



NOVEMBER 30, 2020

FOR INTERNAL USE



	NOVEMBER 30 2020	OCTOBER 30 2020	NOVEMBER 30 2019
CURRENT ASSETS			
Cash in Banks	\$188,663	\$29,602	\$40,129
Acc. Rec. Sales	\$85,151	\$102,011	\$157,455
Acc. Rec. Agency Revenue	\$54,329	\$42,954	\$135,121
Acc. Rec. Other	\$6,601	\$6,514	\$0
Inventories	\$31,133	\$33,022	\$26,409
Prepaid Expenses	\$32,159	\$35,701	\$39,366
Total Current Assets	\$398,036	\$249,804	\$398,480
PROPERTY AND EQUIPMENT			
Land	\$38,792	\$38,792	\$38,792
Building & Improvements	\$2,369,017	\$2,369,017	\$2,363,490
Property & Equipment	\$1,887,674	\$1,868,882	\$1,697,038
Total Prop & Equip	\$4,295,483	\$4,276,691	\$4,099,319
Less: Acc. Depr. P & E	\$2,418,261	\$2,398,367	\$2,014,164
Net Book Value	\$1,877,222	\$1,878,324	\$2,085,155
OTHER ASSETS			
Savings	\$1,094,061	\$1,092,795	\$1,159,640
Intangibles	\$0	\$0	\$0
Other Assets	\$0	\$0	\$0
Pledge Receivables	\$0	\$0	\$0
Total Other Assets	\$1,094,061	\$1,092,795	\$1,159,640
TOTAL ASSETS	\$3,369,319	\$3,220,923	\$3,643,275
CURRENT LIABILITIES			
Accounts Payable-Trade	\$28,531	\$26,141	\$16,781
Accrued Salaries	\$94,296	\$109,452	\$114,086
Accrued Liabilities	\$41,064	\$40,352	\$20,999
Notes Payable-Current	\$97,895	\$65,827	\$0
Total Current Liab.	\$261,787	\$241,772	\$151,866
LONG TERM LIABILITIES			
Loan Payable	\$830,960	\$833,190	\$457,943
Total Long Term Liab.	\$830,960	\$833,190	\$457,943
NET ASSETS			
Unrestricted	\$2,276,572	\$2,145,961	\$3,033,466
Total Net Assets	\$2,276,572	\$2,145,961	\$3,033,466
TOTAL LIABILITY & NET ASSETS	\$3,369,319	\$3,220,923	\$3,643,275
	\$0		



	STATEMENT OF ACTIVITIES FOR THE ONE MONTH ENDING:				NOVEMBER 30, 2020			
	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	\$1,088	\$500	118%	A	\$15,713	\$15,800	-1%	\$16,715
United Way	\$0	\$0	0%		\$0	\$0	0%	\$6,000
Golf Tournament	\$0	\$0	0%	B	\$37,020	\$30,000	23%	\$42,500
Grants-Special Projects	\$210,000	\$0	0%		\$368,998	\$75,000	392%	\$19,600
Special Events	\$0	\$0	0%		\$701	\$0	0%	\$10,658
TOTAL DEVELOPMENT INCOME	\$211,088	\$500	42118%		\$422,432	\$120,800	250%	\$95,473
Development/Public Relations Expenses	\$2,093	\$1,000	109%		\$18,802	\$17,700	6%	\$34,732
NET DEVELOPMENT	\$208,995	-\$500	-41899%		\$403,629	\$103,100	291%	\$60,741
SALES								
Workshop Sales	\$59,720	\$65,000	-8%		\$851,075	\$841,000	1%	\$1,115,816
Cost of Materials	\$2,299	\$5,000	-54%		\$32,937	\$43,750	-25%	\$44,291
SALES LESS MATERIALS	\$57,421	\$60,000	-4%		\$818,138	\$797,250	3%	\$1,071,525
AGENCY REVENUE								
Case Service	\$0	\$2,500	-100%		\$19,120	\$28,600	-33%	\$40,022
DEED CBE	\$1,597	\$500	219%		\$13,482	\$10,800	25%	\$32,279
DEED SE/CE	\$26,645	\$14,000	90%		\$244,080	\$202,000	21%	\$349,525
DEED NEXT STEP/IPS GRANT	\$0	\$6,500	-100%		\$55,213	\$76,400	-28%	\$73,673
Winona County Support	\$10,905	\$12,000	-9%		\$136,051	\$142,500	-5%	\$303,103
Other County Support	\$2,144	\$1,200	79%		\$29,218	\$7,000	317%	\$74,793
Transportation	\$3,528	\$0	0%		\$43,310	\$35,000	24%	\$121,826
Other Revenue	\$585	\$700	-16%	C	\$11,997	\$10,500	14%	\$55,112
D T & H, Career Options	\$7,766	\$1,600	385%		\$170,485	\$145,600	17%	\$573,253
TOTAL AGENCY REVENUE	\$53,171	\$39,000	36%		\$722,957	\$658,400	10%	\$1,623,586
TOTAL REVENUE	\$319,587	\$98,500	224%		\$1,944,724	\$1,558,750	25%	\$2,755,852
LESS: OPERATING EXPENSES	\$188,976	\$200,450	-6%		\$2,561,405	\$2,521,125	2%	\$2,781,007
NET INCOME/LOSS	\$130,612	(\$101,950)	-228%		(\$616,681)	(\$962,375)	-36%	-\$25,155
DEPRECIATION EXPENSE	\$19,894	\$18,375	8%		\$218,834	\$203,750	7%	\$217,219
NET INCOME/LOSS FROM OPERATIONS	\$150,506	(\$83,575)	-280%		(\$397,847)	(\$758,625)	-48%	\$192,064

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



STATEMENT OF EXPENSE ACTIVITIES
FOR THE ONE MONTH ENDING:

NOVEMBER 30, 2020

	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	\$2,499	\$16,250	-85%	D	\$364,333	\$336,750	8%	\$565,130
Staff Salaries	\$113,788	\$108,000	5%	J	\$1,227,503	\$1,268,000	-3%	\$1,211,655
Workers' Compensation Expense	\$2,922	\$3,500	-17%		\$41,598	\$43,550	-4%	\$49,832
Employer Payroll Taxes	\$8,567	\$9,500	-10%		\$117,350	\$117,500	0%	\$131,785
Employer U/C Expense	\$485	\$500	-3%		\$5,334	\$5,500	-3%	\$5,286
Health/Life/LTDI Expense	\$9,464	\$18,250	-48%		\$196,053	\$192,250	2%	\$150,353
Retirement Plan, 401K - Employer Contribution & Fees	\$1,521	\$2,000	-24%		\$22,419	\$23,025	-3%	\$17,062
Vehicle Expense	\$4,393	\$4,000	10%		\$53,250	\$51,350	4%	\$82,002
Repair & Maintenance	\$1,612	\$4,250	-62%	E	\$47,063	\$52,275	-10%	\$51,908
Utilities	\$5,647	\$7,000	-19%		\$78,655	\$82,650	-5%	\$77,545
Safety Supplies	\$140	\$1,200	-88%	F	\$15,297	\$10,500	46%	\$3,352
Professional Services	\$2,734	\$0	0%	G	\$44,484	\$18,250	144%	\$63,782
Office Supplies	\$1,072	\$1,250	-14%	H	\$12,930	\$16,100	-20%	\$8,909
Continuing Education	\$0	\$0	0%		\$10,713	\$9,150	17%	\$19,231
Staff Expense	\$8,773	\$1,300	575%	K	\$39,516	\$22,450	76%	\$40,739
Telephone	\$251	\$0	0%		\$2,712	\$1,925	41%	\$2,951
Postage	\$8	\$0	0%		\$2,808	\$2,625	7%	\$2,136
Dues & Subscriptions	\$1,148	\$1,100	4%		\$13,022	\$13,400	-3%	\$12,893
Depreciation	\$19,894	\$18,375	8%		\$218,834	\$203,750	7%	\$217,219
Interest Expense	\$2,301	\$1,900	21%		\$22,172	\$23,300	-5%	\$23,199
Worker Transportation	\$334	\$250	34%		\$9,241	\$9,250	0%	\$28,353
Insurance	\$1,212	\$1,400	-13%		\$14,544	\$14,800	-2%	\$13,332
Misc. Expenses	\$211	\$425	-50%		\$1,575	\$2,775	-43%	\$2,353
Bad Dept Expense	\$0	\$0	0%		\$0	\$0	0%	\$0
TOTAL OPERATING EXPENSES	\$188,976	\$200,450	-6%		\$2,561,405	\$2,521,125	2%	\$2,781,007

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

Page 3

SALES BY CUSTOMER

FOR THE ONE MONTH ENDING:

NOVEMBER 30, 2020

Operation Services

Brian's Toys
Fastenal Company
Hal Leonard Corp.
In8Tech
Peerless Chain Company
Watkins Inc.
Wincraft
Acuity Brands Lighting
Winona Knits & Mitts
Winona Shredding
Other
Total

Month	2020 YTD	2019 YTD	2018 YTD	2017 YTD	2016 YTD
\$0	\$0	\$9,021	\$8,821	\$5,058	\$3,087
\$0	\$0	\$0	\$4,783	\$38,602	\$15,171
\$0	\$0	\$0	\$0	\$0	\$18,050
\$2,600	\$6,500				
\$5,090	\$41,535	\$72,625	\$89,167	\$128,003	\$120,293
\$643	\$16,556	\$13,477	\$41,326	\$34,109	\$60,507
\$2,462	\$23,811	\$56,952	\$79,121	\$83,288	\$74,389
\$188	\$1,535	\$2,675	\$2,044	\$2,513	\$1,996
\$0	\$102	\$3,013	\$8,343	\$6,196	\$9,363
\$1,785	\$23,966	\$27,552	\$24,509	\$20,443	\$19,740
\$0	\$361	\$701	\$5,653	\$4,175	\$7,403
\$12,768	\$114,366	\$186,015	\$263,767	\$322,387	\$329,999

of Customers

44

39 are Shredding Customers



Community Services

Behrens
Benchmark
Bluff City Properties
Bluffview Montessori School
Bub's Brewing Co.
Chartwell
Cotter Schools
Cotter/Steak Shop Catering
Dahl Automotive
Fastenal Company
HVMHC
Peerless Chain Company
Riverside Electronics
Riverstar
RTP Company
Watkins Inc.
Watlow Controls
Winona County
Winona Area Public Schools
Other
Total

Month	2020 YTD	2019 YTD	2018 YTD	2017 YTD	2016 YTD
\$0	\$0	\$0	\$0	\$4,518	\$29,731
\$0	\$6,865	\$12,952	\$16,106	\$30,759	\$15,310
\$0	\$0	\$0	\$0	\$0	\$5,195
\$3,315	\$20,690	\$31,783	\$31,501	\$30,210	\$16,577
\$0	\$4,990	\$20,240	\$20,071	\$20,111	\$13,168
\$208	\$7,550	\$29,112	\$22,263	\$22,826	\$26,948
\$0	\$0	\$0	\$1,253	\$2,774	\$2,076
\$0	\$0	\$0	\$0	\$23,178	\$22,651
\$5,266	\$65,864	\$16,486	\$0	\$0	\$0
\$1,356	\$11,488	\$10,011	\$8,037	\$8,345	\$8,160
\$3,040	\$6,880				
\$0	\$66,099	\$113,270	\$101,750	\$102,433	\$82,899
\$0	\$0	\$0	\$0	\$0	\$91,141
\$0	\$0	\$6,956	\$7,892	\$6,847	\$866
\$441	\$91,529	\$97,650	\$96,698	\$95,420	\$54,779
\$0	\$0	\$0	\$9,217	\$10,367	\$72,446
\$5,604	\$126,678	\$176,223	\$155,043	\$123,154	\$107,381
\$0	\$26,683	\$85,370	\$95,711	\$95,711	\$139,801
\$0	\$2,270	\$6,883	\$11,261	\$3,775	\$0
\$382	\$16,063	\$26,676	\$13,794	\$23,408	\$28,354
\$19,612	\$453,649	\$633,612	\$590,597	\$603,836	\$717,483

of Customers

9

Laundry Department

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

Month	2020 YTD	2019 YTD	2018 YTD	2017 YTD	2016 YTD
\$18,630	\$180,860	\$172,094	\$176,800	\$187,098	\$186,877
\$1,850	\$22,972	\$27,537	\$28,225	\$23,055	\$25,919
\$811	\$7,664	\$10,984	\$11,057	\$10,504	\$11,131
\$4,752	\$61,416	\$65,426	\$61,817	\$27,335	\$7,232
\$1,298	\$16,089	\$20,147	\$17,930	\$19,732	\$15,763
\$27,341	\$289,001	\$296,188	\$295,829	\$267,724	\$246,922

of Customers

11

Total Sales

\$59,721 \$857,016 \$1,115,816 \$1,150,193 \$1,193,947 \$1,294,404



Notes to Financial Statement

Accounts Receivable - Sales			
	11/30/2020	10/31/2020	9/30/2020
Balance At:	\$85,151	\$102,011	\$92,785
Current:	\$71,732	\$79,329	\$91,805
30-60 Days	\$10,933	\$15,709	-\$839
Over 60 Days	\$1,203	\$6,216	\$1,611
Over 90 Days	\$1,283	\$757	\$208
Sub Total over 30 Days	\$13,419	\$22,682	\$980

Accounts Receivable - Agency Revenue			
	11/30/2020	10/31/2020	9/30/2020
Balance At:	\$54,329	\$42,954	\$42,564
Current:	\$50,655	\$35,642	\$37,938
30-60 Days	\$0	\$5,087	\$0
Over 60 Days	\$1,422	\$129	\$2,847
Over 90 Days	\$2,252	\$2,096	\$1,779
Sub Total over 30 Days	\$3,674	\$7,312	\$4,626

Accounts Payable			
	11/30/2020	10/31/2020	9/30/2020
Balance At:	\$28,531	\$26,141	\$30,178
Current:	\$28,531	\$26,141	\$30,178
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:	\$70,000	\$50
	\$0	\$0

Notes to Financial Statement



Year to Date Notes:

A General Contributions

Received \$723 in contributions for October.

B Golf Tournament

C Other Revenue

\$4,243 as a credit from the Unemployment Trust

Received \$33,764 from insurance company for settlement recorded 12-31-19 accident totaling Bus 14A. Per Discussion with MN DOT we are allowed to keep the settlement if we apply it as our 20% match for future bus purchases. We still have approximately \$24,000 in restricted funds for bus purchases

D Worker Wages

Wages paid during closure \$77,574, while no clients were working

E Repairs & Maintenance

Railing for Laundry \$834, Replaced toilet, \$494, Paint & floor while clients away \$1,705

G Safety Supplies

Extra masks, gloves, shields, and safety gloves, including 5,000 masks from China for \$4,700
Wipes & PPE are more expensive

H Professional Services

Includes \$2,205 to Clifton Larson Allen as an outside consultant in 2019

I Mortgage Payable

Added PPP Loan to the books \$438,700 - Expect this to be a grant
Mortgage at Merchants \$420,105

Current Portion Long Term Debt

\$27,845

J Staff Salaries

\$8,393 in wages paid as FMLA due to COVID-19 since closure

Grants

Bus Grant - \$58,966
Vern & Carla Schmidt Fdn - \$5,000
Winona Fdn - \$500
Xcel - \$3,500
HHS - \$22,242
MN DHS - \$53,791
Winona Chamber of Commerce - \$10,000
Public Health - \$200,000
Winona Chamber of Commerce - \$10,000

Applied

Winona County \$65,000

Pending

Public Health - \$200,000
HHS - Phase 3 - \$109,580
Otto Bremer - \$50,000

K Staff Expense

Includes temporary workers

Please Note

Worker Wages higher in October due to more clients back & some being able to work more hours
Staff Salaries & Benefits lower due to staff leaving