23,343	13%		\$55,464	\$49,020	13%	\$53,499
Other County Support	\$3,448	\$3,003	15%		\$8,863	\$6,307	41%	\$6,677
Transportation	\$8,975	\$9,524	-6%		\$18,498	\$20,000	-8%	\$19,278
Other Revenue	\$401	\$833	-52%		\$46,979	\$1,666	2720%	\$1,291
D T & H, Career Options	\$42,650	\$56,985	-25%	B	\$93,804	\$119,667	-22%	\$100,320
<b>TOTAL AGENCY REVENUE</b>	<b>\$118,631</b>	<b>\$132,623</b>	<b>-11%</b>		<b>\$302,884</b>	<b>\$278,008</b>	<b>9%</b>	<b>\$256,522</b>
<b>TOTAL REVENUE</b>	<b>\$222,085</b>	<b>\$236,041</b>	<b>-6%</b>		<b>\$503,522</b>	<b>\$492,970</b>	<b>2%</b>	<b>\$452,399</b>
<b>LESS: OPERATING EXPENSES</b>	<b>\$226,261</b>	<b>\$239,882</b>	<b>-6%</b>		<b>\$493,810</b>	<b>\$518,309</b>	<b>-5%</b>	<b>\$505,404</b>
<b>NET INCOME/LOSS</b>	<b>-\$4,176</b>	<b>-\$3,841</b>	<b>9%</b>		<b>\$9,712</b>	<b>-\$25,339</b>	<b>-138%</b>	<b>-\$53,005</b>
<b>DEPRECIATION EXPENSE</b>	<b>\$19,167</b>	<b>\$19,167</b>	<b>0%</b>		<b>\$38,334</b>	<b>\$38,334</b>	<b>0%</b>	<b>\$39,274</b>
<b>NET INCOME/LOSS FROM OPERATIONS</b>	<b>\$14,991</b>	<b>\$15,326</b>	<b>-2%</b>		<b>\$48,046</b>	<b>\$12,995</b>	<b>270%</b>	<b>-\$13,731</b>

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



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

**FEBRUARY 28, 2019**

	<b>CURRENT MONTH</b>	<b>BUDGET CURRENT MONTH</b>	<b>MONTH VARIANCE TO BUDGET %</b>	<b>Notes</b>	<b>CURRENT YEAR TO DATE</b>	<b>BUDGET YEAR TO DATE</b>	<b>YTD VARIANCE TO BUDGET %</b>	<b>PRIOR YEAR TO DATE</b>
Worker Wages	\$45,645	\$51,191	-11%		\$103,275	\$107,486	-4%	\$100,992
Staff Salaries	\$95,307	\$97,947	-3%		\$220,832	\$221,689	0%	\$218,532
Workers' Compensation Expense	\$4,587	\$5,593	-18%		\$9,569	\$12,344	-22%	\$11,453
Employer Payroll Taxes	\$10,736	\$10,902	-2%		\$23,663	\$24,063	-2%	\$22,893
Employer U/C Expense	\$485	\$500	-3%		\$921	\$1,000	-8%	\$970
Health/Life/LTDI Expense	\$12,366	\$16,667	-26%		\$27,698	\$33,334	-17%	\$36,075
Retirement Plan, 401K - Employer Contribution & Fees	\$1,689	\$1,553	9%		-\$29	\$3,428	-101%	\$1,350
Vehicle Expense	\$5,633	\$6,212	-9%		\$10,654	\$13,045	-18%	\$13,909
Repair & Maintenance	\$5,222	\$6,146	-15%		\$7,810	\$13,057	-40%	\$9,446
Utilities	\$9,531	\$7,893	21%	C	\$19,018	\$16,575	15%	\$14,668
Safety Supplies	\$409	\$102	301%		\$699	\$201	248%	\$201
Professional Services	\$5,012	\$4,254	18%		\$9,545	\$9,703	-2%	\$9,086
Office Supplies	\$498	\$833	-40%		\$650	\$1,750	-63%	\$1,990
Continuing Education	\$1,139	\$1,200	-5%		\$2,513	\$2,410	4%	\$4,403
Staff Travel	\$1,820	\$2,924	-38%		\$3,912	\$6,141	-36%	\$7,506
Telephone	\$262	\$375	-30%		\$554	\$750	-26%	\$914
Postage	\$0	\$0	0%		\$157	\$0	0%	\$403
Dues & Subscriptions	\$1,032	\$1,208	-15%		\$2,301	\$2,416	-5%	\$1,669
Depreciation	\$19,167	\$19,167	0%		\$38,334	\$38,334	0%	\$39,274
Interest Expense	\$2,078	\$1,936	7%		\$4,170	\$4,013	4%	\$3,728
Worker Transportation	\$2,243	\$1,750	28%		\$4,798	\$3,500	37%	\$3,493
Insurance	\$1,212	\$1,350	-10%		\$2,424	\$2,700	-10%	\$2,424
Misc. Expenses	\$186	\$179	4%		\$343	\$370	-7%	\$25
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
<b>TOTAL OPERATING EXPENSES</b>	<b>\$226,261</b>	<b>\$239,882</b>	<b>-6%</b>		<b>\$493,810</b>	<b>\$518,309</b>	<b>-5%</b>	<b>\$505,404</b>

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

## SALES BY CUSTOMER

FOR TWO MONTHS ENDING:

FEBRUARY 28, 2019

### Operation Services

Brian's Toys  
Fastenal Company  
Hal Leonard Corp.  
Peerless Chain Company  
Watkins Inc.  
Wincraft  
Acuity Brands Lighting  
Winona Knits & Mitts  
Winona Shredding  
Other

# of Customers

Month	2019 YTD	2018 YTD	2017 YTD	2016 YTD	2015 YTD
\$579	\$924	\$1,863	\$0	\$575	\$973
\$0	\$0	\$967	\$2,334	\$789	\$4,307
\$0	\$0	\$0	\$0	\$0	\$4,856
\$5,470	\$16,772	\$20,049	\$23,394	\$17,213	\$6,608
\$1,111	\$2,094	\$9,867	\$8,157	\$7,906	\$10,670
\$6,086	\$12,911	\$11,218	\$13,321	\$13,409	\$13,157
\$1,099	\$1,465	\$58	\$728	\$303	\$365
\$123	\$336	\$149	\$155	\$399	\$1,273
\$2,642	\$4,677	\$3,370	\$3,191	\$3,400	\$3,504
\$0	\$124	\$115	\$908	\$499	\$201
<b>Total</b>	<b>\$17,112</b>	<b>\$39,302</b>	<b>\$47,656</b>	<b>\$52,188</b>	<b>\$45,913</b>

42



### 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  
Winona County  
Winona Area Public Schools  
Other

# of Customers

Month	2019 YTD	2018 YTD	2017 YTD	2016 YTD	2015 YTD
\$0	\$0	\$0	\$4,518	\$5,588	\$6,152
\$1,071	\$2,386	\$3,013	\$6,223	\$1,955	\$2,010
\$0	\$0	\$0	\$0	\$884	\$774
\$3,390	\$6,780	\$7,220	\$6,840	\$3,962	\$3,962
\$1,672	\$3,520	\$3,633	\$3,547	\$2,327	\$2,327
\$3,393	\$5,231	\$3,912	\$7,263	\$4,128	\$4,462
\$0	\$0	\$480	\$1,154	\$745	\$1,523
\$0	\$0	\$0	\$6,583	\$5,192	\$5,032
\$861	\$1,830	\$1,517	\$1,428	\$1,445	\$3,628
\$10,105	\$20,210	\$18,500	\$18,500	\$13,114	\$14,176
\$0	\$0	\$0	\$0	\$16,354	\$18,440
\$592	\$1,332	\$1,408	\$770	\$0	\$176
\$8,610	\$17,850	\$17,181	\$16,787	\$8,538	\$8,538
\$0	\$0	\$0	\$7,015	\$9,957	\$0
\$14,655	\$31,895	\$20,484	\$24,526	\$17,875	\$17,933
\$8,306	\$16,076	\$17,402	\$17,402	\$21,600	\$21,792
\$690	\$1,349	\$3,316	\$0	\$0	\$0
\$1,936	\$3,133	\$2,577	\$3,787	\$4,657	\$15,226
<b>Total</b>	<b>\$55,282</b>	<b>\$111,592</b>	<b>\$126,343</b>	<b>\$118,321</b>	<b>\$126,151</b>

20

### Laundry Department

Winona Health  
Sauer Health Care  
Winona County Jail  
Saint Anne Healthcare  
Other Laundry

# of Customers

Month	2019 YTD	2018 YTD	2017 YTD	2016 YTD	2015 YTD
\$15,398	\$30,979	\$32,212	\$33,980	\$32,080	\$30,300
\$2,540	\$5,365	\$4,375	\$4,179	\$4,676	\$0
\$690	\$1,739	\$1,921	\$2,068	\$952	\$0
\$5,414	\$11,297	\$9,287	\$4,669	\$0	\$0
\$1,808	\$3,524	\$3,007	\$2,726		\$2,946
<b>Total</b>	<b>\$25,850</b>	<b>\$52,904</b>	<b>\$47,622</b>	<b>\$37,708</b>	<b>\$33,246</b>

19

**Total Sales**

**\$98,244      \$203,801      \$199,101      \$226,153      \$200,522      \$205,309**





## Notes to Financial Statement

<b>Accounts Receivable - Sales</b>	<b>2/28/2019</b>	<b>1/31/2019</b>	<b>12/31/2018</b>
Balance At:	\$157,774	\$150,244	\$128,197
Current:	\$149,506	\$105,618	\$90,216
30-60 Days	\$8,098	\$43,016	\$37,136
Over 60 Days	\$170	\$1,600	\$820
Over 90 Days	\$0	\$10	\$25
Sub Total over 30 Days	\$8,268	\$44,626	\$37,981

<b>Accounts Receivable - Agency Revenue</b>	<b>2/28/2019</b>	<b>1/31/2019</b>	<b>12/31/2018</b>
Balance At:	\$172,776	\$176,095	\$159,689
Current:	\$168,478	\$137,784	\$143,690
30-60 Days	\$3,958	\$37,638	\$15,648
Over 60 Days	\$322	\$322	\$18
Over 90 Days	\$18	\$351	\$332
Sub Total over 30 Days	\$4,298	\$38,311	\$15,999

<b>Accounts Payable</b>	<b>2/28/2019</b>	<b>1/31/2019</b>	<b>12/31/2018</b>
Balance At:	\$13,260	\$17,393	\$33,869
Current:	\$13,260	\$17,393	\$33,869
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>Operating Note</b>	<b>Payroll Note</b>
Balance at Month End:	\$0	\$0
Current Balance: 3/20/2019	\$0	\$0

## Notes to Financial Statement



Notes:

**A General Contributions**

Received **\$2,668** in contributions. Thank you to: Frank & Ruth Bures, Kenneth Bittner, Linda Digby, Pat & Joan Costello, Daniel & Nancy Goltz, Deborah & Gene Pelowski Jr. Carl & Bonnie Troke, Gayle Goetzman, Robert & Donna Andrasachko, Nancy & Kevin Quinn, Carl & Rhea Iverson, Stanley & Suzanne Ferguson, Rukavina Family, Eric C. Nilson, John & Patricia Laak, Ron Wenzel, Ellen Smith, Leon J. English, Jean M. Galewski, James & Jeanne Danneker and Dave & Karen Trickett.

**B DT & H, Career Options (Waivered funding)**

Under budget \$14,335 - 25% for the month. Under budget \$25,863 - 22% Again, due to snow days without workers here could not bill for services.

**C Utilities**

Over budget \$1,638 - 21% for the month. Over budget \$2,443 - 15% for the year. Majority due to snow removal expenses.