

TRANSITION HOUSE, INC.
BOARD OF DIRECTOR'S INFORMATION
SEPTEMBER 21, 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..."

BOARD MEETING AGENDA

1. Call the meeting to order
2. Welcome and Introductions – welcome Gavin King, new TH Board Fellow
3. Consideration of the **Agenda**
4. Consideration of last meeting's **Minutes**
5. **President's Report** – Sara
 - a. TH Retreat
 - b. Reminder: All Board who have not signed forms – please do so & return to Bonnie
6. **Treasurer's Report** – Rebecca
7. **Governance** – Rebecca
 - a. Develop a Board Recruitment plan
 - b. Review of Board Matrix
8. **Business**
 - a. Review of FY'23 Goals & Outcomes
 - b. Consideration of FY'24 Goals
 - c. Review of Annual Report
 - d. Transition House t-shirts
 - e. Consideration of date and location for JBJ'24
9. **Fund Raising** – Kristen
10. **Board Activity Report** (Board members report on their work related to Transition House fund raising, connections, etc. and their goals for the next month)
11. **Client Report**
12. **Staff Report**
13. **Executive Director's Report** – Bonnie
14. As May Arise
15. Adjourn Board meeting

Included: Director's Report, Minutes from previous Board (with August materials); Monthly & Financial Reports, FY'23 Goals & Outcomes; FY'24 Proposed Goals (with August materials)

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

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.

 Sara King, MPH, CHES TH Board President Lecturer, 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 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 Institute for Biology College of Engineering, University of Oklahoma	 Rahil Khalil, APRN TH Board Member Psychiatric and Mental Health Nurse Practitioner
 Kristen Lazlier TH Board Member Principal Gifts Officer, The University of Oklahoma Foundation, Inc.			
 Gavin King OU Price College Board Fellow	 Steve Boyer, MA, C-PRSS TH Client Representative	 Charla Young, LCSW Board Clinical Consultant	

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, 3-5pm**

DIRECTOR'S REPORT FOR THE SEPTEMBER 21, 2023

ADMINISTRATIVE REPORT:

1. Staff:

- A huge Thank You to everyone for your kindness and recognition of my 37 year work anniversary! All the goodies and kind words of support are greatly appreciated.
- Sara & I met to discuss my evaluation. She's working on finalizing it.
- We were unable to do our regular SWARA in August, but we did go to lunch together to celebrate Ilene's 28 year work anniversary!
- Amanda's 5 year work anniversary is September 16, 2023.
- Staff is taking turns with our vacations. I'll be gone last week of September, first week in October. Amanda will be gone prior to that time and after for a shorter time.
- Kaylee will be gone for surgery starting at the end of September. This is surgery related to her lymphedema. It is out of state and she's working with staff to try to work remotely as possible during this time.

2. Board:

- Please share potential Board candidates with Executive Committee. At this time, Rebecca is still both Treasurer and Governance Chair.
- Patrick Cody directed someone, Justin Holbrook, who had been with NRHS to TH who had interest in serving an agency. We're discussing possible Board involvement. Sara & I have emailed him and hope to schedule some time to visit further.
- Welcome to Gavin King, our new Board Fellow from OU's Price College of Business. Gavin has already been working with me on some possible volunteer opportunities for himself and others from Price. Welcome Gavin!
- **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:** Another good meeting on 9/8/23. Some discussion regarding an article put out by Whitney Bryen with Oklahoma Watch: <https://oklahomawatch.org/2023/09/06/pottawatomie-jail-concealed-deaths-of-detainees-in-need-of-mental-health-care/>
4. **TH Policy Work:** Amanda is making good progress on Clinical policies work. In addition to having staff review and give feedback, she's asking clients to review and give feedback before proposed documents are sent to Alex. This is keeping things well thought out and client centered.
5. **Donor Tracking Tool - Bloomerang:** Ilene and I have been focusing more time and attention on Bloomerang. Finally feeling like we're making significant progress. The Bloomerang Donor button is now on our website!!! The integration of our information has been an issue, but we're continuing to work on it.
6. **TH Website Updates:** Since we've added the Bloomerang Donate button, this should be a step in improving our donor tracking. I've been trying to do some website cleanup. Preston and I will be working on that.
7. **TH Newsletter – Transitions:** I finally made some time to create a TH newsletter (it's been a while). It's on our website: <https://www.thouse.org/newsletters>.
8. **Reporting and Annual Report:** Annual Report is done and posted on the Board page as well as the Reports page on the TH website: [TH FY'23 Annual Report](#).
9. **TH Goals Outcomes for FY'23 & Preliminary Goals for FY'24:** This information is included in the Annual Report and is also a separate document on the website reports page: [TH FY'23 Goals & Outcomes](#) | [FY'24 Timeline](#) | [FY'24 Goals & Outcomes](#). The FY'24 Goals are pending Board approval.
10. **Beyond Recovery:** Diane, our student from OU Health Science Center, has taken an interest in doing further work on Beyond Recovery. Unfortunately, her time is very limited this semester so she won't be able to work on it at this point. She hopes to have more time at TH in the spring semester.
11. **Van Damage & Security updates:** Donations from our Facebook Drive helped us to cover the cost of replacing the windshield on the van, getting it cleaned to remove glass debris from inside, and getting 2 additional Ring Camera's that our staff installed in our office parking lot to improve security. The total cost for those items was \$883. Unfortunately, we discovered that glass had gotten into the air conditioner system. Those repairs cost \$479. Bottom line, we still have an extra expense of approximately \$382 not covered. Another van expense was new tires - \$965 (we decided to go with a little better tire this time). That expense was in the budget for vehicle repairs.
12. **Connection with ACM@UCO:** I am still working on building this connection. Hopefully this can help with JBJ'24.
13. **DMHSAS Site Visit:** Tiajuan Miller, LCSW, Program Manager of Housing, is the person we work directly with from ODMHSAS. He informed us that "Leadership at ODMHSAS has asked that Contract Monitoring with closely with our team this upcoming Fiscal Year." On 9/7/23, he did a site visit at TH along with Heather Brinkman and Wanda Smith from Contracts monitoring. The visit went very well. They were very impressed with TH and scope of work we do above and beyond contract requirements. I took this visit as an opportunity to discuss our pay rate (\$55/transitional living day since 2000). They appeared surprised to hear about our rate. They are willing to 'take it up the chain'. I think the more people we have advocating for a rate increase, the better! They commented a couple of times that they wish others worked the way we did. "Jokingly" said we should train others... I said for a large fee we'd be happy to do so! After joking about it – we did offer to be available for training if they found it appropriate. I think that was a nice compliment.
14. **Day of Caring:** Set for Sept. 14 – we have members of Rotary Clubs volunteering. Our big project is new shelves in a closet in the Drop-In Center.
15. **OU Students:** We'll be having 2 Psychology students, Ali Bush & Daisy Looper, plus a Social Work student, Stephanie Miller. Ali has already started.
16. **Relocation of Griffin Memorial Hospital:** We've been discussing the potential impact if this happened, and now it's confirmed. We have lots of questions/concerns.

FINANCE REPORT:

1. **Financial status/Bank Balance:** Bank Balance for end of August 2023 = \$165,632.95
2. **Audit for FY'23:** Audit work has begun. That is typically completed by November, but our auditor has indicated things are going smoothly so it may be done sooner.
3. **United Way:** UWN campaign has begun! Reminder, **blackout period for UWN funded agencies is September 15 – November 15.**

FUND RAISING:

1. **Facebook/Instagram Fund Raising Changes:** We've been notified that Facebook/Instagram will no longer be 'fee free' for fund drives on these platforms. They will be switching to PayPal and there will be service charges if we do those drives. Donors will have the option to cover those charges.
2. **BJJ'24:** We need to make decisions regarding BJJ'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. If we keep it on the 1st Saturday of June – that will be June 1, 2024.
3. **TigerPalooza:** We haven't heard any updates on our status with TigerPalooza. Last I heard, they were talking about having agencies present to the group.

CLIENT REPORT:

1. **TL Program Census:** Census is 11.
2. **Challenges:** We had 1 client relapse, however he made the decision to not return to the TLP. He got what he wanted out of the program, unfortunately didn't seem ready to stop drinking. This was sad because he had been doing well. He is however continuing to make good use of Community Outreach Program services. Another client had a relapse, but he was able to get back on track and continue in his recovery process.
3. **Successes:** At this time, our clients seem to be working on themselves in recovery while being supportive of each other. We have 2 more people pending program completion over the next month or so. Both are working on finding an appropriate/affordable apartment – which is not easy in Norman's market. We've also have a couple of clients who had been in the TLP – and are now returning. One had struggled while in the program and was dismissed, but has since gone to treatment and has returned to work on his recovery. The other person had completed the TLP and had been doing well, but community living stressors after a couple of years, triggered a relapse, so he returned to treatment and is now back in the TLP and doing well. We're happy to remain a safe space for people – whether they get what they need after being in the program 1 time – or in some cases, more than once. Staying supportive and not judging does make a difference.

It's not always easy being an advocate, but it does save lives! Thank You for believing in the People of TH!



Transition House, Inc., Monthly Report

Aug 2023

I. PEOPLE SERVED

A. Total # of (Unduplicated) Participants:		52
B. Transitional Living Program (TLP)		
1. Number of Clients:		14
2. Details:		
# of males:		11
# of females:(1 is trans male; 1 is trans female)		3
# employed:		4
# volunteering outside of TH:		2
# in school:		1
# in crisis bed:		0
3. TL Days:		310
II. INCOME/EXPENDITURES		
A. Total Income:		\$40,144.98
B. Total Expenditures:		\$33,825.12
C. TLP		
1. Expenditures:		\$26,726.02
2. TLP Client Fees:		\$0
3. Cost/TLP Day:		\$86.21
D. COP		
1. Expenditures:		\$7,099.10
2. Cost/COP Contact:		\$44.93

C. Community Outreach Program (COP)

	duplicated	unduplicated
1. Total # of Participants:	50	38
Drop-In:	35	
Activities:	12	
Community Wellness Project:	3	
Student Wellness Project:	0	
2. Total # of Contacts:	158	
Drop-In:	153	
Activities:	38	
Community Wellness Project:	3	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	2	4
Crisis Intervention:	0	0
Grocery Shopping:	0	0
Community Living Support:	13	31
Social/Recreational:	32	99
Grocery Shopping/ Social:	7	17
Grocery Shopping/Com. Living:	4	4
Community Wellness:	3	3
Unduplicated Totals:	38	158

IV. NARRATIVE

Diane, our student volunteer from OUHSC, wrapped up her time at TH for now - with hopes of being able to come by some this fall semester, then possibly in the spring. Diane is someone who brings very hopeful and positive energy so we look forward to her return to TH. Pictured is Diane receiving a Gift of Hope.



Staff held our planning retreat at the beginning of August. We reviewed our outcomes from FY'23 and set our FY'24 Goals. The FY'23 Outcomes along with other information is included in TH's FY'23 Annual Report. This Report is available on the TH website at <https://www.thouse.org/reports>.

We had 2 clients complete the TLP in August. We're still waiting to schedule their celebrations. We're always excited to see people get their own place and achieve the goals they set for themselves. Thanks to a special arrangement with Mattress Firm, we were able to help get one client a new mattress that is very nice at a very reduced cost - and most of the cost was covered by an OEC grant that the staff helped the client get. The even better news is both clients are continuing their TH support through the Community Outreach Program. We continue to be very proud of the hard work that everyone does in support of helping people live their best lives. Thank you clients for your hard work, and Thank You staff for working hard along side each person to help them achieve their goals!

We have noted some positive changes in clients' attitudes towards recovery. We've seen increases in clients attending 12 step meetings as needed which seems to have helped. The culture seems to be more recovery and wellbeing focused which is a nice change. We recognize things will ebb and flow with attitudes and behaviors, but this has been a positive period.

I am extremely proud of the commitment of our staff who continue to support clients through their recovery journey while being strong and vocal advocates. We are also grateful for our community partners, especially Judge Gail Blaylock, for work with clients who face legal issues. The support of our courts system has helped some of the clients who are struggling with legal issues and fees. This is a big source of stress for many and it makes a difference when they feel the courts/judges are willing to work with them. Not all judges and courts are as supportive, so we are very grateful for those who do understand that recovery is possible and being involved in good programs is so much more valuable than sending people to jail.

This fall semester, we're looking forward to welcoming new OU students from School of Social Work and the Psychology Dept. - along with having a Board Fellow from Price College of Business. TH is fortunate to have excellent staff and volunteers!

Bonnie L. Perutzi, MHR, Executive Director

9/13/2023

Transition House, Inc., Monthly Report

Aug 2023	
V. HOURS OF DIRECT SERVICES:	237
A. Individual Basis (total hours):	78
1. Daily Living:	36.5
2. Pre-voc./Vocational:	0
3. Social Skills:	4
4. Crisis Intervention:	4
5. Treatment/Rehab. Plans:	26.5
6. Supportive Counseling:	7
B. Group Basis (total hours):	83.5
1. Daily Living:	56.5
2. Pre-voc/Vocational:	0
3. Social Skills:	27
C. Com Outreach (total hours):	39.5
1. Structured Activities:	13
2. Drop-In:	25.5
3. Community Wellness Project	1
4. Student Wellness Project	0
D. Referrals/Screening/Interviewing (total hours):	36
VI. HOURS OF NON-DIRECT SERVICES:	293.5
1. Consultation:	202
2. Documentation & Activity Prep:	52.5
3. Training:	39
Tyrese: DMHSAS - working with Housing Authorities - Aug 29, 2023	1.5
VII. HOURS OF ADMINISTRATIVE WORK:	295.5
1. Meetings:	8.5
2. Community Contacts:	26
3. Administrative Duties:	261
<i>Guest Speaker (who, when)</i>	
VIII. SCREENING FOR T.H. PROGRAM:	
1. Total #of Inquiries:	63
2. Total #of Referrals Received:	20
3. Total # Interviewed For Admission:	8
4. Total # Accepted:	3
IX. DONATIONS to T.H.:	
1. Volunteer Names:	Volunteers Hours
Diane Ndisebuye	18
Maria Echave	0
Mary Lee	6
	0
	0
	0
	0
<i>Total:</i>	24
2. In-Kind Donations (List of Donors; Items Donated):	Estimated Value
Household items & Clothing: Bonnie & Steph Perutzi	\$300
TOTAL:	\$300

Transition House FY'24 Monthly Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	Aug FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	0.00	8.35	(8.35)	0.00%
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						-43.75	-208.35	164.60	21.00%
Fund Raising Inc.	\$22,500						271.00	1,875.00	(1,604.00)	14.45%
FR Events - Total	\$227	\$39	\$5	\$114	\$70	\$227	227.25	1,666.65	(1,439.40)	13.64%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$0								0.00	0.00%
DMHSAS	\$21,217	\$3,607	\$424	\$15,488	\$1,697	\$21,217	21,216.67	\$22,500	(1,283.33)	94.30%
Other Gov. Grants(SVSC & ARPA)	\$3,472	\$590	\$69	\$1,787	\$1,025	\$3,472	3,471.66	\$4,055	(583.34)	85.61%
Foundation Grants	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	10,000.00	\$833	9,166.67	1200.01%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$83	(83.35)	0.00%
Donor Drive	\$842	\$143	\$17	\$539	\$143	\$842	842.00	\$1,833	(991.33)	45.93%
Client/Participant Fees	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$683	(683.33)	0.00%
Interest	\$75	\$13	\$2	\$13	\$48	\$75	75.40	\$41	34.07	182.43%
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$0	0.00	0.00%
TOTAL	\$40,145	\$6,825	\$803	\$25,724	\$6,794	\$40,145	40,144.98	\$36,017	4,128.31	111.46%
TH EXPENSES:										
Salaries	\$19,917	\$3,386	\$398	\$12,747	\$3,386	\$19,917	19,916.66	20,333.33	(416.67)	97.95%
Employees Health, Dental, Life Ins.	\$2,593	\$441	\$52	\$1,660	\$441	\$2,593	2,593.17	2,666.67	(73.50)	97.24%
Worker's Comp.	\$0	\$0	\$0	\$0	\$0	\$0	0.00	416.67	(416.67)	0.00%
FICA/Pay.Tax/OES	\$1,524	\$259	\$30	\$975	\$259	\$1,524	1,523.61	1,750.00	(226.39)	87.06%
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)	\$144	\$24	\$3	\$92	\$24	\$144	144.11	250.00	(105.89)	57.64%
Telephone/Internet/Website	\$304	\$52	\$6	\$195	\$52	\$304	304.02	375.00	(70.98)	81.07%
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	\$1,364	\$232	\$27	\$873	\$232	\$1,364	1,363.94	1,083.33	280.61	125.90%
Household	\$1,623	\$276	\$32	\$1,038	\$276	\$1,623	1,622.53	233.33	1,389.20	695.38%
Maint/Rep-Property	\$0	\$0	\$0	\$0	\$0	\$0	0.00	83.33	(83.33)	0.00%
Maint/Rep-Equipment	\$512	\$87	\$10	\$328	\$87	\$512	512.22	416.67	95.55	122.93%
Training/Development	\$0	\$0	\$0	\$0	\$0	\$0	0.00	333.33	(333.33)	0.00%
Food	\$73	\$12	\$1	\$47	\$12	\$73	72.99	208.33	(135.34)	35.04%
Client Supplies/Activities	\$572	\$97	\$11	\$366	\$97	\$572	572.28	875.00	(302.72)	65.40%
Streaming Services (NetFlix & Zoom)	\$26	\$4	\$1	\$17	\$4	\$26	25.98	41.67	(15.69)	62.35%
Vehicle - Gas	\$109	\$19	\$2	\$70	\$19	\$109	109.16	166.67	(57.51)	65.50%
Vehicle - Maint/Repair	\$479	\$82	\$10	\$307	\$82	\$479	479.45	208.33	271.12	230.14%
Vehicle- Insurance/Tag	\$0	\$0	\$0	\$0	\$0	\$0	0.00	233.33	(233.33)	0.00%
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	\$0	\$0	\$0	\$0	\$0	\$0	0.00	270.83	(270.83)	0.00%
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%
TOTAL	\$33,825	\$5,750	\$677	\$21,648	\$5,750	\$33,825	33,825.12	\$36,016.65	(2,191.53)	93.92%
Dif. Between Inc vs Exp:	\$6,320	\$1,074	\$126	\$4,076	\$1,044	\$6,320	6,319.86	0.02	6,319.84	#####
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$165,632.95		

Transition House FY'24 Year to Date Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	Year to Date FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17	(16.70)	0.00%
United Way/Norman	\$8,624	\$1,466	\$172	\$2,766	\$4,219	\$8,624	\$8,624	\$8,624	0.00	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	\$2,500						-\$71	-\$417	346.09	16.95%
Fund Raising Inc.	\$22,500						\$292	\$3,750	(3,458.00)	7.79%
FR Events - Total	\$221	\$38	\$4	\$111	\$69	\$221	\$221	\$3,333	(3,111.91)	6.64%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$0								0.00	0.00%
DMHSAS	\$41,443	\$7,045	\$829	\$30,254	\$3,315	\$41,443	\$41,443	\$45,000	(3,556.66)	92.10%
Other Gov. Grants(SVSC & ARPA)	\$6,943	\$1,180	\$139	\$3,574	\$2,050	\$6,943	\$6,943	\$8,110	(1,166.68)	85.61%
Foundation Grants	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	\$10,000	\$1,667	8,333.30	599.99%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$167	(166.70)	0.00%
Donor Drive	\$1,439	\$245	\$29	\$921	\$245	\$1,439	\$1,439	\$3,667	(2,227.70)	39.25%
Client/Participant Fees	\$485	\$82	\$10	\$393	\$0	\$485	\$485	\$1,367	(881.70)	35.49%
Interest	\$151	\$26	\$3	\$26	\$97	\$151	\$151	\$83	68.46	182.78%
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00	0.00%
TOTAL	\$69,307	\$11,782	\$1,386	\$44,444	\$11,695	\$69,307	\$69,307	\$72,034	(2,726.29)	96.22%
TH EXPENSES:										
Salaries	\$39,833	\$6,772	\$797	\$25,493	\$6,772	\$39,833	\$39,833	\$40,667	(833.38)	97.95%
Employees Health, Dental, Life Ins.	\$5,186	\$882	\$104	\$3,319	\$882	\$5,186	\$5,186	\$5,333	(146.96)	97.24%
Worker's Comp.	\$3,985	\$677	\$80	\$2,550	\$677	\$3,985	\$3,985	\$833	3,151.70	478.22%
FICA/Pay.Tax/OES	\$3,675	\$625	\$74	\$2,352	\$625	\$3,675	\$3,675	\$3,500	175.03	105.00%
Professional Services(Legal/Acct/Consultants)	\$150	\$26	\$3	\$96	\$26	\$150	\$150	\$2,783	(2,633.30)	5.39%
Office Supplies (including QuickBook Payroll Exp)	\$144	\$24	\$3	\$92	\$24	\$144	\$144	\$500	(355.89)	28.82%
Telephone/Internet/Website	\$574	\$98	\$11	\$367	\$98	\$574	\$574	\$750	(175.82)	76.56%
Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$67	(66.70)	0.00%
Rent	\$9,020	\$1,533	\$180	\$5,773	\$1,533	\$9,020	\$9,020	\$8,833	186.70	102.11%
Utilities	\$2,615	\$445	\$52	\$1,674	\$445	\$2,615	\$2,615	\$2,167	448.53	120.70%
Household	\$3,459	\$588	\$69	\$2,214	\$588	\$3,459	\$3,459	\$467	2,992.70	741.25%
Maint/Rep-Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$167	(166.70)	0.00%
Maint/Rep-Equipment	\$914	\$155	\$18	\$585	\$155	\$914	\$914	\$833	81.19	109.74%
Training/Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$667	(666.70)	0.00%
Food	\$131	\$22	\$3	\$84	\$22	\$131	\$131	\$417	(286.15)	31.33%
Client Supplies/Activities	\$933	\$159	\$19	\$597	\$159	\$933	\$933	\$1,750	(816.71)	53.33%
Streaming Services (NetFlix & Zoom)	\$26	\$4	\$1	\$17	\$4	\$26	\$26	\$83	(57.32)	31.19%
Vehicle - Gas	\$187	\$32	\$4	\$120	\$32	\$187	\$187	\$333	(146.07)	56.18%
Vehicle - Maint/Repair	\$479	\$82	\$10	\$307	\$82	\$479	\$479	\$417	62.75	115.06%
Vehicle- Insurance/Tag	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$467	(466.70)	0.00%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	(100.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17	(16.70)	0.00%
General/Prof Liability	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$542	(541.70)	0.00%
Dir./Officers Liability	\$2,032	\$345	\$41	\$1,300	\$345	\$2,032	\$2,032	\$342	1,690.30	594.67%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00	0.00%
TOTAL	\$73,346	\$12,469	\$1,467	\$46,941	\$12,469	\$73,346	\$73,346	\$72,034	1,312.10	101.82%
Dif. Between Inc vs Exp:	-\$4,038	-\$687	-\$81	-\$2,497	-\$774	-\$4,038	-\$4,038	0.00	(4,038.39)	100.00%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$165,632.95		

**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 two months ended August 31, 2023.

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

9-Sep-23

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

	August 31, 23	August 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1012 · Armstrong Checking	165,632.95	85,923.93	79,709.02	92.77%
Total Checking/Savings	165,632.95	85,923.93	79,709.02	92.77%
Other Current Assets				
1055 · OKDMH contract receivable	16,884.99	16,774.99	110.00	0.66%
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	21,669.60	21,559.60	110.00	0.51%
Total Current Assets	187,302.55	107,483.53	79,819.02	74.26%
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	194,425.24	114,606.22	79,819.02	69.65%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · FICA taxes payable	94.05	-64.79	158.84	245.16%
2205 · MC taxes payable	23.99	-14.18	38.17	269.18%
2210 · FIT taxes payable	96.00	16.00	80.00	500.0%
2215 · TSA payable	0.00	0.00	0.00	0.0%
2220 · OK WH taxes payable	29.00	-11.00	40.00	363.64%
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	7,728.61	315.01	4.08%
Total Current Liabilities	8,043.62	7,728.61	315.01	4.08%
Long Term Liabilities				
2402 · Deferred ARPA Grant Rev	94,676.66	0.00	94,676.66	100.0%
Total Long Term Liabilities	94,676.66	0.00	94,676.66	100.0%
Total Liabilities	102,720.28	7,728.61	94,991.67	1,229.09%
Equity				
3001 · Unrestricted net assets	-3,434.86	36,565.14	-40,000.00	-109.39%
3002 · Retained Earnings	59,178.21	63,823.84	-4,645.63	-7.28%
3004 · Reserve Fund	40,000.00	0.00	40,000.00	100.0%
Net Income	-4,038.39	6,488.63	-10,527.02	-162.24%
Total Equity	91,704.96	106,877.61	-15,172.65	-14.2%
TOTAL LIABILITIES & EQUITY	194,425.24	114,606.22	79,819.02	69.65%

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

	<u>Jul '23-Aug '23</u>	<u>Jul '22-Aug '22</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4000 · Contributions	0.00	40.00	-40.00	-100.0%
4100 · United Way allocation	8,624.00	7,666.66	957.34	12.49%
4101 · ARPA Grant Revenue	6,943.32	0.00	6,943.32	100.0%
4200 · Fund raising				
4201 · Fund raising expenses	-70.61	-68.03	-2.58	-3.79%
4200 · Fund raising - Other	292.00	100.00	192.00	192.0%
Total 4200 · Fund raising	<u>221.39</u>	<u>31.97</u>	<u>189.42</u>	<u>592.49%</u>
5000 · ODMHSAS contract				
5001 · Unreimbursed contract services	0.00	0.00	0.00	0.0%
5000 · ODMHSAS contract - Other	41,443.34	44,358.34	-2,915.00	-6.57%
Total 5000 · ODMHSAS contract	<u>41,443.34</u>	<u>44,358.34</u>	<u>-2,915.00</u>	<u>-6.57%</u>
5500 · Other Gov. grants	10,000.00	1,250.89	8,749.11	699.43%
5501 · Foundation/Civic Club Grants	0.00	10,000.00	-10,000.00	-100.0%
6000 · Donor Drive	1,439.00	4,559.00	-3,120.00	-68.44%
6200 · Participant fee	485.00	1,842.00	-1,357.00	-73.67%
6500 · Interest income	151.16	72.09	79.07	109.68%
6700 · Donated services & materials	0.00	0.00	0.00	0.0%
6900 · Miscellaneous revenues	0.00	18.00	-18.00	-100.0%
Total Income	<u>69,307.21</u>	<u>69,838.95</u>	<u>-531.74</u>	<u>-0.76%</u>
Gross Profit	69,307.21	69,838.95	-531.74	-0.76%
Expense				
Management & General	12,468.75	10,769.55	1,699.20	15.78%
Fundraising	1,466.91	1,267.01	199.91	15.78%
Transitional Living	46,941.18	40,544.20	6,396.98	15.78%
Community Outreach	12,468.75	10,769.55	1,699.20	15.78%
Total Expense	<u>73,345.60</u>	<u>63,350.32</u>	<u>9,995.28</u>	<u>15.78%</u>
Net Income/(Loss)	<u><u>-4,038.39</u></u>	<u><u>6,488.63</u></u>	<u><u>-10,527.02</u></u>	<u><u>-162.24%</u></u>

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

Expense	2023				2022					
	Mgmt & General	Fundraising	Transitional Living	Community Outreach	Total Jul '23-Aug '23	Mgmt & General	Fundraising	Transitional Living	Community Outreach	Total Jul '22-Aug '22
7000 · Salaries & wages	6,771.66	796.67	25,493.32	6,771.66	39,833.32	5,866.69	690.20	22,086.35	5,866.69	34,509.92
7002 · Employee Health,Dental,Life Ins	881.68	103.73	3,319.26	881.68	5,186.34	735.77	86.56	2,769.96	735.77	4,328.06
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	624.76	73.50	2,352.02	624.76	3,675.03	463.69	54.55	1,745.64	463.69	2,727.57
8000 · Legal & accounting	25.50	3.00	96.00	25.50	150.00	50.58	5.95	190.40	50.58	297.50
8100 · Office supplies	24.50	2.88	92.23	24.50	144.11	24.15	2.84	90.93	24.15	142.08
8200 · Telephone/Internet/Website	97.61	11.48	367.48	97.61	574.18	105.86	12.45	398.53	105.86	622.71
8300 · Postage	-	-	-	-	-	-	-	-	-	-
8400 · Rent	1,533.40	180.40	5,772.80	1,533.40	9,020.00	1,462.00	172.00	5,504.00	1,462.00	8,600.00
8410 · Utilities	444.59	52.30	1,673.75	444.59	2,615.23	440.74	51.85	1,659.27	440.74	2,592.61
8420 · Household expenses	588.10	69.19	2,214.02	588.10	3,459.40	43.54	5.12	163.90	43.54	256.09
8430 · Property maintenance & repairs	-	-	-	-	-	7.40	0.87	27.84	7.40	43.50
8500 · Equipment maintenance & repair	155.46	18.29	585.27	155.46	914.49	127.34	14.98	479.39	127.34	749.04
8800 · Training & development	-	-	-	-	-	-	-	-	-	-
8910 · Food	22.19	2.61	83.55	22.19	130.55	63.75	7.50	240.01	63.75	375.01
Total 8920 · Client Supplies/Activites	158.66	18.67	597.31	158.66	933.29	203.42	23.93	765.80	203.42	1,196.56
8925 · Streaming Services	4.42	0.52	16.63	4.42	25.98	8.49	1.00	31.97	8.49	49.96
8930 · Gasoline	31.83	3.74	119.83	31.83	187.23	23.23	2.73	87.46	23.23	136.66
8940 · Vehicle maintenance & repair	81.51	9.59	306.85	81.51	479.45	8.51	1.00	32.03	8.51	50.05
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	12,468.75	1,466.91	46,941.18	12,468.75	73,345.60	10,769.55	1,267.01	40,544.20	10,769.55	63,350.32

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

	<u>Jul '23-Aug '23</u>	<u>Jul '22-Aug '22</u>
OPERATING ACTIVITIES		
Net Income	-4,038.39	6,488.63
Adjustments to reconcile Net Income to net cash provided by operations:		
1055 · OKDMH contract receivable	-1,485.00	1,595.00
1060 · Prepaid Insurance	0.00	0.00
2200 · FICA taxes payable	0.00	-64.87
2205 · MC taxes payable	0.00	-14.18
2210 · FIT WH payable	0.00	16.00
2215 · TSA payable	0.00	0.00
2220 · OK WH taxes payable	0.00	6.00
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	<u>-5,523.39</u>	<u>8,025.58</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	-6,943.32	0.00
Net cash provided by Financing Activities	<u>-6,943.32</u>	<u>0.00</u>
Net cash increase for period	-12,466.71	8,025.58
Cash at beginning of period	178,099.66	77,898.35
Cash at end of period	<u><u>165,632.95</u></u>	<u><u>85,923.93</u></u>