

**TRANSITION HOUSE, INC.**  
**BOARD OF DIRECTOR'S INFORMATION**  
**APRIL 18, 2024**

**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..."

**BOARD MEETING AGENDA**

1. Call the meeting to order
2. Welcome and Introductions
3. Consideration of the **Agenda**
4. Consideration of last meeting's **Minutes**
5. **Client Report –**
6. **President's Report – Sara**
  - a. **TH Vision/Development of a Strategic Plan**
7. **Treasurer's Report – Rebecca**
8. **Governance**
  - a. Board Recruitment
9. **Business**
  - a. Consideration of the Treasurer's Report
  - b. Acceptance of Board resignation from Kristen Lazalier & Kris Glenn
  - c. Consideration of Prospective Board member – Jacey Goerlitz
  - d. Volunteers to be "TH Ambassadors" – delivering Gifts of Hope to donors
  - e. Thank You to Gavin
10. **Fund Raising**
  - a. **Sponsor Committee –**
  - b. **Production Committee - Liz**
11. **Board Activity Report** (Board members report on their work related to Transition House fund raising, connections, etc. and their goals for the next month)
12. **Staff Report**
13. **Executive Director's Report – Bonnie**
14. As May Arise
15. Adjourn Board meeting

**Excused:**

**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.

 <b>Sara King, MPH, CHES</b> TH Board President Influenza, Associate Director of the Department of Public Health Program OU Health Science Center	 <b>Preston Court, M.Ed.</b> TH Board Vice-President Assistant Director of Student Affairs Administration University of Oklahoma	 <b>Rebecca Deligne</b> TH Board Treasurer Branch Manager First Federal Bank	 <b>Kelly Bergin</b> TH Board Secretary Attorney Bergin Law Group
 <b>Cordt Huneke</b> TH Board Member IT Business Partner Boeing	 <b>Marilyn Korhonen,</b> <b>MBA, EdD</b> TH Board Member Director of Strategic Research Initiatives for Gallop College of Engineering, University of Oklahoma		
 <b>Liz McKown</b> TH Board Member Community Development Org. Carvelign, LLC	 <b>Mandy Mallory, LCSW</b> TH Board Member Owner/Posholtergeist Training/WithLife Coaching LLC	 <b>Bill Scanlon</b> TH Board Member Retired	
 <b>Gavin King</b> OU Price College Board Fellow	 <b>Steve Boyer, MA, C-PRSS</b> TH Client Representative	 <b>Charla Young, LCSW</b> Board Clinical Consultant	

**Included:** Director's Report, Minutes from previous Board meeting; Monthly & Financial Reports


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

**TH Board Meetings for 2024**

- Thursday, January 18, 2024, 5:30pm
- Thursday, February 15, 2024, 5:30pm
- Thursday, March 21, 2024, 5:30pm
- Thursday, April 18, 2024, 5:30pm
- Thursday, May 16, 2024, 5:30pm
- **Thursday, June 20, 2024, 5:30pm – Annual Meeting**
- Thursday, July 18, 2024, 5:30pm
- **No August Meeting**
- Thursday, September 19, 2024, 5:30pm
- Thursday, October 17, 2024, 5:30pm
- Thursday, November 21, 2024, 5:30pm
- No **December Meeting – TH Holiday Party/Open House – Thursday, December 19, 2024, 3-5pm**

YOUR STORY HAS POWER

with special guest performer



Kelley Lobb

June Bug Jam

2024

Sat., June 1, 2024

7pm

The Well

## DIRECTOR'S REPORT FOR APRIL 18, 2024

### ADMINISTRATIVE REPORT:

- Staff:**
  - Amanda is completing her last class for her MHR next weekend! Upon graduation, she'll be eligible to begin preparing for the 2 required national exams that she must pass before she can go under supervision for her LPC.
  - Tyrese will be taking his test to become a CMII – (Case Manager II). Kaylee is still working through the process but should be completing that soon as well. This is a big achievement. We've had this as a goal for our Recovery Coordinators for years.
  - Mandy began as TH's clinical consultant on April 8. We are all very grateful to have her helping staff in this manner.
- Board:**
  - Reminder** – we do require a donation from each Board member annually to stay compliant with TH Governance Policies as well as other funding expectations. If you have not made your gift, please do so before June 30 for FY'24. Thank You.
  - Jacey Goerlitz and Sara met. Jacey has expressed interest in joining the Board. Jacey is Preston's friend who works for the Oklahoma Foodbank.
  - Kristen Lazalier & Kris Glenn have both submitted their resignations to the Board.
  - We need to continue Board recruitment. In particular, we need someone else with finance/accounting expertise – often someone with a banking background. It would be nice to have someone training so when Rebecca completes her term as Treasurer, someone will be well prepared.
  - Impact Statements: Just a reminder to get your TH Impact Statement to me if you haven't already done so.
- Cleveland County Mental Health Task Force:** Next meeting is set for April 12. We have the new ODMHSAS Commissioner, Allie Friesen, at the May 10 Mental Health Task Force meeting. Here's the Zoom Link: <https://us06web.zoom.us/j/5390027589> - which should be the same for each meeting.
- Job Fair:** Job Fair was April 10 at The Well. Amanda has been working with others to make this event happen. Clients attended the event and some made connections and filled out applications. We were pleased with client engagement at this event.
- TH Policy Work:** Amanda hopes to get back to work on Clinical policies soon. We've been extremely busy keeping TLP full. She's doing her best to continue this work along with her other job responsibilities.
- Donor Tracking Tool - Bloomerang:** I'm pleased with the progress that is being made with Bloomerang. Ilene is feeling more comfortable and confident working with this. Special thanks to Gavin for helping out – it has made a difference!
- DMHSAS Site Visit:** Our DMHSAS site visit was scheduled for April 11. We were prepared, however the person from ODMHSAS did not show up. We found out he was in Atlanta at a conference so this will be rescheduled. He sent his apologies for scheduling confusion.
- Work with the E-Team:** I'm continuing my discussions with Geneva regarding the ARPA grant and other opportunities for Transition House.
- TH & JBJ Shirts:** The JBJ shirts are a hit! I'd like thoughts on whether to order more. We still have some, but we are out of the larger sizes.

### FINANCE REPORT:

- Financial status/Bank Balance:** Preliminary Bank Balance for end of March 2024 = \$132,248.54.
- DMHSAS Billing:** Great news – we finally made it and have kept census high enough that our billing for TLP days of services have us ahead of schedule on fulfilling our requirements to received our full fee for service contract from ODMHSAS! This is the first time we've been in this position since the start of the pandemic. The cap on the contract for fee for service is \$220,000 (paying \$55/transitional living day of service since 2000). In FY'23, we were short - \$3,355.00. In FY'22, we were short -\$34,045. In FY'21, we were short -\$39,961.65. In FY'20, we were short -\$5,365. Total loss = -\$82,726.65. UW said this will make an impact in our ARPA RFP application.
- United Way:** Huge thank you to Sara, Rebecca, Kelly, and Amanda for joining me for the UWN RFP presentation. I have to say, it went very well and everyone shared a segment of the presentation. We will see what this means as far as funding likely some time at the end of May, early June. Fingers crossed.
- ARPA Grant:** The UWN ARPA application opens on April 16 and closes April 30. Our request is close to \$290,000. This is 25% of the total amount available.

### FUND RAISING:

- Donor Drive for FY'24:** Thanks to those who are doing recurring monthly gifts to TH. This helps – Thank You!
- BJJ'24:** JBJ'24 is set for June 1, 2024 at The Well.
  - For the most up to date information, go to [www.thouse.org/june-bug-jam](http://www.thouse.org/june-bug-jam).
  - I'm continuing to meet with potential singer/songwriters & performers. Liz has made a wonderful contact and we're hoping for final confirmation.
  - I have sent links to the Board for the first promo – thank you for sharing that on social media!
  - Here's the link to the Sponsor Drive information: <https://docs.google.com/spreadsheets/d/1YnJQJczo9kV8xEzNiLMYbqCGuVQrX8Zfyx9ZJ5uau38/edit#gid=644216058>
  - We have over \$15,400 in pledges with over \$7,800 already received from those pledges.
  - Reminder, our Budget goal for JBJ = \$22,500 gross. \$20,000 net.
- Thank You Notes:** We have a meeting scheduled regarding this the day before Board meeting. We hope to develop a plan during this meeting.

### CLIENT REPORT:

- TL Program Census:** Census is 12.
- Challenges:** I'm excited to report that other than the 'normal' challenges that clients face – we're aren't having any major challenges.
- Successes:** We're seeing improvements in client accountability. Honesty is not always easy for some, but the staff has done an excellent job building healthy relationships so when they have to have the hard conversations, it tends to go a bit better with that connection and trust.
- Celebrations:** This month we celebrated Tayton! Though she completed her TLP earlier, we had difficulties scheduling her party. It was wonderful to see how well she's doing. It was especially nice to have her mother and sister be present at the celebration.

***Recovery is a challenging journey, but when people feel safe and supported, their chances of success improve. Thank You for being a part of People's Success at TH!***



**Transition House, Inc.**  
**Minutes of Board of Directors**  
**Thursday, March 21<sup>st</sup>, 2024, 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 5:33 PM CST.  
 (8 members present at start of meeting – quorum achieved.)
- 2) **Welcome and Introductions –**

**Board Members Present**

Sara King, President  
 Rebecca Delsigne, Treasurer  
 Marilyn Korhonen  
 Preston Court, Vice President  
 Kelly Bergin, Secretary  
 Cordt Huneke  
 Bill Scanlon  
 Mandy Mallory

**Board Members Absent**

Liz McKown (excused)  
 Kristen Lazalier (excused)  
 Kris Glenn (excused)

Guests: Jacey Goerlitz, Beth Lewis

**Staff Present**

Bonnie Peruttzi, Kaylee Wesson

**Clients Present**

Nolan, Chris

- 3) **Consideration of the Agenda:** Preston motions to approve the meeting agenda, seconded by Cordt, no opposition.
- 4) **Consideration of February’s meeting minutes:** Marilyn motions to approve the meeting minutes, seconded by Preston, no opposition.
- 5) **Client Report – Nolan**
  - a. Nolan let us know how much he appreciates being in the program and the staff, especially Kaylee as RC. Thank you Nolan!
- 6) **TH Retirement Plans Options Report – Beth Lewis**
  - a. Part of the planning for use of ARPA funds and our ask there – would make us more competitive in staff retention
  - b. Simple IRA vs. 401(k) handout given

Simple IRA	401(k)
3% match or a 2% whether the employee contributes or not Annually would be \$7,200 if everyone participated to the full 3% match	No req’d match (but see below on safe harbor)

No admin cost for employer or participants	Safe harbor = everybody can participate, no discrimination, but requires a 4% match Admin cost = \$1,500-2,000/yr + one time set up fee of \$1,000
Must have it for at least 2 yrs	
Advisor fee = ¾ of a % deducted to the employee quarterly	

- c. Third option not on handout = Beth works individually with employees on their own IRAs at no cost to TH
  - i. Beth would then be available to the employee
  - ii. Same advisor fee as the simple IRA
- d. Simple IRA is probably our best option
- e. Cordt motions, Kelly seconds, to propose the 3% matching on a Simple IRA in the ARPA proposal, no opposition.

**7) President's Report – Sara**

- a. TH Vision/Development of a Strategic Plan
  - i. Sara and Preston have worked on it with Bonnie
- b. Bonnie is constantly at risk of "losing her leave"
  - i. All employees get 10 hours of vacation time + 10 hours of medical leave every month + 3 floating personal holidays/year + 11ish holidays
    - 1. Every 5 years with the organization gives you an extra 2 hours/month of vacation; so now Bonnie is accruing 20+ hours/month
    - 2. Put a cap on it at 120 hours vacation + 360 medical
    - 3. Must be used every year
    - 4. Personal holidays can't be banked
  - ii. Bonnie ballpark she loses the 3 floating personal days + 3-6 days of vacation each year
  - iii. Preston suggests future planning of just marking a set day/days out – i.e. Bonnie is always out the 3<sup>rd</sup> Friday of the month
  - iv. Sara suggests allowing Bonnie to cash out some leave
    - 1. Ilene has been with the organization 29 years; need to apply this to her also
  - v. Cordt motions to table this until we have more info, Preston seconds, no opposition.
    - 1. Preston and Sara will have a meeting with Bonnie to go over the numbers.

**8) Treasurer's Report – Rebecca**

- a. \$134,735.53 was the balance at the end of Feb.
- b. Donor Drive = not doing great; need to add more focus to that
- c. Increased spending on property maintenance for extra cameras

- d. Per Bonnie - We are within \$500 of our Dept of Mental Health target to not lose funding there; staff has worked extremely hard to keep up census
- e. Marilyn motion to approve, Cordt second, no opposition.

#### 9) **Governance - Preston**

- a. Board Recruitment – Preston brought Jacey Goerlitz
  - i. Works in advocacy and public policy at the Regional Food Bank
- b. Marilyn ran into Tom Cooper; he may be interested in Board membership; Bonnie has been working on it as well

#### 10) **Business**

- a. Consideration of Treasurer's Report – done
- b. Consideration of Prospective Board Member – open to continued conversations (yay!)
- c. Consideration of the new sexual abuse and misconduct policies
  - i. Wasn't specifically enumerated in our Employee Handbook – now it is and can be easily inserted in to the handbook; will also go in the clinical policies and procedures that is currently under development
  - ii. Marilyn motion to accept the new policies, Cordt second, no opposition.
- d. Volunteers to be "TH Ambassadors" – delivering Gifts of Hope to donors
  - i. Kelly is willing to help out with thank-you's; heading up that committee so to speak
  - ii. Committee will be Bill, Kelly and Sara
  - iii. Sara suggests adding an item to the agenda monthly to set a date each month to go and deliver gifts of hope

#### 11) **Fundraising**

- a. Sponsor Committee – Bonnie (for Kristen)
  - i. Bonnie and Kristen had a meeting with Tom
  - ii. Bonnie has sent out a link to the Google doc for JBJ
    - 1. \$11,633 in pledges so far; collected just over \$5,100
    - 2. Board needs to get involved in reaching out; banks are a good place to start, they are req'd to give
    - 3. Bonnie is speaking at Rotary in early April
- b. Production Committee – Kelly (for Liz)
  - i. Conni Eckstein is going to emcee and do some comedy for us; we have LaQui Raymond doing Zumba; Steph might do some line dancing
  - ii. Tiffany Couch has a background in doing drumming – she can't be in person but could maybe Zoom her in?
    - 1. She suggested getting little egg shakers and branding them with TH logo
  - iii. We have a few potential songwriters for original songs – have a client interested in having her story told
  - iv. How do we handle the video without it becoming boring?

#### 12) **Board Activity Report**

- a. Preston brought Jacey, yay!

- b. Marilyn worked with Geneva on Inasmuch grant

**13) Staff Report – Bonnie**

- a. Bonnie is challenging the staff to grow, which requires discomfort
  - i. Moving past the “new kid on the block” status for Tyrese and Kaylee
  - ii. Tyrese and Kaylee are pursuing case manager training
  - iii. Amanda is in Tulsa tomorrow for a housing meeting; want to push all staff to be out in the community more

**14) Executive Director’s Report – Bonnie**

- a. MH task force Zoom meeting link is the same every month so we can keep using that
  - i. New Dept of MH director will be at May meeting
- b. Job Fair is April 10<sup>th</sup>
- c. United Way presentation is April 4<sup>th</sup>
- d. Dept of MH site visit is coming up also
- e. Might need to re-order JBJ shirts – almost out – but good to get the message out there

**15) As May Arise**

- a. None

**16) Adjourn Board meeting:** Preston motion to adjourn, Rebecca seconded, no opposition.  
Meeting adjourned at 6:55 PM.

Submitted by: Kelly Bergin, Secretary.

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**Sara King, President**

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**Kelly Bergin, Secretary**

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

Board Members	Agenda	Minutes from Feb Meeting	Include a Simple IRA with 3% matching in the ARPA proposals	Tabling the "lost" leave issue	Treasurer's Report	New Sexual Harassment and Misconduct Policy	Adjournment
Sara King	Y	Y	Y	Y	Y	Y	Y
Rebecca Delsigne	Y	Y	Y	Y	Y	Y	S-Y
Preston Court	M-Y	S-Y	Y	S-Y	Y	Y	M-Y
Kris Glenn							
Cordt Huneke	S-Y	Y	M-Y	M-Y	S-Y	S-Y	Y
Kristen Lazalier							
Bill Scanlon	Y	Y	Y	Y	Y	Y	Y
Mandy Mallory	Y	Y	Y	Y	Y	Y	Y
Marilyn Korhonen	Y	M-Y	Y	Y	M-Y	M-Y	Y
Kelly Bergin	Y	Y	S-Y	Y	Y	Y	Y
Liz McKown							

# Transition House, Inc., Monthly Report

Mar 2024

## I. PEOPLE SERVED

<b>A. Total # of (Unduplicated) Participants:</b>	<b>45</b>
<b>B. Transitional Living Program (TLP)</b>	
1. Number of Clients:	12
2. Details:	
# of males:	9
# of females:	3
# employed:	2
# volunteering outside of TH:	0
# in school:	0
# in crisis bed:	0
3. TL Days:	353
<b>II. INCOME/EXPENDITURES</b>	
<b>A. Total Income:</b>	\$36,083.69
<b>B. Total Expenditures:</b>	\$34,674.02
<b>C. TLP</b>	
1. Expenditures:	\$27,396.76
2. TLP Client Fees:	\$1,103
3. Cost/TLP Day:	\$77.61
<b>D. COP</b>	
1. Expenditures:	\$7,277.26
2. Cost/COP Contact:	\$58.69

## C. Community Outreach Program (COP)

	duplicated	unduplicated
1. Total # of Participants:	42	33
Drop-In:	30	
Activities:	9	
Community Wellness Project:	3	
Student Wellness Project:	0	
2. Total # of Contacts:	124	
Drop-In:	119	
Activities:	18	
Community Wellness Project:	5	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	3	4
Crisis Intervention:	0	0
Grocery Shopping:	0	0
Community Living Support:	8	11
Social/Recreational:	30	92
Grocery Shopping/ Social:	5	10
Grocery Shopping/Com. Living:	1	2
Community Wellness:	3	5
<b>Unduplicated Totals:</b>	<b>33</b>	<b>124</b>

## IV. NARRATIVE

Since the pandemic began in 2020, TH has been struggling to be able to appropriately 'fill beds'. We're excited to share that since we've been able to have staff stability for over 1 year now, we've seen the positive impact! One positive impact, for the first time since 2020, TH is on track to utilize all billable TLP days in our ODMHSAS fee for service contract. Since 2020, TH had a loss in our fee for service contracts of -\$82,726.65. Consistency in staff has helped us be able to get appropriate clients in the TLP and provide the level of service necessary to help them be successful. I am proud of everyone's determination to work together and work with each client to help them find their best path to living their best life. This is not to say that we don't have challenges, but overall, staff has been able to work as a team to address issues in a timely manner and help each person on their unique path. Staff is also aware that the TLP may not be a good match for some, so staff continues to do a good job helping people transition to alternative placements as needed. Well Done TH Staff!

While everyone continues to work on their recovery process, staff also ensures that clients have opportunities to have balance with fun. This month's special event was the annual Easter Egg Hunt! While having fun, clients also had the opportunity to learn about the importance of being mindful and observant. As one client overlooked the special Golden Egg, another quickly found it and received the special prize. Keeping fun in our work is important for all, and I'm glad to see opportunities for 'learning opportunities' that were not planned.



COP numbers were down a bit this month as Kaylee was recovering from her surgery. We're glad she's doing well and jumping back in.

Special Thanks to Amanda for her continuing networking efforts at a local and statewide level. The connections being made help with overall client services as well as referrals.

Kaylee and Tyrese have been working on their Case Management II training and should be wrapping that up soon. We had set a goal years ago for our Recovery Coordinators to complete the CMII training so we're very excited to see this progress.

As we were preparing for a presentation, we had the opportunity to do some 3rd quarter Outcomes updates. In FY'24, since July 1, 2023, 25 people have been a part of the TLP. 12 are currently in the program. 8 of 13/61.5% of the people have completed the TLP program. All have a source of income, many are working jobs with benefits and not on any government assistance such as SNAP or Section 8. I am so proud of our clients as well as our staff for working together to make such a positive impact. Well Done All!

*Bonnie L. Peruttzi, MHR, Executive Director*

4/10/2024



## Transition House, Inc., Monthly Report

Mar 2024	
<b>V. HOURS OF DIRECT SERVICES:</b>	<b>239.5</b>
<b>A. Individual Basis (total hours):</b>	<b>95</b>
1. Daily Living:	34
2. Pre-voc./Vocational:	15
3. Social Skills:	4
4. Crisis Intervention:	9.5
5. Treatment/Rehab. Plans:	18.5
6. Supportive Counseling	14
<b>B. Group Basis (total hours):</b>	<b>95</b>
1. Daily Living:	55.5
2. Pre-voc/Vocational:	0
3.Social Skills:	39.5
<b>C. Com Outreach (total hours):</b>	<b>37</b>
1. Structured Activities:	11
2. Drop-In:	23.5
3. Community Wellness Project	2.5
4. Student Wellness Project	0
<b>D. Referrals/Screening/Interviewing (total hours):</b>	<b>12.5</b>
<b>VI. HOURS OF NON-DIRECT SERVICES:</b>	<b>218</b>
1. Consultation:	157.5
2. Documentation & Activity Prep:	52.5
3. Training:	8
	1.5
<b>VII. HOURS OF ADMINISTRATIVE WORK:</b>	<b>252.5</b>
1. Meetings:	18.5
2. Community Contacts:	35.5
3. Administrative Duties:	198.5
<i>Guest Speaker (who, when)</i>	
<b>VIII. SCREENING FOR T.H. PROGRAM:</b>	
1. Total #of Inquiries:	<b>32</b>
2. Total #of Referrals Received:	<b>9</b>
3. Total # Interviewed For Admission:	<b>1</b>
4. Total # Accepted:	<b>0</b>
<b>IX. DONATIONS to T.H.:</b>	
<b>1. Volunteer Names:</b>	<b>Volunteers Hours</b>
Mary Lee	6
Stephanie Miller	21
Jack Hartgrave	28
Mya Cobb	7
Gavin King	3
Miriam Copeland	10
	0
<i>Total:</i>	<b>74.5</b>
<b>2. In-Kind Donations (List of Donors; Items Donated):</b>	<b>Estimated Value</b>
<b>TOTAL:</b>	<b>\$0</b>

## Transition House FY'24 Monthly Financial Report

TH INCOME: Preliminary		Admin:	FR:	TL:	COP:	Total:	Mar FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$17	\$3	\$0	\$3	\$11	\$17	16.56	8.33	8.23	198.80%
United Way/Norman	\$4,312	\$733	\$86	\$1,383	\$2,110	\$4,312	4,312.00	4,312.00	0.00	100.00%
Fund Raising										
Fund Raising Exp.	\$2,500						-15.53	-208.33	192.80	7.46%
Fund Raising Inc.	\$22,500						776.70	1,875.00	(1,098.30)	41.42%
FR Events - Total	\$761	\$129	\$15	\$381	\$236	\$761	761.17	1,666.67	(905.50)	45.67%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$0								0.00	0.00%
DMHSAS	\$23,582	\$4,009	\$472	\$17,215	\$1,887	\$23,582	23,581.66	\$22,500	1,081.66	104.81%
Other Gov. Grants(SVSC & ARPA)	\$4,509	\$767	\$90	\$2,321	\$1,331	\$4,509	4,509.40	\$4,055	454.40	111.21%
Foundation Grants	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$833	(833.33)	0.00%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$83	(83.33)	0.00%
Donor Drive	\$1,782	\$303	\$36	\$1,140	\$303	\$1,782	1,782.00	\$1,833	(51.33)	97.20%
Client/Participant Fees	\$1,103	\$187	\$22	\$893	\$0	\$1,103	1,102.90	\$683	419.57	161.40%
Interest	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$41	(41.33)	0.00%
Miscellaneous	\$18	\$3	\$0	\$0	\$15	\$18	18.00	\$0	18.00	100.00%
<b>TOTAL</b>	<b>\$36,084</b>	<b>\$6,134</b>	<b>\$722</b>	<b>\$23,336</b>	<b>\$5,892</b>	<b>\$36,084</b>	<b>36,083.69</b>	<b>\$36,017</b>	<b>67.04</b>	<b>100.19%</b>
<b>TH EXPENSES: Preliminary</b>										
Salaries	\$18,816	\$3,199	\$376	\$12,042	\$3,199	\$18,816	18,815.93	20,333.33	(1,517.40)	92.54%
Employees Health, Dental, Life Ins.	\$943	\$160	\$19	\$603	\$160	\$943	942.67	2,666.67	(1,724.00)	35.35%
Worker's Comp.	\$0	\$0	\$0	\$0	\$0	\$0	0.00	416.67	(416.67)	0.00%
FICA/Pay.Tax/OES	\$1,439	\$245	\$29	\$921	\$245	\$1,439	1,439.42	1,750.00	(310.58)	82.25%
Professional Services(Legal/Acct/Consultants)	\$75	\$13	\$2	\$48	\$13	\$75	75.00	1,391.67	(1,316.67)	5.39%
Office Supplies (including QuickBook Payroll Exp)	\$120	\$20	\$2	\$77	\$20	\$120	120.49	250.00	(129.51)	48.20%
Telephone/Internet/Website	\$375	\$64	\$8	\$240	\$64	\$375	375.09	375.00	0.09	100.02%
Postage	\$0	\$0	\$0	\$0	\$0	\$0	0.00	33.33	(33.33)	0.00%
Rent	\$4,510	\$767	\$90	\$2,886	\$767	\$4,510	4,510.00	4,416.67	93.33	102.11%
Utilities	\$1,067	\$181	\$21	\$683	\$181	\$1,067	1,067.11	1,083.33	(16.22)	98.50%
Household	\$324	\$55	\$6	\$207	\$55	\$324	324.02	233.33	90.69	138.87%
Maint/Rep-Property	\$0	\$0	\$0	\$0	\$0	\$0	0.00	83.33	(83.33)	0.00%
Maint/Rep-Equipment	\$431	\$73	\$9	\$276	\$73	\$431	431.17	416.67	14.50	103.48%
Training/Development	\$0	\$0	\$0	\$0	\$0	\$0	0.00	333.33	(333.33)	0.00%
Food	\$119	\$20	\$2	\$76	\$20	\$119	118.87	208.33	(89.46)	57.06%
Client Supplies/Activities	\$243	\$41	\$5	\$155	\$41	\$243	242.96	875.00	(632.04)	27.77%
Streaming Services (NetFlix & Zoom)	\$28	\$5	\$1	\$18	\$5	\$28	27.98	41.67	(13.69)	67.15%
Vehicle - Gas	\$73	\$12	\$1	\$47	\$12	\$73	73.31	166.67	(93.36)	43.99%
Vehicle - Maint/Repair	\$0	\$0	\$0	\$0	\$0	\$0	0.00	208.33	(208.33)	0.00%
Vehicle- Insurance/Tag	\$2,497	\$424	\$50	\$1,598	\$424	\$2,497	2,497.00	233.33	2,263.67	1070.16%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	0.00	50.00	(50.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	0.00	8.33	(8.33)	0.00%
General/Prof Liability	\$3,613	\$614	\$72	\$2,312	\$614	\$3,613	3,613.00	270.83	3,342.17	1334.05%
Dir./Officers Liability	\$0	\$0	\$0	\$0	\$0	\$0	0.00	170.83	(170.83)	0.00%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	<b>\$34,674</b>	<b>\$5,895</b>	<b>\$693</b>	<b>\$22,191</b>	<b>\$5,895</b>	<b>\$34,674</b>	<b>34,674.02</b>	<b>36,016.65</b>	<b>(1,342.63)</b>	<b>96.27%</b>
Dif. Between Inc vs Exp:	\$1,410	\$240	\$28	\$1,145	-\$3	\$1,410	1,409.67	0.00	1,409.67	100.00%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$132,248.54		

## Transition House FY'24 Year to Date Financial Report

TH INCOME: Preliminary		Admin:	FR:	TL:	COP:	Total:	Year to Date FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$112	\$19	\$2	\$19	\$72	\$112	\$111.78	\$75.01	36.77	149.02%
United Way/Norman	\$38,808	\$6,597	\$776	\$12,448	\$18,987	\$38,808	\$38,808.00	\$38,808.00	0.00	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	\$2,500						-\$1,539.08	-\$1,875.01	335.93	82.08%
Fund Raising Inc.	\$22,500						\$6,646.64	\$16,875.00	(10,228.36)	39.39%
FR Events - Total	\$5,108	\$868	\$102	\$2,554	\$1,583	\$5,108	\$5,107.56	\$14,999.99	(9,892.43)	34.05%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$203,105						\$203,105.01	\$202,500.00	605.01	100.30%
DMHSAS	\$203,105	\$34,528	\$4,062	\$148,267	\$16,248	\$203,105	\$203,105.01	\$202,500.00	605.01	100.30%
Other Gov. Grants(SVSC & ARPA)	\$32,839	\$5,583	\$657	\$16,904	\$9,696	\$32,839	\$32,839.15	\$36,495.00	(3,655.85)	89.98%
Foundation Grants	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	\$10,000.00	\$7,500.01	2,499.99	133.33%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$750.01	(750.01)	0.00%
Donor Drive	\$17,023	\$2,894	\$340	\$10,895	\$2,894	\$17,023	\$17,022.86	\$16,500.01	522.85	103.17%
Client/Participant Fees	\$6,715	\$1,142	\$134	\$5,439	\$0	\$6,715	\$6,714.80	\$6,150.01	564.79	109.18%
Interest	\$533	\$91	\$11	\$91	\$341	\$533	\$532.75	\$372.01	160.74	143.21%
Miscellaneous	\$36	\$6	\$1	\$0	\$29	\$36	\$36.00	\$0.00	36.00	100.00%
<b>TOTAL</b>	<b>\$314,278</b>	<b>\$53,427</b>	<b>\$6,286</b>	<b>\$203,015</b>	<b>\$51,550</b>	<b>\$314,278</b>	<b>\$314,277.91</b>	<b>\$324,150.05</b>	<b>(9,872.14)</b>	<b>96.95%</b>
<b>TH EXPENSES: Preliminary</b>										
Salaries	\$185,446	\$31,526	\$3,709	\$118,685	\$31,526	\$185,446	\$185,446.09	\$183,000.01	2,446.08	101.34%
Employees Health, Dental, Life Ins.	\$21,752	\$3,698	\$435	\$13,921	\$3,698	\$21,752	\$21,751.91	\$23,999.99	(2,248.08)	90.63%
Worker's Comp.	\$3,985	\$677	\$80	\$2,550	\$677	\$3,985	\$3,985.00	\$3,749.99	235.01	106.27%
FICA/Pay.Tax/OES	\$14,861	\$2,526	\$297	\$9,511	\$2,526	\$14,861	\$14,860.70	\$15,750.00	(889.30)	94.35%
Professional Services(Legal/Acct/Consultants)	\$8,265	\$1,405	\$165	\$5,290	\$1,405	\$8,265	\$8,265.00	\$12,524.99	(4,259.99)	65.99%
Office Supplies (including QuickBook Payroll Exp)	\$3,490	\$593	\$70	\$2,234	\$593	\$3,490	\$3,490.35	\$2,250.00	1,240.35	155.13%
Telephone/Internet/Website	\$3,002	\$510	\$60	\$1,921	\$510	\$3,002	\$3,001.86	\$3,375.00	(373.14)	88.94%
Postage	\$85	\$14	\$2	\$55	\$14	\$85	\$85.21	\$300.01	(214.80)	28.40%
Rent	\$40,590	\$6,900	\$812	\$25,978	\$6,900	\$40,590	\$40,590.00	\$39,749.99	840.01	102.11%
Utilities	\$10,433	\$1,774	\$209	\$6,677	\$1,774	\$10,433	\$10,432.98	\$9,750.01	682.97	107.01%
Household (includes new mattresses)	\$4,358	\$741	\$87	\$2,789	\$741	\$4,358	\$4,358.43	\$2,100.01	2,258.42	207.54%
Maint/Rep-Property(includes Ring cameras)	\$2,432	\$414	\$49	\$1,557	\$414	\$2,432	\$2,432.40	\$750.01	1,682.39	324.32%
Maint/Rep-Equipment	\$4,111	\$699	\$82	\$2,631	\$699	\$4,111	\$4,111.13	\$3,749.99	361.14	109.63%
Training/Development	\$1,712	\$291	\$34	\$1,096	\$291	\$1,712	\$1,712.00	\$3,000.01	(1,288.01)	57.07%
Food	\$1,028	\$175	\$21	\$658	\$175	\$1,028	\$1,027.56	\$1,875.01	(847.45)	54.80%
Client Supplies/Activities	\$7,446	\$1,266	\$149	\$4,766	\$1,266	\$7,446	\$7,446.15	\$7,875.00	(428.85)	94.55%
Streaming Services (NetFlix & Zoom)	\$250	\$42	\$5	\$160	\$42	\$250	\$249.81	\$374.99	(125.18)	66.62%
Vehicle - Gas	\$923	\$157	\$18	\$591	\$157	\$923	\$923.20	\$1,499.99	(576.79)	61.55%
Vehicle - Maint/Repair	\$2,768	\$470	\$55	\$1,771	\$470	\$2,768	\$2,767.52	\$1,875.01	892.51	147.60%
Vehicle- Insurance/Tag	\$2,497	\$424	\$50	\$1,598	\$424	\$2,497	\$2,497.00	\$2,100.01	396.99	118.90%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$450.00	(450.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$75.01	(75.01)	0.00%
General/Prof Liability	\$3,613	\$614	\$72	\$2,312	\$614	\$3,613	\$3,613.00	\$2,437.51	1,175.49	148.23%
Dir./Officers Liability	\$2,032	\$345	\$41	\$1,300	\$345	\$2,032	\$2,032.00	\$1,537.51	494.49	132.16%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0.00	0.00	0.00%
<b>TOTAL</b>	<b>\$325,079</b>	<b>\$55,263</b>	<b>\$6,502</b>	<b>\$208,051</b>	<b>\$55,263</b>	<b>\$325,079</b>	<b>\$325,079.30</b>	<b>\$324,150.05</b>	<b>929.25</b>	<b>100.29%</b>
Dif. Between Inc vs Exp:	-\$10,801	-\$1,836	-\$216	-\$5,035	-\$3,714	-\$10,801	-\$10,689.61	\$75.01	(10,764.62)	-14250.91%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$132,248.54		