

TRANSITION HOUSE, INC.
BOARD OF DIRECTOR'S INFORMATION
AUGUST 2023

TH DROP-IN CENTER – 700 ASP, STE. 4, NORMAN, OK

Vision Statement: A community committed to connection, recovery, wellness, and joy.

Mission Statement: Changing lives by creating pathways for mental wellness.

Impact Statement: Improving our community by providing tools for sustaining mental wellness with skills development, supportive care, and advocacy.

Culture Statement: We Listen. We Respect. We Support. We Empower.

Value Statement: We believe in inspiring hope for recovery and wellness through healthy connections.

Our Commitment to Recovery: Belief in recovery, mutual trust & respect, connection, integrity, fun and gratitude.

TH Elevator Speech: “Transition House is an organization in the Norman community, helping people come to manage their serious mental illness. They do this by providing support, listening to needs, building respect and empowering wellness to positively restore healthy connections in their lives and community. I got involved with this organization because...”

REMINDER:

No AUGUST BOARD MEETING

Included: Director's Report, Minutes from previous Board; Monthly & Preliminary Financial Reports, FY'23 Goals & Outcomes; FY'24 Proposed Goals

Note: Board meeting documents are available at <https://www.thouse.org/th-board-information>; Included are links to: Board forms

TH Board Meetings for 2023

- Thursday, January 19, 2023, 5:30pm
- Thursday, February 16, 2023, 5:30pm
- Thursday, March 16, 2023, 5:30pm
- Thursday, April 20, 2023, 5:30pm
- Thursday, May 18, 2023, 5:30pm
- **Thursday, June 15, 2023, 5:30pm – Annual Meeting**
- Thursday, July 20, 2023, 5:30pm
- **No August Meeting**
- Thursday, September 21, 2023, 5:30pm
- Thursday, October 19, 2023, 5:30pm
- Thursday, November 16, 2023, 5:30pm
- No December Meeting – TH Holiday Party/Open House – Thursday, December 21, 2023

TRANSITION HOUSE, INC., BOARD OF DIRECTORS
 Our Vision: A community committed to connection, recovery, wellness, and joy.
 Our Mission: Changing Lives by Creating Pathways for Mental Wellness.

 Sara King, MPH, CHES TH Board President Instructor, Associate Director of the Bachelor of Public Health Program OU Health Science Center	 Preston Court, M.Ed. TH Board Vice President Assistant Director of Student Affairs Administration University of Oklahoma	 Rebecca Delsigne TH Board Treasurer Branch Manager First Fidelity Bank	 Kelly Bergin TH Board Secretary Attorney Bergin Law Group
 Kris Glenn TH Board Member Director of Parking & Transportation University of Oklahoma	 Cordt Huneke TH Board Member IT Business Partner Boeing	 Marilyn Korhonen, MBA, EdD TH Board Member Director of Strategic Research Initiatives for Gallogly College of Engineering, University of Oklahoma	 Rahil Khalili, APRN TH Board Member Psychiatric and Mental Health Nurse Practitioner
 Kristen Lazaller TH Board Member Principal Gifts Officer, The University of Oklahoma Foundation, Inc.			
		 Steve Boyer, MA, C-PRSS	 Charla Young, LCSW

DIRECTOR'S REPORT FOR THE AUGUST 2023

ADMINISTRATIVE REPORT:

1. **Staff:**

- Staff are working hard to stay healthy and well. People are being pro-active in scheduling leave (including myself!).
- My evaluation is the only one not completed. Sara/Exec. Com. will need to do my evaluation.
- These photos are from our SWARA in July. Taking intentional time as a team to celebrate our hard work and commitment makes a difference. When the pandemic started, SWARA (Staff Wellness and Recovery Activities) stopped. We've struggled to bring them back consistently. We had a few last year, but this year increasing SWARA's is one of our goals. When we take time for self-care and collective Team care and fun, productivity and joy on the job improves. We are grateful that our Board supports our well-being – Thank You!



2. **Board:**

- We've been discussing Board recruitment for some time. I had the opportunity to talk with some potential prospects for the Board at the United Way kickoff breakfast. Please share potential Board candidates with Executive Committee. At this time, Rebecca is still both Treasurer and Governance Chair. We need to work towards separating those 2 positions.
 - If you have not signed and returned the Board forms – please do so. Thank You!
 - [Board Service Agreement](#); [Annual Conflict Disclosure Questionnaire](#); [Policy Confirmation Statement](#); [Confidentiality Statement](#); [Volunteer Liability Waiver](#)
3. **Cleveland County Mental Health Task Force:** Thanks to Marilyn & Preston for joining the meeting!
4. **TH Policy Work:** Amanda and I met with Alex to discuss our next phase of policy work. Next up is Clinical policies and procedures. This will look a bit different than our previous policy work since this will have to originate from Amanda as Programs Director and then be reviewed by Alex and amended as needed. We've set a preliminary goal of having a first draft ready by early January for Board review.
5. **Donor Tracking Tool - Bloomerang:** We're making progress with Bloomerang but this transition is not as fast we hoped. We'll continue to do our best. I think we're close, but honestly with all other priorities, I've not been able to give it as much attention as it needs.
6. **Reporting and Annual Report:** July is a big reporting month with year end reports to ODMHSAS and United Way. This is very time-consuming work, but I will say our staff really worked together and did a great job collecting data and doing assessments. This work provides a good start to Annual Report work. I typically work on Annual Report July-September – always hoping it will be done by end of August.
7. **TH Goals Outcomes for FY'23 & Preliminary Goals for FY'24:** We had a staff retreat at the beginning of August. Amanda and I worked on reporting outcomes from our FY'23 Goals and those were reviewed by the full staff and updated as needed. In addition, we developed our FY'24 Goals. They will be included with this month's materials. They have already been sent to Executive Committee. These will be presented at the September 2023 Board meeting for vote, so if you have suggestions for modifications, please let me know. The Board may wish to have additional goals. This provides a good framework for our agency and I think can be built on for our longer term strategic plan.
8. **Beyond Recovery:** We are beginning to see a shift in the culture of the current TLP clients. This group seems more invested in recovery and beyond. We're seeing commitments to healthier connections that are not substance use based and there is less secret keeping.
9. **Norman Rocks:** Cindy Merrick invited TH to be a part of a new event at The Well called Norman Rocks. I had an opportunity to present to those in attendance about the work of TH. Clients also attended the event and painted rocks.
10. **Connection with ACM@UCO:** TH has worked with staff and students from ACM@UCO a few years ago to help support June Bug Jam. A new opportunity has been presented to us to connect differently with ACM students. Alex, our attorney, helped to make this connection. Hopefully this can help with JBI'24.



FINANCE REPORT:

1. **Financial status/Bank Balance:** Preliminary Bank Balance for end of July 2023 = \$159,608.08
2. **SVSC grant:** The SVSC (City of Norman Social & Voluntary Services Commission) grant was submitted for \$9,976 for some of the Drop-In Center costs and improvements for safety – additional Ring cameras and lighting for the outside of the apartments. We were funded for \$3,000 with Ring cameras, lighting, and electricity. They did not want to fund the Drop-In Center. I suspect that it's because we don't serve a large number of people – though they have funded it repeatedly in the past. I had projected \$7,000 from this grant in the budget (since last year we received over that amount).
3. **OEC grant:** The OEC grant was funded for \$10,000 for Client Essentials.
4. **United Way:** UWN campaign has begun! TH was one of I believe 8 agencies who had the opportunity to share our work with people attending the event.
5. **DMHSAS:** Amanda is doing her best to get 'beds filled' so we can make better use of our Fee for Service ODMHSAS grant for \$220,000. To receive the full grant amount – we have to bill 4,000 Transitional Living Days of service (1 Transitional Living day = 1 day for each person in the TLP). The pandemic really impacted our ability to utilize this full opportunity. We did much better last year, but still came up short. We are struggling with good clinical decision making as it relates to referrals and who we accept into the TLP vs the financial impact. This will continue to be a challenge since we get our best referrals when clients have had sufficient care, particularly in-patient care/treatment as needed. What we're seeing again, in particular with Griffin Memorial Hospital, is clients being released within a day or two of admission. This does not allow for appropriate referrals to TLP and certainly sets the client up for failure. Noting that clients often leave the hospital without sufficient stability, then are re-hospitalized multiple times. (also, they tend to have legal issues come up during this cycle because of substance use, etc.) If we take a person who is not stable and not ready for change, they are set up to fail and it does impact others in the program who are working on change. We had a meeting with Tiajuan, our new point of contact at ODMHSAS. We discussed this and the Department is aware of the issues. This was also discussed at the Mental Health Task Force. What we are hearing is this is coming from psychiatrist decision-making to discharge once they believe someone is stable enough. This issue has come up in the past and eventually leveled out. I hope something is done soon to address this systems issue. It doesn't just impact our agency – it is extremely harmful for those seeking help. On a bright note, Amanda is continuing her intentional efforts to expand connections for potential referral sources for the TLP. Bottom line, tempting as it is – we have to screen based on client appropriateness as a priority – we cannot just 'fill beds.'



FUND RAISING:

1. **JBI'24:** We need to make some preliminary decisions regarding JBI'24 – particularly related to venue so we can lock in early. I'm pleased with doing the event at The Well, but we'll need to have Board decision to finalize.
2. **TigerPalooza:** Beth Lewis, who provides financial planning opportunities for TH staff, and is a generous TH supporter, contacted me about applying for TigerPalooza this year. This is Norman High's big fund raiser for a selected non-profit. Her daughter Kailey (who's been around TH for several years) is on the committee this year. She and I met this week and she is going to advocate for TH to be selected. I completed the application and submitted, so fingers crossed. If anyone has other contacts with this opportunity, please put in a good word for TH. Kailey is 17 years old and is already a wonderful advocate. When she's old enough – she'll be a great Board candidate! Also, when she goes to college next year and joins a sorority – that could open up that opportunity to be 'adopted' by a sorority.

CLIENT REPORT:

1. **TL Program Census:** Census is 9 with someone moving in on Monday to increase to 10. Another person was approved to move in but now is uncertain if she wants to be in the program now (though she wanted to move in when interviewed this week).
2. **Challenges:** See above DMHSAS comments.
3. **Successes:** 2 people completed the TLP last week! We haven't had their graduation party but we hope to do that soon! Also, please read the July Monthly Report to see a wonderful update on our person who is still in the running for a Habitat home. (he just got a scholarship for Nursing School!)

Working together, we're making a difference! Thank You!

Transition House, Inc.
Minutes of Board of Directors
Thursday, July 20th, 2023, at 5:30 PM
Meeting Location: Drop-in Center – 700 Asp, Suite 2, Norman, OK

- 1) **Call to order:** Sara called the meeting to order at 5:34 PM CST.
(5 members present at start of meeting – quorum achieved.)
- 2) **Welcome and Introductions –**

Board Members Present

Kelly Bergin, Secretary
Marilyn Korhonen
Rebecca Delsigne
Sara King, President
Preston Court, Vice President
Cordt Huneke
Bob Moore

Board Members Absent

Kristen Lazalier (excused)
Kris Glenn
Rahil Khalili (excused)

Staff Present

Bonnie Peruttzi, Amanda Sherf, Kaylee Wesson

Chris Crooks, Client Representative

Gifts of Hope presented by three current clients

- 3) **Consideration of the Agenda:** Rebecca motions to approve the Agenda, Cordt second, no opposition.
- 4) **Consideration of June meeting's Minutes:** Marilyn motion to approve the June meeting minutes, Cordt second, no opposition.
- 5) **President's Report – Sara**
 - a. Sara went straight into business, covered that below
- 6) **Treasurer's Report – Rebecca**
 - a. Reserve funds will be moved July 1, 2023
 - b. Couple grants that Bonnie and Rebecca are in the process of working on
 - c. 2024 budget has been approved
 - d. Kelly motion, Preston second, no opposition.
- 7) **Governance – Rebecca**
 - a. **We want to put together a governance committee** – too big of a job for one person, especially since Rebecca is already Treasurer
 - i. Need to be thinking about who would be willing to take that position on
 - b. Develop a Board Recruitment Plan
 - i. **We need to be recruiting as a Board**
 - ii. Bonnie is working on getting somebody from Norman PD

- c. Review of Board Matrix
 - i. Sara has that, will work on it

8) Business

- a. Start planning for Fall Retreat – last year it was a Friday all-day event
 - i. Sara will circulate a Doodle poll so that we can have an idea of a date, looking at a Friday in October
 - ii. Maybe at the library – they have some great rooms
 - iii. Marilyn suggests bringing the E-Team over to update us on their research, thank them, etc.
 - iv. PD sponsored the food for last retreat; Rebecca will check with her bank to see if they could maybe sponsor
 - v. Potential topics for a speaker at the retreat:
 - 1. Ways to manage tasks, manage time, not overwhelm any one person
 - 2. How to operate in the current mental health climate (how to navigate limited resources for treatment and inappropriate discharge)
 - 3. OU Behavior Intervention Team?
 - 4. How to be better advocates?
 - a. Marilyn is going to reach out to the Oklahoma Center for Nonprofits
 - vi. What about a discussion over lunch with individuals working on these issues? (Marilyn's idea)
- b. Completing the Board paperwork
 - i. Kelly let everyone know how to fill out the form – include payment with it (each Board member paid for own background check, \$15 for just the name-based check); fill out the “subject information” part of the form and leave here with Bonnie along with payment, TH will fill out “requestor information” and submit them
 - ii. All Board members need to get that done and returned if not turned in tonight

9) Fundraising

- a. No report this month, Kristen not here.

10) Board Activity Report

- a. Oklahoma Center for Nonprofits offers Board training – we would get a discount through them – encouraged our Board members to look in to it
 - i. There are some funds earmarked at TH that could be used by Board members to attend training

11) Client Report

- a. We have two graduating and one getting a housing voucher soon

12) Staff Report

- a. Trying hard to fill beds; difficult to find individuals who are a good fit; not getting good referrals

- b. Amanda has completed the new application packet for transitional living clients; big improvement; positive feedback from case managers out in the community
- c. Kelly mentioned that she'd really like

13) Executive Director's Report

- a. OEC Foundation Grant (request \$11,000 usually get \$10,000) and SVSC Grant are outstanding; should hear on those soon
- b. Cleveland County Mental Health Task Force meets at 1:30 p.m. on Zoom first Friday on the month – **Bonnie will send the info to the Board in an email, several Board members interested**
- c. We have a client who is a finalist for a Habitat for Humanity Home – if he gets it, Board would like to attend the ceremony for him

14) **As May Arise** – N/A.

15) Bob announces his resignation from the Board – letter coming tomorrow.

16) **Adjourn Board meeting:** Marilyn motion to adjourn, Rebecca seconded, no opposition.

17) Meeting adjourned at 7:04 PM.

Submitted by: Kelly Bergin, Secretary.

Sara King, President

Kelly Bergin, Secretary

Board Members	Agenda	Minutes from June Meeting	TH Financial Report	Adjournment
Sara King	Y	Y	Y	Y
Rebecca Delsigne	M-Y	Y	Y	S-Y
Preston Court	Y	Y	S-Y	Y
Kris Glenn	Y	Y	Y	Y
Cordt Huneke	S-Y	S-Y	Y	Y
Kristen Lazalier				
Bob Moore	Y	Y		Y
Marilyn Korhonen	Y	M-Y	S-Y	M-Y
Kelly Bergin	Y	Y	M-Y	Y
Rahill Khalili				

Roll Call Voting Record: M= Motion S= Second Y=Yes N=No

Transition House, Inc., Monthly Report

July 2023

I. PEOPLE SERVED

A. Total # of (Unduplicated) Participants:	52
B. Transitional Living Program (TLP)	
1. Number of Clients:	11
2. Details:	
# of males:	8
# of females: (1 in the female apt is Trans Male)	3
# employed:	3
# volunteering outside of TH:	2
# in school:	0
# in crisis bed:	0
3. TL Days:	292
II. INCOME/EXPENDITURES	
A. Total Income:	\$29,162.00
B. Total Expenditures:	\$39,520.48
C. TLP	
1. Expenditures:	\$31,226.06
2. TLP Client Fees:	\$485
3. Cost/TLP Day:	\$106.94
D. COP	
1. Expenditures:	\$8,294.42
2. Cost/COP Contact:	\$49.37

C. Community Outreach Program (COP)

	duplicated	unduplicated
1. Total # of Participants:	49	41
Drop-In:	38	
Activities:	9	
Community Wellness Project:	2	
Student Wellness Project:	0	
2. Total # of Contacts:	168	
Drop-In:	164	
Activities:	34	
Community Wellness Project:	2	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	1	1
Crisis Intervention:	2	3
Grocery Shopping:	1	2
Community Living Support:	14	36
Social/Recreational:	32	112
Grocery Shopping/ Social:	6	10
Grocery Shopping/Com. Living:	2	2
Community Wellness:	2	2
Unduplicated Totals:	41	168

IV. NARRATIVE

July kicks off a new fiscal year. With that comes annual reporting to ODMHSAS and United Way of Norman. These reports provide a starting place of our agency Annual Report for FY'23. We're excited to start digging into the data from the past year. This allows us to take time to understand the impact we make as an agency and areas that need further work and growth. One of our biggest achievements from FY'23 was getting a solid staff of very committed people - each willing to advocate and give their all in support of the People of TH. This solid staff provides a strong foundation for our continued growth. Thank You to each staff member for doing your best and truly caring about the People of TH! Your commitment shows and is respected.

This month, we were reminded that despite our best efforts, we cannot control someone's commitment to actual change. As year end assessments were done, we were able to see evidence of the impact substance use has on overall progress to improve clients' mental health. Of particular concern has been the use of marijuana. With a re-envisioning of our limits and boundaries related to substance use, we are hopeful that improved peer accountability will help restore focus on recovery for all clients. Clients provided feedback on how one person's use triggers so many others. We hope this renewed commitment to recovery on the part of the clients will set the stage for an even more successful FY'24.

During the month of July, staff invested a great deal of time into a client who had been in the TLP, but had to be discharged to the COP after multiple relapses with alcohol. Despite the discharge from TLP, staff stood by this client through some extremely challenging situations to help ensure that he was able to get the appropriate help he needs. While it seems simple enough - the process of getting this person help became extremely complex. We are very grateful for the support of members of ODMHSAS Central Office staff for pitching in to help us create best possible solutions after major challenges. This person's situation provided us with frustration, yet our staff never gave up. As a result, this person was able to go to a treatment facility to help him get refocused on recovery.

In contrast, another COP who had been a part of the TLP approximately 5 years ago, is making progress towards his personal life goals - while continuing to use the support of COP as needed. This client had multiple mental health, substance use and legal issues prior to the TLP. He's worked incredibly hard and has been a PCA at Griffin Hospital for 5 years and recently returned to continue his education to become a psychiatric nurse. While in the TLP, he purchased a used car that was not very reliable. After 5 years of working hard and saving, he purchased a much nicer SUV. In addition, because he did so well with his pre-nursing school classes, he's received a scholarship for nursing school. Another major achievement - he's a finalist for a Habitat for Humanity home! These 2 people remind us that though the processes may look different - with healthy connection with TH through TLP and COP, life goals can be achieved! At TH, each person matters and we support them and celebrate with them - through the small and big steps to their best life!



Bonnie L. Perutti, MHR, Executive Director

8/11/2023

Transition House, Inc., Monthly Report

July 2023	
V. HOURS OF DIRECT SERVICES:	239
A. Individual Basis (total hours):	81.5
1. Daily Living:	29
2. Pre-voc./Vocational:	0
3. Social Skills:	5.5
4. Crisis Intervention:	20
5. Treatment/Rehab. Plans:	17
6. Supportive Counseling	10
B. Group Basis (total hours):	90.5
1. Daily Living:	69.5
2. Pre-voc/Vocational:	0
3.Social Skills:	21
C. Com Outreach (total hours):	44
1. Structured Activities:	7.5
2. Drop-In:	34.5
3. Community Wellness Project	2
4. Student Wellness Project	0
D. Referrals/Screening/Interviewing (total hours):	23
VI. HOURS OF NON-DIRECT SERVICES:	266
1. Consultation:	189
2. Documentation & Activity Prep:	50.5
3. Training:	26.5
Kaylee & Tyrese: online work on SOAR training	1.5
VII. HOURS OF ADMINISTRATIVE WORK:	205.5
1. Meetings:	10
2. Community Contacts:	9
3. Administrative Duties:	186.5
<i>Guest Speaker (who, when)</i>	
VIII. SCREENING FOR T.H. PROGRAM:	
1. Total #of Inquiries:	40
2. Total #of Referrals Received:	14
3. Total # Interviewed For Admission: (1 person NCNS 3 times, 1 person NCNS 1 time)	4
4. Total # Accepted:	2
IX. DONATIONS to T.H.:	
1. Volunteer Names:	Volunteers Hours
Diane Ndisebuye, OU Health Science Center Student	28
	0
Mary Lee	6
	0
	0
	0
	0
<i>Total:</i>	34
2. In-Kind Donations (List of Donors; Items Donated):	Estimated Value
Bedding & Clothing - Bonnie & Steph Peruttzi	\$300
TOTAL:	\$300

Transition House FY'24 Year to Date Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	July FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8	(8.35)	0.00%
United Way/Norman	\$4,312	\$733	\$86	\$1,383	\$2,110	\$4,312	\$4,312	\$4,312	0.00	100.00%
Fund Raising										
Fund Raising Exp.	\$2,500						-\$27	-\$208	181.47	12.89%
Fund Raising Inc.	\$22,500						\$21	\$1,875	(1,854.00)	1.12%
FR Events - Total	-\$6	-\$1	\$0	-\$3	-\$2	-\$6	-\$6	\$1,667	(1,672.53)	-0.35%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$0								0.00	0.00%
DMHSAS	\$20,227	\$3,439	\$405	\$14,765	\$1,618	\$20,227	\$20,227	\$22,500	(2,273.33)	89.90%
Other Gov. Grants(SVSC & ARPA)	\$3,472	\$590	\$69	\$1,787	\$1,025	\$3,472	\$3,472	\$4,055	(583.33)	85.62%
Foundation Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$833	(833.37)	0.00%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83	(83.35)	0.00%
Donor Drive	\$597	\$101	\$12	\$382	\$101	\$597	\$597	\$1,833	(1,236.37)	32.56%
Client/Participant Fees	\$485	\$82	\$10	\$393	\$0	\$485	\$485	\$683	(198.37)	70.97%
Interest	\$76	\$13	\$2	\$13	\$48	\$76	\$76	\$41	34.39	183.13%
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00	0.00%
TOTAL	\$29,162	\$4,958	\$583	\$18,720	\$4,901	\$29,162	\$29,162	\$36,017	(6,854.83)	80.97%
TH EXPENSES:										
Salaries	\$19,917	\$3,386	\$398	\$12,747	\$3,386	\$19,917	\$19,917	\$20,333	(416.71)	97.95%
Employees Health, Dental, Life Ins.	\$2,593	\$441	\$52	\$1,660	\$441	\$2,593	\$2,593	\$2,667	(73.46)	97.25%
Worker's Comp.	\$3,985	\$677	\$80	\$2,550	\$677	\$3,985	\$3,985	\$417	3,568.37	956.48%
FICA/Pay.Tax/OES	\$2,151	\$366	\$43	\$1,377	\$366	\$2,151	\$2,151	\$1,750	401.42	122.94%
Professional Services(Legal/Acct/Consultants)	\$75	\$13	\$2	\$48	\$13	\$75	\$75	\$1,392	(1,316.63)	5.39%
Office Supplies (including QuickBook Payroll Exp)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	(250.00)	0.00%
Telephone/Internet/Website	\$270	\$46	\$5	\$173	\$46	\$270	\$270	\$375	(104.84)	72.04%
Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33	(33.37)	0.00%
Rent	\$4,510	\$767	\$90	\$2,886	\$767	\$4,510	\$4,510	\$4,417	93.37	102.11%
Utilities	\$1,251	\$213	\$25	\$801	\$213	\$1,251	\$1,251	\$1,083	167.92	115.50%
Household	\$1,837	\$312	\$37	\$1,176	\$312	\$1,837	\$1,837	\$233	1,603.50	787.11%
Maint/Rep-Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83	(83.37)	0.00%
Maint/Rep-Equipment	\$402	\$68	\$8	\$257	\$68	\$402	\$402	\$417	(14.36)	96.55%
Training/Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$333	(333.37)	0.00%
Food	\$58	\$10	\$1	\$37	\$10	\$58	\$58	\$208	(150.81)	27.62%
Client Supplies/Activities	\$361	\$61	\$7	\$231	\$61	\$361	\$361	\$875	(513.99)	41.26%
Streaming Services (NetFlix & Zoom)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42	(41.63)	0.00%
Vehicle - Gas	\$78	\$13	\$2	\$50	\$13	\$78	\$78	\$167	(88.56)	46.85%
Vehicle - Maint/Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208	(208.37)	0.00%
Vehicle- Insurance/Tag	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$233	(233.37)	0.00%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	(50.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8	(8.37)	0.00%
General/Prof Liability	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$271	(270.87)	0.00%
Dir./Officers Liability	\$2,032	\$345	\$41	\$1,300	\$345	\$2,032	\$2,032	\$171	1,861.13	1189.21%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00	0.00%
TOTAL	\$39,520	\$6,718	\$790	\$25,293	\$6,718	\$39,520	\$39,520	\$36,017	3,503.63	109.73%
Dif. Between Inc vs Exp:	-\$10,358	-\$1,761	-\$207	-\$6,573	-\$1,818	-\$10,358	-\$10,358	(0.02)	(10,358.23)	#####
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$159,608.08		

**Trenary CPA Firm, P.L.L.C.
Certified Public Accountants
3222 SW 119th Street
Oklahoma City, Oklahoma 73170**

**TO THE BOARD OF DIRECTORS
TRANSITION HOUSE, INC.
NORMAN, OK**

Transition House has hired me to prepare financial reports for management use in their decision making. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, or a conclusion, nor provide any form of assurance on these financial statements.

The reports attached to this letter cover the one month ended July 31, 2023.

**TRENARY CPA FIRM, P.L.L.C.
OKLAHOMA CITY, OKLAHOMA**
TRENARY CPA FIRM, P.L.L.C.

8-Aug-23

Transition House, Inc.
Balance Sheet Prev Year Comparison
As of July 31, 2023

	July 31, 23	July 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1012 · Armstrong Checking	159,608.08	70,176.02	89,432.06	127.44%
Total Checking/Savings	159,608.08	70,176.02	89,432.06	127.44%
Other Current Assets				
1055 · OKDMH contract receivable	15,894.99	19,249.99	-3,355.00	-17.43%
1060 · Prepaid insurance	4,284.61	4,284.61	0.00	0.0%
1075 · Pledges receivable - JBJ	500.00	500.00	0.00	0.0%
Total Other Current Assets	20,679.60	24,034.60	-3,355.00	-13.96%
Total Current Assets	180,287.68	94,210.62	86,077.06	91.37%
Fixed Assets				
1120 · Furniture & equipment	34,303.33	34,303.33	0.00	0.0%
1124 · Vehicles	21,800.00	21,800.00	0.00	0.0%
1130 · Accumulated depreciation	-48,980.64	-48,980.64	0.00	0.0%
Total Fixed Assets	7,122.69	7,122.69	0.00	0.0%
TOTAL ASSETS	187,410.37	101,333.31	86,077.06	84.94%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · FICA taxes payable	94.05	0.08	93.97	117,462.5%
2205 · MC taxes payable	23.99	0.00	23.99	100.0%
2210 · FIT taxes payable	96.00	0.00	96.00	100.0%
2215 · TSA payable	0.00	0.00	0.00	0.0%
2220 · OK WH taxes payable	29.00	-17.00	46.00	270.59%
2230 · United Way WH payable	8.00	10.00	-2.00	-20.0%
2240 · Accrued vacation payable	7,792.58	7,792.58	0.00	0.0%
2401 · Deferred grant revenue	0.00	0.00	0.00	0.0%
2501 · Current portion of loan	0.00	0.00	0.00	0.0%
Total Other Current Liabilities	8,043.62	7,785.66	257.96	3.31%
Total Current Liabilities	8,043.62	7,785.66	257.96	3.31%
Long Term Liabilities				
2402 · Deferred ARPA Grant Rev	98,148.32	0.00	98,148.32	100.0%
Total Long Term Liabilities	98,148.32	0.00	98,148.32	100.0%
Total Liabilities	106,191.94	7,785.66	98,406.28	1,263.94%
Equity				
3001 · Unrestricted net assets	-3,434.86	36,565.14	-40,000.00	-109.39%
3002 · Retained Earnings	55,011.54	63,823.84	-8,812.30	-13.81%
3004 · Reserve Fund	40,000.00	0.00	40,000.00	100.0%
Net Income	-10,358.25	-6,841.33	-3,516.92	-51.41%
Total Equity	81,218.43	93,547.65	-12,329.22	-13.18%
TOTAL LIABILITIES & EQUITY	187,410.37	101,333.31	86,077.06	84.94%

Transition House, Inc. Profit & Loss Prev Year Comparison July 1, 2023 - July 31, 2023

	<u>Jul '23-Jul '23</u>	<u>Jul '22-Jul '22</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4000 · Contributions	0.00	20.00	-20.00	-100.0%
4100 · United Way allocation	4,312.00	3,833.33	478.67	12.49%
4101 · ARPA Grant Revenue	3,471.66	0.00	3,471.66	100.0%
4200 · Fund raising				
4201 · Fund raising expenses	-26.86	-20.00	-6.86	-34.3%
4200 · Fund raising - Other	21.00	100.00	-79.00	-79.0%
Total 4200 · Fund raising	<u>-5.86</u>	<u>80.00</u>	<u>-85.86</u>	<u>-107.33%</u>
5000 · ODMHSAS contract				
5001 · Unreimbursed contract services	0.00	0.00	0.00	0.0%
5000 · ODMHSAS contract - Other	20,226.67	19,250.00	976.67	5.07%
Total 5000 · ODMHSAS contract	<u>20,226.67</u>	<u>19,250.00</u>	<u>976.67</u>	<u>5.07%</u>
5500 · Other Gov. grants	0.00	0.00	0.00	0.0%
5501 · Foundation/Civic Club Grants	0.00	0.00	0.00	0.0%
6000 · Donor Drive	597.00	3,722.00	-3,125.00	-83.96%
6200 · Participant fee	485.00	601.00	-116.00	-19.3%
6500 · Interest income	75.76	34.38	41.38	120.36%
6700 · Donated services & materials	0.00	0.00	0.00	0.0%
6900 · Miscellaneous revenues	0.00	0.00	0.00	0.0%
Total Income	<u>29,162.23</u>	<u>27,540.71</u>	<u>1,621.52</u>	<u>5.89%</u>
Gross Profit	29,162.23	27,540.71	1,621.52	5.89%
Expense				
Management & General	6,718.48	5,844.95	873.53	14.95%
Fundraising	790.41	687.64	102.77	14.95%
Transitional Living	25,293.11	22,004.51	3,288.60	14.95%
Community Outreach	6,718.48	5,844.95	873.53	14.95%
Total Expense	<u>39,520.48</u>	<u>34,382.04</u>	<u>5,138.44</u>	<u>14.95%</u>
Net Income/(Loss)	<u><u>-10,358.25</u></u>	<u><u>-6,841.33</u></u>	<u><u>-3,516.92</u></u>	<u><u>-51.41%</u></u>

Transition House, Inc.
Statement of Functional Expenses
Prev Year Comparison
July 1, 2023 - July 31, 2023

Expense	Mgmt &		Transitional	Communituy	Total	Mgmt &		Transitional	Communituy	Total
	General	Fundraising	Living	Outreach	Jul '23-Jul '23	General	Fundraising	Living	Outreach	Jul '22-Jul '22
7000 · Salaries & wages	3,385.83	398.33	12,746.66	3,385.83	19,916.66	2,859.47	336.41	10,765.06	2,859.47	16,820.40
7002 · Employee Health,Dental,Life Ins	440.84	51.86	1,659.63	440.84	2,593.17	363.81	42.80	1,369.62	363.81	2,140.03
7003 · Workers' comp	677.45	79.70	2,550.40	677.45	3,985.00	749.19	88.14	2,820.48	749.19	4,407.00
7004 · FICA/MC/OESC	365.74	43.03	1,376.91	365.74	2,151.42	250.65	29.49	943.64	250.65	1,474.44
8000 · Legal & accounting	12.75	1.50	48.00	12.75	75.00	12.75	1.50	48.00	12.75	75.00
8100 · Office supplies	-	-	-	-	-	11.58	1.36	43.59	11.58	68.11
8200 · Telephone/Interner/Website	45.93	5.40	172.90	45.93	270.16	52.76	6.21	198.62	52.76	310.34
8300 · Postage	-	-	-	-	-	-	-	-	-	-
8400 · Rent	766.70	90.20	2,886.40	766.70	4,510.00	748.00	88.00	2,816.00	748.00	4,400.00
8410 · Utilities	212.72	25.03	800.83	212.72	1,251.29	210.15	24.72	791.17	210.15	1,236.20
8420 · Household expenses	312.27	36.74	1,175.60	312.27	1,836.87	40.64	4.78	152.99	40.64	239.04
8430 · Property maintenance & repairs	-	-	-	-	-	7.40	0.87	27.84	7.40	43.50
8500 · Equipment maintenance & repair	68.39	8.05	257.45	68.39	402.27	62.50	7.35	235.31	62.50	367.67
8800 · Training & development	-	-	-	-	-	-	-	-	-	-
8910 · Food	9.79	1.15	36.84	9.79	57.56	42.33	4.98	159.35	42.33	248.98
Total 8920 · Client Supplies/Activites	61.37	7.22	231.05	61.37	361.01	28.96	3.41	109.02	28.96	170.34
8925 · Streaming Services	-	-	-	-	-	4.25	0.50	15.99	4.25	24.98
8930 · Gasoline	13.27	1.56	49.96	13.27	78.07	15.30	1.80	57.61	15.30	90.01
8940 · Vehicle maintenance & repair	-	-	-	-	-	-	-	-	-	-
8950 · Vehicle insurance	-	-	-	-	-	-	-	-	-	-
9000 · Dues & subscriptions	-	-	-	-	-	44.71	5.26	168.32	44.71	263.00
9450 · General & prof liability ins	-	-	-	-	-	-	-	-	-	-
9455 · Directors & officers liab ins	345.44	40.64	1,300.48	345.44	2,032.00	340.51	40.06	1,281.92	340.51	2,003.00
9500 · Depreciation	-	-	-	-	-	-	-	-	-	-
9710 · Other expenses	-	-	-	-	-	-	-	-	-	-
Total Expense	6,718.48	790.41	25,293.11	6,718.48	39,520.48	5,844.95	687.64	22,004.51	5,844.95	34,382.04

Transition House, Inc.
Statement of Cash Flows
July 1, 2023 - July 31, 2023

	Jul '23-Jul '23	Jul '22-Jul '22
OPERATING ACTIVITIES		
Net Income	-10,358.25	-6,841.33
Adjustments to reconcile Net Income to net cash provided by operations:		
1055 · OKDMH contract receivable	-4,661.67	-880.00
1060 · Prepaid Insurance	0.00	0.00
2200 · FICA taxes payable	0.00	0.00
2205 · MC taxes payable	0.00	0.00
2210 · FIT WH payable	0.00	0.00
2215 · TSA payable	0.00	0.00
2220 · OK WH taxes payable	0.00	0.00
2230 · United Way WH payable	0.00	-1.00
2240 · Accrued Vacation payable	0.00	0.00
2401 · Deferred grant revenue	0.00	0.00
Net cash provided by Operating Activities	-15,019.92	-7,722.33
INVESTING ACTIVITIES		
1120 · Furniture & Equipment	0.00	0.00
1130 · Accumulated Depreciation	0.00	0.00
Net cash provided by Investing Activities	0.00	0.00
FINANCING ACTIVITIES		
2402 · Deferred ARPA Grant Revenue	-3,471.66	0.00
Net cash provided by Financing Activities	-3,471.66	0.00
Net cash increase for period	-18,491.58	-7,722.33
Cash at beginning of period	178,099.66	77,898.35
Cash at end of period	159,608.08	70,176.02

TRANSITION HOUSE, INC. FY'23 GOALS & OUTCOMES

GOAL 1: IMPROVE QUALITY OF LIFE FOR PEOPLE SEEKING RECOVERY THROUGH ENHANCED WELLNESS OPPORTUNITIES.

TRANSITION HOUSE STANDARDS:

- UTILIZE BEST PRACTICES TO DEVELOP AND FACILITATE GROUP CURRICULUM, PLAN MEANINGFUL ACTIVITIES, AND OBTAIN CLIENT FEEDBACK.
- CONTINUE BUILDING AND STRENGTHENING CONNECTIONS WITH COMMUNITY PARTNERS.
- PROVIDE INTENSIVE CASE MANAGEMENT WITH A FOCUS ON DEVELOPING HEALTHY AND MEANINGFUL RELATIONSHIPS, SUPPORT, HOPE, ADVOCACY, AND CONNECTIONS.
- PROVIDE SAFE AND SECURE HOUSING FOR PEOPLE PARTICIPATING IN THE TRANSITIONAL LIVING PROGRAM (TLP).
- PROVIDE AS NEEDED DIVERSE SUPPORT OPPORTUNITIES FOR THOSE SEEKING COMMUNITY OUTREACH PROGRAM (COP) SERVICES.

ACTION STEPS	PROJECTED OUTCOME BY 6/30/23	STATUS – 10/17/22	STATUS – 1/30/2023	FISCAL YEAR END SUMMARY
<ul style="list-style-type: none"> • Acquire additional evidence-based curriculum and materials to support meaningful groups and activities. 	<ul style="list-style-type: none"> • Acquire 1 new set of evidence-based materials. 	<ul style="list-style-type: none"> • New Curriculum materials arrived 10/17/2022 – “Finding Your Best Self” Recovery from Addiction, Trauma or Both (Lisa M. Najavits, PhD – Author of Seeking Safety). 	<ul style="list-style-type: none"> • Acquired a new DSM-V. • Began use of new curriculum – “Finding Your Best Self”. 	<ul style="list-style-type: none"> • Acquired DSM-V TR. • Using “Finding Your Best Self” curriculum. • Purchased materials (workbooks & curriculum) from PESI for groups & individual sessions.
<ul style="list-style-type: none"> • Expand community collaboration and partnerships with local agencies by hosting open houses for network opportunities and engagement in community meetings. 	<ul style="list-style-type: none"> • Host 1 Open House for community providers. • Representatives from the Clinical Team will have 1 on-site visit at COCMHC and GMH. 	<ul style="list-style-type: none"> • Amanda attended a clinical meeting at COCMHC and is working on having GMH clinicians come to TH for a visit. 	<ul style="list-style-type: none"> • Amanda hosted an Open House for GMH Staff. • Connections with both GMH & COCMHC staff have improved. 	<ul style="list-style-type: none"> • 1 Open House at TH. • GMH came to TH for a visit. • 2 visits to COCMHC. • 1 visit to Red Rock Outpatient services. • Amanda is Chair of the Cleveland County Continuum of Care and participates in CCM (Collaborative Case Management) meetings. • Increased collaboration with ODMHSAS Central Office to continue improvements and development of TH programs.
<ul style="list-style-type: none"> • Have COCMHC representative begin attending TH staff meetings 1 time per month to serve as liaison between TH and COCMHC. 	<ul style="list-style-type: none"> • Have a COCMHC representative attend 4 TH Staff meetings. 	<ul style="list-style-type: none"> • Johnna, COCMHC Clinical Director, has attended 2 Staff meetings at TH and has provided increased consultation services for TH. 	<ul style="list-style-type: none"> • COCMHC’s former Clinical Director and now new Interim Clinical Director are routinely attending 1 TH staff meeting/month. 	<ul style="list-style-type: none"> • Had consistent monthly meetings with COCMHC Clinical Director plus as needed meetings to address client issues and expand communication.
<p>Transitional Living Program (TLP):</p> <ul style="list-style-type: none"> • Develop and maintain healthy connections with clients in the TLP. • Determine client needs that cannot be met at TH, and work to advocate and refer for additional support. • Monitor and maintain cleanliness, comfort, and safety at TLP apartments. • Provide supportive counseling. 	<ul style="list-style-type: none"> • 80% of the TLP clients establish and maintain healthy therapeutic relationships with their Recovery Coordinator. • 90% of the TLP clients will have provided a list of needed identification and will be working to secure those documents. • 100% of the TLP clients will be living in safe and secure housing. 	<p>Formal assessment will be done in January.</p> <ul style="list-style-type: none"> • Clients have been establishing and maintaining healthy connections. • Clients are providing ID needs list. • All clients are living in safe and secure housing. • Client quality of life and support system continues to improve. 	<ul style="list-style-type: none"> • 100% of the TLP clients establish and maintain healthy therapeutic relationships with their Recovery Coordinator. • 100% of the TLP clients have provided a list of needed identification and are working to secure those documents. • 100% of the TLP clients are living in safe and secure housing. • 74% of the TLP clients have a better quality of life and support system. 	<ul style="list-style-type: none"> • 100% consistency with establishing healthy therapeutic relationships with TH Recovery Coordinators. • 100% of the TLP clients have provided a list of needed identification and are working to secure those documents. • Staff continue doing an excellent job of advocating for clients and making referrals. • 100% of TLP clients live in safe and secure housing while in TLP. TLP apartments are routinely monitored for cleanliness, comfort, and safety. • 21/91% of the TLP clients have a better quality of life and support system. • Programs Director provided supportive counseling for 5 clients during FY’23. 4 TLP clients and 1 COP client.

TRANSITION HOUSE, INC. FY'23 GOALS & OUTCOMES

	<ul style="list-style-type: none"> 75% of the TLP clients have a better quality of life and support system. 	<ul style="list-style-type: none"> Amanda started Supported Counseling with 3 clients Jack started Men's Group. 	<ul style="list-style-type: none"> Need to develop assessment tool(s) for supportive counseling. 	
<p>Community Outreach Program (COP):</p> <ul style="list-style-type: none"> COP clients are welcome to attend TLP groups and activities if approved by the Programs Director. Social/Recreational activities are scheduled to encourage client engagement. Phone calls are answered, and support is given to people seeking assistance and referrals. Affirm and empower client worthiness while sharing hope. 	<ul style="list-style-type: none"> At least 2 social/recreational activities will be scheduled monthly. 75% of COP clients with 6 or more contacts in 6 months will have improvements or maintain adequate social/recreational skills; community living skills; and mental illness management. At least 5 affirming/empowering messages will be shared weekly through social media. 80% of the COP clients have a better quality of life and support system. 	<ul style="list-style-type: none"> Our new COP Recovery Coordinator started with 1 COP social/rec. activity through Sept. In Oct., now has 2 scheduled activities. With our new COP RC, we're seeing increased in quantity and quality of COP connections. Continuing to answer phones & provide support & referrals. Transitionisms are shared routinely on social media – adding posts plus stories now has increased visibility. 	<ul style="list-style-type: none"> At least 2 COP social/recreational activities have been scheduled monthly. 48%(44 of 92) of COP clients with 6 or more contacts in 6 months have improvements or maintain adequate social/recreational skills; community living skills; and mental illness management. The percentage is lower because the total number of COP contacts was higher than anticipated. COP Recovery Coordinator continues to reach out to connect with previous COP clients – many who are doing well and do not need frequent contact. At least 5 affirming/empowering messages – Transitionisms and other positive messaging - are shared weekly through social media. Posting as well as sharing through stories has expanded the reach of messaging. 88% of the COP clients have a better quality of life and support system. 	<ul style="list-style-type: none"> COP Recovery Coordinator schedules at least one, usually 2 activities monthly specifically for COP clients. COP clients are also invited/welcome to attend TLP groups & activities. Of the 111 COP clients, 55/50% had 6 or more contacts in a 6-month period. During the first 6 months, 39/88% had improvements or maintain adequate social/recreational skills; community living skills; and mental illness management. During the second 6 months, numbers were similar, 37/87%. 49/89% of the 55 clients who had 12 or more contacts in FY'23, maintained or had improvements in Quality of Life. 51/93% maintained or had improvements in Support Systems to help with Mental Illness Management. At least 5 affirming/empowering messages – Transitionisms and other positive messaging - are shared weekly through social media. Posting as well as sharing through stories has expanded the reach of messaging. TH Staff responded to 397 inquiries for support, assistance, and/or referrals.

GOAL 2: IMPROVE HEALTHY COMMUNITY RE-ENTRY FOR PEOPLE INVOLVED IN AGENCY PROGRAMS.

TRANSITION HOUSE STANDARDS:

- COMMITTED TO BEING MINDFUL OF THE ESSENTIAL PARTNERSHIP BETWEEN AGENCY CLIENTS, WORK, AND THE COMMUNITY.
- EQUIP CLIENTS WITH THE NECESSARY TOOLS TO BE CONTRIBUTING MEMBERS IN THE COMMUNITY WHILE HOLDING THEM ACCOUNTABLE TO SOCIETAL STANDARDS.

ACTION STEPS	PROJECTED OUTCOME BY 6/30/23	STATUS – 10/17/22	STATUS – 1/19/2023	STATUS
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TRANSITION HOUSE, INC. FY'23 GOALS & OUTCOMES

<ul style="list-style-type: none"> Refer and empower clients to seek healthy connections, resources, and services outside of TH as needed. Maintain high quality, recovery focused, consistent services through individual and group meetings with clients. 	<ul style="list-style-type: none"> 80% of the TLP clients will be referred to outside mental health and other providers to receive needed services that TH staff cannot provide. 75% of TLP clients will have improvements in or maintain adequate skill levels in: mental illness management; community living, work related, and social/recreation skills. 	<ul style="list-style-type: none"> Staff works with clients to help them establish outside mental health services including therapy & meds. Majority of clients are working to improve skills. Those not interested in recovery tend to move on out of the TLP. 	<ul style="list-style-type: none"> 100% of the TLP clients are referred to outside mental health and other providers to receive needed services that TH staff cannot provide. 65% of TLP clients had improvements in or maintain adequate skill levels in: mental illness management; community living, work related, and social/recreation skills. 	<ul style="list-style-type: none"> 100% are referred to outside mental health and other providers. 71% of TLP clients had improvements in or maintain adequate skill levels in: mental illness management; community living, work related, and social/recreation skills. Note: 23 of the 26 TLP clients were assessed. The other 3 were not engaged in the TLP and left after a very short time.
<ul style="list-style-type: none"> Hold clients accountable to their recovery and occupancy agreements and recovery plans. 	<ul style="list-style-type: none"> 80% of the TLP clients will be adhering to standards established by the occupancy and recovery agreements. 	<ul style="list-style-type: none"> Staff is consistent in holding clients accountable to their agreements & recovery plans. 	<ul style="list-style-type: none"> 100% of the TLP clients are held accountable to adhering to standards established by the occupancy and recovery agreements. 84% of the TLP clients followed standards established by the occupancy and recovery agreements. 	<ul style="list-style-type: none"> 100% of the TLP clients are held accountable for adhering to standards established by the occupancy and recovery agreements. Monthly average of 10/86% of TLP clients were actively working on recovery and related issues and adhering with occupancy and recovery agreements.
<ul style="list-style-type: none"> Support and hold clients accountable to recovery plans and use monthly assessments to guide plan updates to help clients maintain stable housing and income, thus reducing the risk of reoffending. 	<ul style="list-style-type: none"> 80% of the active TLP clients will actively be working on their mental illness and related issues. 	<ul style="list-style-type: none"> Majority of clients are working their mental illness/substance misuse recovery. Those not interested in recovery tend to move on out of the TLP. 	<ul style="list-style-type: none"> 78% of the active TLP clients are actively working on their mental illness and related issues. 	<ul style="list-style-type: none"> Of the 26 total TLP clients, 3/12% were in the TLP for very short stays and not actively engaged. An additional 5/19% clients had periods of consistency in working on their mental illness and related issues, but other times struggled.
<ul style="list-style-type: none"> Encourage TLP clients to engage with TH staff through COP after leaving TLP. Encourage use of COP for extra support for those living in the community. Be intentionally welcoming and supportive of people seeking COP supports. 	<ul style="list-style-type: none"> 70% of COP clients are former TLP clients. 75% of COP clients will have 6 or more contacts with TH staff. 	<ul style="list-style-type: none"> Majority of COP is former TLP. Seeing increases in clients served and contacts in COP. FY'22, COP averaged 133 contacts/month and 43 people. In August & Sept, average 191 contacts and 48 people. 	<ul style="list-style-type: none"> 86% of COP clients are former TLP clients. 48% of COP clients had 6 or more contacts with TH staff. COP connected with 92 COP clients during the first half of FY'23, so the number of people with 6 or more contacts was 44, which is higher than the past few years, but the percentage was lower. Our new COP Recovery Coordinator reached out to more COP clients who we hadn't had contact with – many reported doing well and didn't require the projected frequency of contact. 	<ul style="list-style-type: none"> 98/88% of COP clients are former TLP clients. 55/50% of the COP clients had 6 or more contacts with TH staff. Staff will be making changes to the definition of “contacts” in FY'24. There were some included in COP contacts that with the more expanded definition will not count in the future because though there was contact, it was not significant enough to impact behavior.

TRANSITION HOUSE, INC. FY'23 GOALS & OUTCOMES

GOAL 3: DEVELOP RESOURCES TO STRENGTHEN TH CORE SERVICES AND AGENCY OPERATIONS.

TRANSITION HOUSE STANDARDS:

- WORK TO FIND EFFICIENT AND EFFECTIVE TOOLS TO UTILIZE IN PROVIDING SERVICES AND MANAGE NECESSARY OPERATIONS OF TH.
- CONTINUE RESOURCE DEVELOPMENT TO SUPPORT THE QUALITY OPERATIONS OF THE AGENCY.
- FOCUS ON IMPROVING CONNECTIONS WITH CURRENT AND PROSPECTIVE FUNDING SOURCES.

ACTION STEPS	PROJECTED OUTCOME BY 6/30/23	STATUS – 10/17/22	STATUS – 1/19/2023	STATUS
<ul style="list-style-type: none"> • Strengthen staff skill sets by participating in ongoing training and conferences. • Clinical staff will compile a list of needed books/training materials. 	<ul style="list-style-type: none"> • Clinical staff will complete required ODMHSAS trainings. • Programs Director will investigate and recommend trainings as appropriate. • List of books and training materials will be reviewed, and the acquisition process will begin. 	<ul style="list-style-type: none"> • Staff is up to date on required ODMHSAS trainings. • Continuing to investigate other training opportunities – 1 staff member attended a drumming training (no cost). • List of books & training materials is being developed. 	<ul style="list-style-type: none"> • Staff is up to date on required ODMHSAS training including First Aid, CPR, Infectious Disease Control, plus housing related trainings • Upcoming training for Narcan is scheduled. 	<ul style="list-style-type: none"> • 1 Staff member attended Drumming/Music Wellness training. • All Staff completed First Aid, CPR, Infectious Disease Control, housing related training, NARCAN training. • Programs Director and Recovery Coordinator did Motivational interviewing. • Both Recovery Coordinators have started SOAR training and hope to complete in early FY'24. • Therapeutic Options training and Fire & Safety are to be completed in early FY'24.
<ul style="list-style-type: none"> • Create innovative ways to ensure and promote staff wellness and retention. 	<ul style="list-style-type: none"> • Staff will have participated in at least 3 SWARA's (Staff Wellness and Recovery Activities). 	<ul style="list-style-type: none"> • Since July, Staff has had 3 SWARA's. 	<ul style="list-style-type: none"> • Staff had a special Holiday lunch celebration in December. • Board approved Holiday Bonuses. 	<ul style="list-style-type: none"> • Improved consistency with SWARA's by the end of FY'23 • Staff received Holiday Bonuses, plus with additional ARPA funds, staff members received bonuses in the Spring 2023 and were notified of raises for FY'24 and FY'25. • Staff is finding ways to have fun during the workday to help manage work stress and to strengthen the Team. • By Spring 2023, we have a full, consistent staff who are committed to working at TH.
<ul style="list-style-type: none"> • Review TH policies and procedures and determine priorities and next steps in updates. 	<ul style="list-style-type: none"> • Have the new Employee Handbook approved by TH's Board of Directors. • Do Staff training on the new Handbook. 	<ul style="list-style-type: none"> • New Employee Handbook is being presented to the Board Oct. 20 for approval. • Preparing to begin work on updated Governance Policies, Bylaws & Articles of Incorporation. 	<ul style="list-style-type: none"> • Employee Handbook was approved Oct. 2022. All staff have reviewed and signed off on new documents. • Updated Bylaws and Articles of Incorporation were approved by the TH Board in Jan. 2023. Governance Policies will go before the Board by March 2023. • Some essential updates have started with TH Clinical Policies. 	<ul style="list-style-type: none"> • New Employee Handbook was approved by the Board in October 2022. • Bylaws and Articles of Incorporation were approved in January 2023. • New Governance Policies were approved by the Board in April 2023. • New Recovery Coordinator Training Manual was completed in March 2023. • New TLP Application packet was completed in June 2023 . • Additional work on Clinical Policies and Procedures work continues in FY'24. • Developed & received Board approval on new Narcan policy and Activities Release.
<ul style="list-style-type: none"> • Increase public awareness of TH by expanding social media presence and creating a newsletter. • Encourage and empower client participation in 	<ul style="list-style-type: none"> • Produce 1 newsletter. • Assess benefits versus risks of establishing a TikTok. • 5 new Transitionisms created by clients. 	<ul style="list-style-type: none"> • Have not done a newsletter yet. We've increased the number of shared client celebrations and events on social media as posts & stories. 	<ul style="list-style-type: none"> • 1 Holiday newsletter was shared and posted on TH website. • Over 20 new Transitionisms have been created – influenced by clients. 	<ul style="list-style-type: none"> • 1 Holiday newsletter was shared and posted on TH website. • Over 20 new Transitionisms have been created – influenced by clients. • June Bug Jam videos, based on client experiences, premiered at June Bug Jam 2023 and were shared on YouTube, Facebook & Instagram - providing additional opportunities for increased

TRANSITION HOUSE, INC. FY'23 GOALS & OUTCOMES

<p>increased advocacy and awareness efforts.</p>				<p>awareness of TH services and client experiences and outcomes. Segments of some of these videos have been used to create reels that are shared on social media.</p> <ul style="list-style-type: none"> • COP Recovery Coordinator post COP activities on Facebook. • More active involvement with OKCNP Oklahoma Center for Non-Profits) – resulted in TH being a finalist for the ONE Award. • 6 TH clients participated in a study by OU’s E-Team. The following is the conclusion statement from this study: “With forty-one years of experience, Transition House has built a robust network dedicated to serving its clients. In interviewing six of Transition House’s success stories, we have identified some of the systems, attitudes, and approaches that allow Transition House to change lives.”
<ul style="list-style-type: none"> • Research and select a donor database tool for TH. 	<ul style="list-style-type: none"> • Have the new database tool selected and operational. 	<ul style="list-style-type: none"> • At the end of Sept. 2022, began work with Bloomerang to develop a TH donor database. Hope to launch Jan. 2023. 	<ul style="list-style-type: none"> • Making progress with the development of the Bloomerang donor database. Launch is now projected in late Spring. 	<ul style="list-style-type: none"> • Progress has been made on setting up Bloomerang as a donor database, but it is still not fully functional.
<ul style="list-style-type: none"> • Select and empower Board and Volunteers for the FY'23 Fund Raising Committee. • Coordinate efforts between Executive Director, Board and Volunteers to reach out to potential new funding sources. 	<ul style="list-style-type: none"> • Have Fund Raising Committee established. • Have at least 3 Fund Raising Committee meetings that will establish the fund raising plan and begin work on the plan. 	<ul style="list-style-type: none"> • Fund Raising Committee Chair is in place and will begin recruiting for the committee. • Will be applying for Non-Profit ARPA funds as soon as the portal opens (hopefully Oct. 2022) 	<ul style="list-style-type: none"> • Fund Raising Committee Chair has been selected. • TH received \$70,000 City of Norman ARPA grant and is awaiting news on the State ARPA grant. 	<ul style="list-style-type: none"> • TH’s Board Fund Raising Committee was active and engaged during FY'23. • JBJ fund raising gross = \$20,353 (including Facebook Drives for JBJ) with a net = \$18,967. • Donor Drive raised \$21, 409. • TH received 2 ARPA grants: \$70,000 City of Norman and \$50,000 through Department of Commerce. Those funds will be expended from FY'23-FY'25 • TH received a \$5,000 grant as a ONE Award Finalist.

TRANSITION HOUSE, INC. FY'24 GOALS

GOAL 1: IMPROVE QUALITY OF LIFE FOR PEOPLE SEEKING RECOVERY THROUGH ENHANCED WELLNESS OPPORTUNITIES.

TRANSITION HOUSE STANDARDS:

- UTILIZE BEST PRACTICES TO DEVELOP AND FACILITATE GROUP CURRICULUM, PLAN MEANINGFUL ACTIVITIES, AND OBTAIN CLIENT FEEDBACK.
- CONTINUE BUILDING AND STRENGTHENING CONNECTIONS WITH COMMUNITY PARTNERS.
- PROVIDE INTENSIVE CASE MANAGEMENT WITH A FOCUS ON DEVELOPING HEALTHY AND MEANINGFUL RELATIONSHIPS, SUPPORT, HOPE, ADVOCACY, AND CONNECTIONS.
- PROVIDE SUPPORTIVE COUNSELING TO HELP MANAGE SYMPTOMS OF MENTAL ILLNESS AND SUBSTANCE USE DISORDERS.
- PROVIDE SAFE AND SECURE HOUSING FOR PEOPLE PARTICIPATING IN THE TRANSITIONAL LIVING PROGRAM (TLP).
- PROVIDE AS NEEDED DIVERSE SUPPORT OPPORTUNITIES FOR THOSE SEEKING COMMUNITY OUTREACH PROGRAM (COP) SERVICES.

ACTION STEPS	PROJECTED OUTCOME BY 6/30/24	STATUS – OCT 2023	STATUS – JAN 2024	FISCAL YEAR END SUMMARY
<ul style="list-style-type: none"> • Continue acquiring additional evidence-based curriculum and materials to support meaningful groups and activities. 	<ul style="list-style-type: none"> • Acquire 1 new set of evidence-based materials. • Acquire 1 new set of effective tools to help promote overall well-being. 	•	•	•
<ul style="list-style-type: none"> • Continue community outreach, collaboration and partnerships with local and regional agencies by hosting open houses for networking opportunities and engagement in community meetings. 	<ul style="list-style-type: none"> • Host 2 Open House for community providers. • Representatives from the Clinical Team will have 2 on-site visit with regional agencies. 	•	•	•
<ul style="list-style-type: none"> • Explore options for a clinical consultant to meet with TH staff monthly. 	<ul style="list-style-type: none"> • Acquire a new clinical consultant by 6/2024. 	•	•	•
<p>Transitional Living Program (TLP):</p> <ul style="list-style-type: none"> • Develop and maintain healthy connections with clients in the TLP. • Determine client needs that cannot be met at TH, and work to advocate and refer for additional support. • Monitor and maintain cleanliness, comfort, and safety at TLP apartments. • Provide supportive counseling. 	<ul style="list-style-type: none"> • 80% of the TLP clients establish and maintain healthy therapeutic relationships with their Recovery Coordinator. • 90% of the TLP clients will have provided a list of needed identification and will be working to secure those documents. • 100% of the TLP clients will be living in safe and secure housing. • 75% of the TLP clients have a better quality of life and support system. 	•	•	
<p>Community Outreach Program (COP):</p> <ul style="list-style-type: none"> • COP clients are welcome to attend TLP groups and activities if approved by the Programs Director. • Social/Recreational activities are scheduled to encourage client engagement. • Phone calls are answered, and support is given to people seeking assistance and referrals. • Affirm and empower client worthiness while sharing hope. 	<ul style="list-style-type: none"> • At least 2 social/recreational activities will be scheduled monthly. • 75% of COP clients with 6 or more contacts in 6 months will have improvements or maintain adequate social/recreational skills; community living skills; and mental illness management. • At least 5 affirming/empowering messages will be shared weekly through social media. • 80% of the COP clients have a better quality of life and support system. 	•	•	•

TRANSITION HOUSE, INC. FY'24 GOALS

GOAL 2: IMPROVE HEALTHY COMMUNITY RE-ENTRY FOR PEOPLE INVOLVED IN AGENCY PROGRAMS.

TRANSITION HOUSE STANDARDS:

- COMMITTED TO BEING MINDFUL OF THE ESSENTIAL PARTNERSHIP BETWEEN AGENCY CLIENTS, WORK, AND THE COMMUNITY.
- EQUIP CLIENTS WITH THE NECESSARY TOOLS TO BE CONTRIBUTING MEMBERS IN THE COMMUNITY WHILE HOLDING THEM ACCOUNTABLE TO SOCIETAL STANDARDS.

ACTION STEPS	PROJECTED OUTCOME BY 6/30/24	STATUS – OCT 2023	STATUS – JAN 2024	FISCAL YEAR END SUMMARY
<ul style="list-style-type: none"> • Refer and empower clients to seek healthy connections, resources, and services outside of TH as needed. • Maintain high quality, recovery focused, consistent services through individual and group meetings with clients. 	<ul style="list-style-type: none"> • 80% of the TLP clients will be referred to outside mental health and other providers to receive needed services that TH staff cannot provide. • 75% of TLP clients will have improvements in or maintain adequate skill levels in: mental illness management; community living, work related, and social/recreation skills. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Hold clients accountable to their recovery and occupancy agreements and recovery plans. 	<ul style="list-style-type: none"> • 80% of the TLP clients will be adhering to standards established by the occupancy and recovery agreements. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Support and hold clients accountable to recovery plans and use monthly assessments to guide plan updates to help clients maintain stable housing and income, thus reducing the risk of reoffending. • Ensure people transition out of the TLP into appropriate housing or programs that best fit their needs. 	<ul style="list-style-type: none"> • 80% of the active TLP clients will actively be working on their mental illness and related issues. • 75% of TLP clients will transition to appropriate community living or programs based on their needs. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Encourage TLP clients to engage with TH staff through COP after leaving TLP. • Encourage use of COP for extra support for those living in the community. • Be intentionally welcoming and supportive of people seeking COP supports. • Create a COP application form for those who have not been in the TLP who are interested in COP services. • Create COP cover sheet. • Add COP clients into TheraNest. 	<ul style="list-style-type: none"> • 70% of COP clients are former TLP clients. • 75% of COP clients will have 6 or more contacts with TH staff. • Create COP application by 6/30/24. • 80% of COP clients will have a COP cover sheet. • 80% of COP clients will be entered into TheraNest. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

TRANSITION HOUSE, INC. FY'24 GOALS

GOAL 3: DEVELOP RESOURCES TO STRENGTHEN TH CORE SERVICES AND AGENCY OPERATIONS.

TRANSITION HOUSE STANDARDS:

- WORK TO FIND EFFICIENT AND EFFECTIVE TOOLS TO UTILIZE IN PROVIDING SERVICES AND MANAGE NECESSARY OPERATIONS OF TH.
- CONTINUE RESOURCE DEVELOPMENT TO SUPPORT THE QUALITY OPERATIONS OF THE AGENCY.
- FOCUS ON IMPROVING CONNECTIONS WITH CURRENT AND PROSPECTIVE FUNDING SOURCES.

ACTION STEPS	PROJECTED OUTCOME BY 6/30/24	STATUS – OCT 2023	STATUS – JAN 2024	FISCAL YEAR END SUMMARY
<ul style="list-style-type: none"> • Strengthen staff skill sets by participating in ongoing training and conferences. 	<ul style="list-style-type: none"> • Clinical staff will complete required ODMHSAS trainings. • Clinical staff will complete Case Management training. • Clinical staff will complete Motivational Interviewing training. • Clinical staff complete Mental Health First Aid. 	•	•	•
<ul style="list-style-type: none"> • Continue exploring innovative ways to ensure and promote staff wellness and retention. 	<ul style="list-style-type: none"> • Staff will have participated in at least 10 SWARA's (Staff Wellness and Recovery Activities). 	•	•	•
<ul style="list-style-type: none"> • Continue review TH policies and procedures and determine priorities and next steps in updates. 	<ul style="list-style-type: none"> • Update Clinical Policies and Procedures by 6/30/24 • Create new Client Orientation packet, Client Handbook, and TLP interview form. 	•	•	•
<ul style="list-style-type: none"> • Increase public awareness of TH by expanding social media presence and creating a newsletter. • Encourage and empower client participation in increased advocacy and awareness efforts. 	<ul style="list-style-type: none"> • Produce 2 newsletters. • Assess benefits versus risks of establishing a TH TikTok. • 5 new Transitionisms to be created by clients. • Create 3 short videos to raise awareness of mental health and substance abuse disorders. • Create 3 short videos to improve understanding of the services provided by TH 	•	•	•
<ul style="list-style-type: none"> • Seek assistance to finalize work to set up Bloomerang. 	<ul style="list-style-type: none"> • Have Bloomerang operational by October 2023 	•	•	•
<ul style="list-style-type: none"> • Select and empower Board and Volunteers for the FY'24 Fund Raising Committee. • Coordinate efforts between Executive Director, Board and Volunteers to reach out to potential new funding sources. 	<ul style="list-style-type: none"> • Have Fund Raising Committee established by Dec. 2023 • Have at least 3 Fund Raising Committee meetings that will establish the fund raising plan and begin work on the plan. 	•	•	•

FY '24 TIMELINE - MONTHLY FOCUS AREAS:

STAFF		BOARD
JULY	<ul style="list-style-type: none"> Client Surveys Annual Report United Way Year End Reports (TLP & COP Assessments included) Continue meetings with COCMHC & GMH leadership to discuss coordination of services/referrals/partnerships 	<ul style="list-style-type: none"> Executive Director's evaluation
AUGUST	<ul style="list-style-type: none"> Annual Report United Way campaign Prep work for TH Audit TH GiveSmartOKC updates Begin OU student practicum/internship connection process Connect with incoming TH Board Fellow Apply for TigerPalooza opportunity Begin Clinical Policies and Procedures updates 	<ul style="list-style-type: none"> Board recruitment Executive Committee work on developing FY'24 Board Committees Begin preliminary decisions regarding JBJ'24 Secure JBJ'24 venue
SEPTEMBER	<ul style="list-style-type: none"> Day of Caring Explore Case Management training for Recovery Coordinators Work with OU Board fellow to assist with Bloomerang Work with Board on direction for JBJ production 	<ul style="list-style-type: none"> Board will receive FY'24 Goals from Staff – further develop into a Strategic Plan Plan Agency Retreat Donor Drive Committee begins meeting JBJ Sponsorship Drive Committee begins meeting Begin work on JBJ production
OCTOBER	<ul style="list-style-type: none"> UWN Site visit Beginning of Holidays with Halloween Party Continue Clinical Policy & Procedures work 	<ul style="list-style-type: none"> Make preliminary contacts with prospective sponsors Conduct Agency retreat later in October/early November
NOVEMBER	<ul style="list-style-type: none"> Deadline for TH audit completion and distribution Thanksgiving Celebration 	<ul style="list-style-type: none"> Have list of Donor Drive prospects prepared
DECEMBER	<ul style="list-style-type: none"> Client Holiday shopping Holiday Party/Open House 	<ul style="list-style-type: none"> Kick off Donor Drive Holiday Party/Open House
JANUARY	<ul style="list-style-type: none"> United Way LOI's Mid-Year UW Reports (TLP & COP Assessments included) Continue focus on JBJ work with Board 	<ul style="list-style-type: none"> Begin JBJ planning <ul style="list-style-type: none"> JBJ Sponsor Drive kick off JBJ Public Relations work begins JBJ t-shirt work begins
FEBRUARY	<ul style="list-style-type: none"> Grants/RFP's: UW; DMHSAS Renew SOS Charitable Non-Profit Certificate 	<ul style="list-style-type: none"> Be actively seeking JBJ sponsors
MARCH	<ul style="list-style-type: none"> Finalize grants/RFP's 	<ul style="list-style-type: none"> Finalize JBJ theme and direction for production
APRIL	<ul style="list-style-type: none"> JBJ prep Grant presentations 	<ul style="list-style-type: none"> JBJ promotion work and t-shirts Governance Committee begins to meet to prepare for July Annual meeting
MAY	<ul style="list-style-type: none"> JBJ prep Begin Client Survey process SVSC grant 	<ul style="list-style-type: none"> Final prep for JBJ Finance Committee meeting to help prep next fiscal year budget
JUNE	<ul style="list-style-type: none"> June Bug Jam Staff Evaluations OEC grant 	<ul style="list-style-type: none"> June Bug Jam Executive Director's evaluation Annual Board meeting Election of Officers

Transition House FY'23 Year to Date Financial Report

TH INCOME: Corrected 8/18/2023	Admin:	FR:	TL:	COP:	Total:	Year to Date FY'23	TH Budget FY'23	\$ Over Budget	% of Budget	
Contributions	785.93	133.61	15.72	133.61	503.00	785.93	785.93	100.00	685.93	785.93%
United Way/Norman	45,999.96	7,819.99	920.00	14,580.15	22,679.82	45,999.96	45,999.96	46,000.00	(0.04)	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	2,500.00						(1,385.82)	(2,500.00)	1,114.18	55.43%
Fund Raising Inc.	20,500.00					20,352.51	20,500.00	(147.49)	99.28%	
FR Events - Total	18,966.69	3,224.34	379.33	7,664.48	7,698.54	18,966.69	18,966.69	18,000.00	966.69	105.37%
DMHSAS										
Unreimbursed services	0.00								0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	266,645.00	45,329.65	5,332.90	186,651.50	29,330.95	266,645.00	266,645.00	270,000.00	(3,355.00)	98.76%
Other Gov. Grants:SVSC,ARPA	26,080.02	4,433.60	521.60	19,299.21	1,825.60	26,080.02	26,080.02	17,000.00	9,080.02	153.41%
Foundation Grants	15,000.00	2,550.00	300.00	9,600.00	2,550.00	15,000.00	15,000.00	10,000.00	5,000.00	150.00%
Civic Clubs Donations/Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00%
Donor Drive	21,409.00	3,639.53	428.18	13,701.76	3,639.53	21,409.00	21,409.00	22,000.00	(591.00)	97.31%
Client/Participant Fees	11,754.00	1,998.18	235.08	9,520.74	0.00	11,754.00	11,754.00	8,200.00	3,554.00	143.34%
Interest	593.54	100.90	11.87	100.90	379.87	593.54	593.54	300.00	293.54	197.85%
Miscellaneous	246.95	41.98	4.94	0.00	200.03	246.95	246.95	0.00	246.95	100.00%
TOTAL	407,481.09	69,271.79	8,149.62	261,252.35	68,807.33	407,481.09	407,481.09	392,600.00	14,881.09	103.79%
TH EXPENSES:										
Salaries	242,270.48	41,185.98	4,845.41	155,053.11	41,185.98	242,270.48	242,270.48	219,440.00	22,830.48	110.40%
Employees Health, Dental, Life Ins.	27,167.48	4,618.47	543.35	17,387.19	4,618.47	27,167.48	27,167.48	32,000.00	(4,832.52)	84.90%
Worker's Comp.	4,407.00	749.19	88.14	2,820.48	749.19	4,407.00	4,407.00	5,000.00	(593.00)	88.14%
FICA/Pay.Tax/OES	19,287.85	3,278.93	385.76	12,344.22	3,278.93	19,287.85	19,287.85	19,900.00	(612.15)	96.92%
Legal/Accounting Office Supplies(includes: Payroll updates; TheraNest; Bloomerang)	12,399.25	2,107.87	247.99	7,935.52	2,107.87	12,399.25	12,399.25	10,000.00	2,399.25	123.99%
Telephone/Internet/Website	6,592.16	1,120.67	131.84	4,218.98	1,120.67	6,592.16	6,592.16	2,000.00	4,592.16	329.61%
3,840.79	652.93	76.82	2,458.11	652.93	3,840.79	3,840.79	4,500.00	(659.21)	85.35%	
Postage	70.75	12.03	1.42	45.28	12.03	70.75	70.75	400.00	(329.25)	17.69%
Rent	51,100.00	8,687.00	1,022.00	32,704.00	8,687.00	51,100.00	51,100.00	50,400.00	700.00	101.39%
Utilities	13,628.59	2,316.86	272.57	8,722.30	2,316.86	13,628.59	13,628.59	12,000.00	1,628.59	113.57%
Household	2,895.75	492.28	57.92	1,853.28	492.28	2,895.75	2,895.75	2,400.00	495.75	120.66%
Maint/Rep-Property	1,647.81	280.13	32.96	1,054.60	280.13	1,647.81	1,647.81	1,000.00	647.81	164.78%
Maint/Rep-Equipment	5,554.46	944.26	111.09	3,554.85	944.26	5,554.46	5,554.46	5,000.00	554.46	111.09%
Training/Development	1,383.93	235.27	27.68	885.72	235.27	1,383.93	1,383.93	4,000.00	(2,616.07)	34.60%
Food	1,779.16	302.46	35.58	1,138.66	302.46	1,779.16	1,779.16	2,000.00	(220.84)	88.96%
Client Supplies/Activities	7,428.96	1,262.92	148.58	4,754.53	1,262.92	7,428.96	7,428.96	9,200.00	(1,771.04)	80.75%
Streaming Services	397.76	67.62	7.96	254.57	67.62	397.76	397.76	250.00	147.76	159.10%
Vehicle - Gas	919.05	156.24	18.38	588.19	156.24	919.05	919.05	2,000.00	(1,080.95)	45.95%
Vehicle - Maint/Repair	1,594.49	271.06	31.89	1,020.47	271.06	1,594.49	1,594.49	2,500.00	(905.51)	63.78%
Vehicle- Insurance/Tag	2,370.00	402.90	47.40	1,516.80	402.90	2,370.00	2,370.00	2,800.00	(430.00)	84.64%
Dues & Subscriptions	263.00	44.71	5.26	168.32	44.71	263.00	263.00	500.00	(237.00)	52.60%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	(100.00)	0.00%
General/Prof Liability	3,125.00	531.25	62.50	2,000.00	531.25	3,125.00	3,125.00	3,200.00	(75.00)	97.66%
Dir./Officers Liability	2,003.00	340.51	40.06	1,281.92	340.51	2,003.00	2,003.00	2,010.00	(7.00)	99.65%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	412,126.72	70,061.54	8,242.53	263,761.10	70,061.54	412,126.72	412,126.72	392,600.00	19,526.72	104.97%
Dif. Between Inc vs Exp:	(4,645.63)	(789.76)	(92.91)	(2,508.75)	(1,254.21)	(4,645.63)	(4,645.63)	0.00	(4,645.63)	100.00%
Overall Program %		17%	2%	64%	17%	100%	100%			

**Trenary CPA Firm, P.L.L.C.
Certified Public Accountants
3222 SW 119th Street
Oklahoma City, Oklahoma 73170**

**TO THE BOARD OF DIRECTORS
TRANSITION HOUSE, INC.
NORMAN, OK**

Transition House has hired me to prepare financial reports for management use in their decision making. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, or a conclusion, nor provide any form of assurance on these financial statements.

The reports attached to this letter cover the twelve months ended June 30, 2023.

**TRENARY CPA FIRM, P.L.L.C.
OKLAHOMA CITY, OKLAHOMA**
TRENARY CPA FIRM, P.L.L.C.

18-Aug-23

Transition House, Inc.
Balance Sheet Prev Year Comparison
As of June 30, 2023

	June 30, 23	June 30, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1012 · Armstrong Checking	178,099.66	77,898.35	100,201.31	128.63%
Total Checking/Savings	178,099.66	77,898.35	100,201.31	128.63%
Other Current Assets				
1055 · OKDMH contract receivable	15,399.99	18,369.99	-2,970.00	-16.17%
1060 · Prepaid insurance	4,284.61	4,284.61	0.00	0.0%
1075 · Pledges receivable - JBJ	500.00	500.00	0.00	0.0%
Total Other Current Assets	20,184.60	23,154.60	-2,970.00	-12.83%
Total Current Assets	198,284.26	101,052.95	97,231.31	96.22%
Fixed Assets				
1120 · Furniture & equipment	34,303.33	34,303.33	0.00	0.0%
1124 · Vehicles	21,800.00	21,800.00	0.00	0.0%
1130 · Accumulated depreciation	-48,980.64	-48,980.64	0.00	0.0%
Total Fixed Assets	7,122.69	7,122.69	0.00	0.0%
TOTAL ASSETS	205,406.95	108,175.64	97,231.31	89.88%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · FICA taxes payable	94.05	0.08	93.97	117,462.5%
2205 · MC taxes payable	23.99	0.00	23.99	100.0%
2210 · FIT taxes payable	96.00	0.00	96.00	100.0%
2215 · TSA payable	0.00	0.00	0.00	0.0%
2220 · OK WH taxes payable	29.00	-17.00	46.00	270.59%
2230 · United Way WH payable	8.00	11.00	-3.00	-27.27%
2240 · Accrued vacation payable	7,792.58	7,792.58	0.00	0.0%
2401 · Deferred grant revenue	0.00	0.00	0.00	0.0%
2501 · Current portion of loan	0.00	0.00	0.00	0.0%
Total Other Current Liabilities	8,043.62	7,786.66	256.96	3.3%
Total Current Liabilities	8,043.62	7,786.66	256.96	3.3%
Long Term Liabilities				
2402 · Deferred ARPA Grant Rev	101,619.98	0.00	101,619.98	100.0%
Total Long Term Liabilities	101,619.98	0.00	101,619.98	100.0%
Total Liabilities	109,663.60	7,786.66	101,876.94	1,308.35%
Equity				
3001 · Unrestricted net assets	36,565.14	36,565.14	0.00	0.0%
3002 · Retained Earnings	63,823.84	81,785.99	-17,962.15	-21.96%
Net Income	-4,645.63	-17,962.15	13,316.52	74.14%
Total Equity	95,743.35	100,388.98	-4,645.63	-4.63%
TOTAL LIABILITIES & EQUITY	205,406.95	108,175.64	97,231.31	89.88%

Transition House, Inc. Profit & Loss Prev Year Comparison July 1, 2022 - June 30, 2023

	<u>Jul '22-June '23</u>	<u>Jul '21-June '22</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4000 · Contributions	785.93	280.75	505.18	179.94%
4100 · United Way allocation	45,999.96	42,500.00	3,499.96	8.24%
4101 · ARPA Grant Revenue	18,380.02	0.00	18,380.02	100.0%
4200 · Fund raising				
4201 · Fund raising expenses	-1,385.82	-2,621.66	1,235.84	47.14%
4200 · Fund raising - Other	20,352.51	15,205.71	5,146.80	33.85%
Total 4200 · Fund raising	<u>18,966.69</u>	<u>12,584.05</u>	<u>6,382.64</u>	<u>50.72%</u>
5000 · ODMHSAS contract				
5001 · Unreimbursed contract services	0.00	0.00	0.00	0.0%
5000 · ODMHSAS contract - Other	266,645.00	235,954.99	30,690.01	13.01%
Total 5000 · ODMHSAS contract	<u>266,645.00</u>	<u>235,954.99</u>	<u>30,690.01</u>	<u>13.01%</u>
5500 · Other Gov. grants	7,700.00	7,323.24	376.76	5.15%
5501 · Foundation/Civic Club Grants	15,000.00	10,000.00	5,000.00	50.0%
6000 · Donor Drive	21,409.00	29,934.15	-8,525.15	-28.48%
6200 · Participant fee	11,754.00	4,916.00	6,838.00	139.1%
6500 · Interest income	593.54	476.74	116.80	24.5%
6700 · Donated services & materials	0.00	0.00	0.00	0.0%
6900 · Miscellaneous revenues	246.95	206.70	40.25	19.47%
Total Income	<u>407,481.09</u>	<u>344,176.62</u>	<u>63,304.47</u>	<u>18.39%</u>
Gross Profit	407,481.09	344,176.62	63,304.47	18.39%
Expense				
Management & General	70,061.54	61,563.59	8,497.95	13.8%
Fundraising	8,242.53	7,242.78	999.76	13.8%
Transitional Living	263,761.10	231,768.81	31,992.29	13.8%
Community Outreach	70,061.54	61,563.59	8,497.95	13.8%
Total Expense	<u>412,126.72</u>	<u>362,138.77</u>	<u>49,987.95</u>	<u>13.8%</u>
Net Income/(Loss)	<u><u>-4,645.63</u></u>	<u><u>-17,962.15</u></u>	<u><u>13,316.52</u></u>	<u><u>74.14%</u></u>

Transition House, Inc.
Statement of Functional Expenses
Prev Year Comparison
July 1, 2022 - June 30, 2023

Expense	2023					2022				
	Mgmt & General	Fundraising	Transitional Living	Community Outreach	Total Jul '22-June '23	Mgmt & General	Fundraising	Transitional Living	Community Outreach	Total Jul '21-June '22
7000 · Salaries & wages	41,185.98	4,845.41	155,053.11	41,185.98	242,270.48	34,604.18	4,071.08	130,274.56	34,604.18	203,554.00
7002 · Employee Health,Dental,Life Ins	4,618.47	543.35	17,387.19	4,618.47	27,167.48	4,756.95	559.64	17,908.51	4,756.95	27,982.04
7003 · Workers' comp	749.19	88.14	2,820.48	749.19	4,407.00	887.57	104.42	3,341.44	887.57	5,221.00
7004 · FICA/MC/OESC	3,278.93	385.76	12,344.22	3,278.93	19,287.85	3,620.42	425.93	13,629.82	3,620.42	21,296.60
8000 · Legal & accounting	2,107.87	247.99	7,935.52	2,107.87	12,399.25	2,001.75	235.50	7,536.00	2,001.75	11,775.00
8100 · Office supplies	1,120.67	131.84	4,218.98	1,120.67	6,592.16	656.46	77.23	2,471.37	656.46	3,861.51
8200 · Telephone/Internet/Website	652.93	76.82	2,458.11	652.93	3,840.79	616.05	72.48	2,319.26	616.05	3,623.85
8300 · Postage	12.03	1.42	45.28	12.03	70.75	21.41	2.52	80.61	21.41	125.96
8400 · Rent	8,687.00	1,022.00	32,704.00	8,687.00	51,100.00	7,752.00	912.00	29,184.00	7,752.00	45,600.00
8410 · Utilities	2,316.86	272.57	8,722.30	2,316.86	13,628.59	1,918.42	225.70	7,222.30	1,918.42	11,284.84
8420 · Household expenses	492.28	57.92	1,853.28	492.28	2,895.75	355.72	41.85	1,339.19	355.72	2,092.48
8430 · Property maintenance & repairs	280.13	32.96	1,054.60	280.13	1,647.81	282.03	33.18	1,061.75	282.03	1,658.99
8500 · Equipment maintenance & repair	944.26	111.09	3,554.85	944.26	5,554.46	808.61	95.13	3,044.17	808.61	4,756.51
8800 · Training & development	235.27	27.68	885.72	235.27	1,383.93	164.30	19.33	618.55	164.30	966.49
8910 · Food	302.46	35.58	1,138.66	302.46	1,779.16	265.41	31.23	999.21	265.41	1,561.26
Total 8920 · Client Supplies/Activites	1,262.92	148.58	4,754.53	1,262.92	7,428.96	1,176.03	138.36	4,427.42	1,176.03	6,917.85
8925 · Streaming Services	67.62	7.96	254.57	67.62	397.76	49.26	5.80	185.45	49.26	289.76
8930 · Gasoline	156.24	18.38	588.19	156.24	919.05	143.02	16.83	538.42	143.02	841.28
8940 · Vehicle maintenance & repair	271.06	31.89	1,020.47	271.06	1,594.49	175.67	20.67	661.34	175.67	1,033.35
8950 · Vehicle insurance	402.90	47.40	1,516.80	402.90	2,370.00	414.29	48.74	1,559.68	414.29	2,437.00
9000 · Dues & subscriptions	44.71	5.26	168.32	44.71	263.00	23.80	2.80	89.60	23.80	140.00
9450 · General & prof liability ins	531.25	62.50	2,000.00	531.25	3,125.00	529.72	62.32	1,994.24	529.72	3,116.00
9455 · Directors & officers liab ins	340.51	40.06	1,281.92	340.51	2,003.00	340.51	40.06	1,281.92	340.51	2,003.00
9500 · Depreciation	-	-	-	-	-	-	-	-	-	-
9710 · Other expenses	-	-	-	-	-	-	-	-	-	-
Total Expense	70,061.54	8,242.53	263,761.10	70,061.54	412,126.72	61,563.59	7,242.78	231,768.81	61,563.59	362,138.77

Transition House, Inc.
Statement of Cash Flows
July 1, 2022 - June 30, 2023

	<u>Jul '21-June '23</u>	<u>Jul '21-June '22</u>
OPERATING ACTIVITIES		
Net Income	-4,645.63	-17,962.15
Adjustments to reconcile Net Income to net cash provided by operations:		
1055 · OKDMH contract receivable	2,970.00	-2,199.99
1060 · Prepaid Insurance	0.00	0.00
2200 · FICA taxes payable	93.97	0.00
2205 · MC taxes payable	23.99	0.00
2210 · FIT WH payable	96.00	0.00
2215 · TSA payable	0.00	0.00
2220 · OK WH taxes payable	46.00	-17.00
2230 · United Way WH payable	-3.00	0.00
2240 · Accrued Vacation payable	0.00	585.70
2401 · Deferred grant revenue	0.00	0.00
Net cash provided by Operating Activities	<u>-1,418.67</u>	<u>-19,593.44</u>
INVESTING ACTIVITIES		
1120 · Furniture & Equipment	0.00	0.00
1130 · Accumulated Depreciation	0.00	0.00
Net cash provided by Investing Activities	<u>0.00</u>	<u>0.00</u>
FINANCING ACTIVITIES		
2402 · Deferred ARPA Grant Revenue	101,619.98	0.00
Net cash provided by Financing Activities	<u>101,619.98</u>	<u>0.00</u>
Net cash increase for period	100,201.31	-19,593.44
Cash at beginning of period	77,898.35	97,491.79
Cash at end of period	<u><u>178,099.66</u></u>	<u><u>77,898.35</u></u>