

TRANSITION HOUSE, INC.
BOARD OF DIRECTOR'S MEETING
THURSDAY • JULY 21, 2022 • 5:30 PM
Annual Meeting

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 - UPDATED

1. Call the meeting to order
2. Welcome and Introductions
3. Consideration of the **Agenda**
4. Consideration of last meeting's **Minutes**
5. **Business**
 - a. **Accept Patrick Cody's resignation**
 - b. **Presentation of the Slate of Officers for FY'23 – to be voted on at the July 21 Annual Board meeting: Proposed – Stacey Clement, Board President; Sara King, Board VP; Preston Court, Secretary; Rebecca Delsigne, Treasurer**
 - c. **Consideration of new Executive Committee as authorized signers on the TH Bank Account**
 - d. **Consideration: Modification of TH FY'23 Budget**
 - e. **Consideration: Engagement Letter from DWG, Inc for TH's FY'22 Audit**
 - f. **Review & Completion: FY'23 TH Board Agreement & Conflict of Interest Statement**
 - g. **Review: FY'23 TH Insurance**
 - h. **Review: Timeline of TH Monthly Areas of Focus**
6. **President's Report – Cary**
7. **Treasurer's Report – Rebecca**
 - a. **Bank Signature Card for FY'23 Board Officers**
8. **Planning Committee Report – Sara**
9. **Fund Raising Committee Report – Kristen**
10. **Nominating Committee Report – Cathy**
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. **Client Report**
13. **Executive Director's Report – Bonnie**
14. **As May Arise**
15. **Adjourn Board meeting**

Excused: Kris, Cathy, Kristen (?)

TRANSITION HOUSE, INC., BOARD OF DIRECTORS			
<small>Our Vision: A community committed to connection, recovery, wellness, and joy. Our Mission: Changing lives by creating pathways for mental wellness.</small>			
			
<small>Cary Bryant TH Board President Lieutenant Norman Police Department</small>	<small>Darlen Moore TH Board Vice-President Real Estate Agent, Merisi</small>	<small>Rebecca Delsigne TH Interim Board Treasurer Branch Manager First Fidelity Bank</small>	<small>Patrick Cody, DO TH Board Secretary Emergency Medicine Norman Regional Health System</small>
			
<small>Kris Glenn TH Board Member Director Parking & Transportation University of Oklahoma</small>	<small>Cordt Huneke TH Board Member IT Business Partner Insurg</small>	<small>Sara King, MPH, CHES TH Board Member OU Health Science Center Lecturer, Associate Director of the Oklahoma Center for Health Programs</small>	<small>Kristen Lazzler TH Board Member Principal Gifts Officer, The University of Oklahoma Foundation, Inc.</small>
			
<small>Bob Moore, LPC TH Board Member Licensed Professional Counselor & Supervisor</small>	<small>Preston Court, M.Ed. TH Board Member Aquatics Assistant Coordinator University of Oklahoma</small>	<small>Cathy Billings TH Board Member Director of Community Dev. OU Health Dept.</small>	<small>Stacey Clement TH Board Member Captain Norman Police Department</small>
			
	<small>OU Price College of Business C-Pres; TH Board Fellow</small>	<small>Steve Boyer, MA, C-PRSS TH Client Representative</small>	<small>Charla Young, LCSW Board Clinical Consultant</small>

Enc: Board Agenda, Director's Report, Minutes from previous Board meeting ; Monthly & Financial Reports; Proposed Modified FY'23 TH Budget; Approved FY'23 TH Budget; Engagement Letter from DWG, Inc re: TH's FY'22 Audit; TH Board member Agreement & Conflict of Interest Statement; FY'23 TH Summary of Insurance; Timeline for TH Monthly Areas of Focus

TH Board Meetings for 2022

- Thursday, January 20, 2022, 5:30pm – cancelled
- Thursday, February 17, 2022, 5:30pm
- Thursday, March 17, 2022, 5:30pm
- Thursday, April 21, 2022, 5:30pm
- Thursday, May 19, 2022, 5:30pm
- Thursday, June 16, 2022, 5:30pm
- Thursday, July 21, 2022, 5:30pm
- No August Meeting
- Thursday, September 15, 2022, 5:30pm
- Thursday, October 20, 2022, 5:30pm
- Thursday, November 17, 2022, 5:30pm
- No December Meeting – TH Holiday Party/Open House – Thursday, December 15, 2022

DIRECTOR'S REPORT JULY 21, 2022

ADMINISTRATIVE REPORT:

1. Staff:

- Note that we'll be having some cost savings on payroll while Trinity is on Military Leave. Jack (our Temp Employee) has had some time off (unpaid) along with some medical leave (unpaid) so this is a cost savings. He feels bad that he's missed work, but the staff is managing. We just want him to be well.
- Staff Evaluations have been completed for Trinity, Amanda, and Ilene. My evaluation is still outstanding.
- My week off was a great reminder that I've not been doing a very good job of self-care... and as I was reminded, my self-care practices set the tone for the agency. I will be more intentional about taking leave routinely and not waiting/losing earned leave time. With that, I'm being very intentional to monitor and encourage Amanda and Ilene in use of their earned time. (Ilene is off Friday-Tuesday – celebrating a 'special' birthday!)

2. Board:

- **Board Giving Requirement: Thank You TH Board members for helping us reach our 100% Board Giving Goal!**
 - **Annual Board Agreement/Conflict of Interest Statement:** Each Board member is asked to complete these at the start of each fiscal year. This also includes a statement of your financial commitment to TH for FY'23. **Please bring these completed and signed to TH or you can email them to me.**
 - **Board Fellow:** We'll be connecting with our next OU Board Fellow later this summer. FYI, our first Board Fellow – Brooke Buck – has been a monthly donor to TH. Today, we received notification of a recurring donation from Amber Monks (Board Fellow 2019-2020). Important Connections!
 - **40 for 40 Statements:** If you have not completed your statement – please get that to me asap. I'm linking those with your photos on our website.
 - **Committees:** I would suggest that we revisit Committees and members with the new Fiscal Year. This may be best done at the September Board meeting since this meeting has a full agenda and we have some Board members already informing me that they will be absent.
 - **July is our Annual Board meeting and Election of Officers:** We already have some people excused from this meeting so we need to make sure we have quorum so we can take care of all of the items on our agenda.
 - **Bank Signature Card:** With the election of new officers, a new bank signature card needs to be signed. Ilene and Rebecca will work together to coordinate this effort.
3. **Cleveland County Mental Health Task Force:** I was on vacation and missed the last meeting.
4. **COVID-19 TH Impact/Updates:** We have had someone with TH test positive for COVID – appropriate procedures are being followed.
5. **Norman Housing Authority Negotiations:** As I mentioned in an email to the Board last month, the opportunity to work with NHA for additional funding did not work out. I had been informed we could expect for everything to go through without issues, then I was informed by the Executive Director that we could not proceed because of restrictions in HUD regulations – some specific restrictions related to transitional housing. My first inclination was to attempt to work with Tom Cole's office to advocate for TH. After further consideration and discussion, I have decided not to pursue this at this time.
6. **UWN Kick Off:** Reminder, as a United Way of Norman funded partner agency, we need to focus our attention on this year's campaign and do all that we can to support this effort. UWN is our 2nd largest funder and it's an outstanding investment of donor dollars.
7. **FY'23 Goals and Timeline:** Staff typically meets in early August to review FY'22 Goals and set our FY'23 Goals that are then forwarded to the Board in September. This year I decided to provide the Board with a Preliminary Timeline of Monthly Areas of Focus for Staff & Board at the start of FY'23 rather than waiting until we complete our Goals. Hopefully this will help Board members have a sense of general areas of focus for Staff as well as provide guidance for the Board. This document will evolve, but hopefully this will help.
8. **TH Policy Work:** We've received the 3rd Draft of the Employee Handbook and will be reviewing it and hopefully will have the final draft ready for the Board review in September. Alex has done an outstanding job and is a wonderful addition to our TH Team. I had a meeting with Alex this week to our employee status regarding Exempt vs. Non-Exempt Employees. It was determined that Executive Director, Business Manager and Programs Director will be classified as Exempt. Recovery Coordinators will be classified as Non-Exempt. I have templates for our Job Descriptions and need to make updates. This will likely be fall project.
9. **New Connections Thanks to Alex:** Alex has volunteered time to help provide names and assist with connections with people at Foundations and other potential donors. This process will be approached mindfully and intentionally and hopefully will have positive results.
10. **Donor Tracking Tool:** After investigating, we decided to explore using Bloomerang as a potential donor tracking database. We are in the preliminary stages of exploring this – Ilene is taking the lead with this project.

FINANCE REPORT:

1. **Financial status/Bank Balance:** Bank Balance for end of June 2022 = \$77,860.35.
2. **Revenue Loss related to lower census:** At the end of June, we achieved our goal of all spaces in the TLP being filled. We stayed full for 2 weeks, then this week someone was hospitalized, and the decision was made to find a more appropriate level of care (per their request as well as staff recommendation).
3. **FY'23 Budget Prep:** Enclosed is the FY'23 Budget approved at the June meeting, plus the FY'23 Modified Budget. The only change was removing the projected \$10,000 from NHA and adding \$10,000 to Other Government Funding. Hopes are that the ARPA (Relief Funds) will fill that gap and hopefully exceed projections.
4. **SVSC Grant:** City of Norman Social and Voluntary Services (SVSC) awarded TH \$7,700 for our Advancing Wellbeing Through Engagement Project. Funds will be used for the Drop-In Center rent (will cover partially), plus Music Wellness supplies (some new/used instruments!); Gifts of Hope supplies and Healthy Alternative Tool Kits. We had projected \$7,000 for this grant so it exceeded our expectations! (I requested \$10,000).
5. **ARPA:** According to the Center for Non-Profit, \$25 million in nonprofit relief funds will be available for requests around September. Organizations with revenues less than \$750,000/yr. qualify for a \$50,000 grant. As soon as the requests are released, I'll be pursuing these funds.

FUND RAISING:

1. **TH Fund Raising:** We're already beginning talks with clients about JBJ'23!
2. **BJJ'22:** The JBJ virtual event is linked to our website www.thouse.org/june-bug-jam. I have also created individual links for each of this year's virtual performances. These can be used as excellent tools to help people understand our people and our work/impact.
3. **Facebook Donation Drives:** One of our clients from many years ago who now lives out of state started a Facebook Drive for TH for her Birthday. Though she may not raise much, it's a testament to the long-term impact of TH!

CLIENT REPORT:

1. **TL Program Census:** Our census is 11 and Amanda has begun screening for our opening.
2. **Staff Going Above and Beyond:** Clinical Team members decided to do a special outing on July 4th with the clients. It was their decision to do this and I know the clients really appreciated this special celebration time.
3. **Increase in Employment:** As clients are advancing in their recovery, some are also re-entering the workforce. We encourage starting part time and building up. As of this week – 5 people are employed – our newest begins at OU next week! We are seeing the evidence of slow and steady healing and growth is working!



Working Together, We Are Creating Hope and Joy!

**Transition House
Board of Director's monthly meeting Minutes
June 16, 2022
TH Drop-In Center**

Members present:

Bob Moore
Cary Bryant
Darien Moore
Kris Glenn
Kristen Lazalier
Patrick Cody
Preston Court
Rebecca Delsigne
Stacey Clement

Members absent:

Cathy Billings
Cordt Huneke
Sarah King

Call to order @ 1733 by President Bryant

7 members present initially with 9 members present by 1735

Item 1. Introductory information: This will be the last meeting for current officers who have served their terms. New officers have been nominated and will be officially voted and sworn in at the July meeting.

Item 2. Introductions: Round table introductions of board members.

Item 3. Special Presentation by clients to the board: Gifts of Hope.

Item 4: Consideration of agenda: Motioned and seconded, motion passes.

Item 5: Consideration of minutes: Motioned and seconded, motion carried.

Item 6a: consideration of interim treasurer (Delsigne): Motioned and seconded, motion carried.

Item 6b: Announcement/reminder: Board donations are due by end of the month.

Item 6c: Consideration of proposed FY'23 budget: In addition to discussing the budget, the board discussed the need for a better donor tracking system. Motioned and seconded. Motion passes.

Item 6d and Item 11: June Bug Jam report: Darien provided a compilation of comments/feedback related to JBJ. T-shirts need to be completed earlier and the board needs to hold committees accountable not just one person doing most of the work. Sponsorship totals were less than hoped - we could do better in the future. Earlier timelines are necessary.

6e. Slate of proposed officers - vote at July meeting (July 21): Stacey Clement, Board President; Sara King, Board VP; Preston Court, Secretary; Rebecca Delsigne, Treasurer

7. President's report: Final report of this president. Thanked the board for hard work and for successful JBJ. Discussed board recruiting and fund raising.
8. Treasurer's report: deferred d/t reviewing the new budget
9. Planning committee report: deferred
10. Fundraising committee report: anticipate difficulties due to pandemic and economic limitations - hopefully good will conquer evil with regards to fundraising.
11. JBJ panning report: deferred
12. Nominating committee: deferred
13. Board activity report: members provided information regarding recent TH related activities
14. Client report: provided information regarding recently Volunteering at regional food bank with church
15. ED report: As written
16. As may arise: None
17. Adjourn 1836

Voting Results

M=motion; S=second; Y=yes; N=no

	Item 4	Item 5	Item 6a	Item 6c
Bryant	Y	Y	Y	Y
Clement	Y	S	M	Y
Cody	Y	M	Y	M
Court	Y	Y	Y	Y
Delsigne	Y	Y	Y	Y
Glenn	Y	Y	Y	Y
Lazalier	S	Y	S	S
Moore, B	M	Y	Y	Y
Moore, D	Y	Y	Y	Y

Respectfully submitted,

 Patrick Cody, DO, MPH, FACOEP
 Secretary

 Lt. Cary Bryant
 President

Transition House, Inc., Monthly Report

June 2022

I. PEOPLE SERVED

A. Total # of (Unduplicated) Participants:		68
B. Transitional Living Program (TLP)		
1. Number of Clients:		12
2. Details:		
	# of males:	9
	# of females:	3
	# employed:	3
	# volunteering outside of TH:	0
	# in school:	0
	# in crisis bed:	0
3. TL Days:		334

II. INCOME/EXPENDITURES

A. Total Income:	\$27,927.47
B. Total Expenditures:	\$28,533.39
C. TLP	
1. Expenditures:	\$22,544.90
2. TLP Client Fees:	\$619
3. Cost/TLP Day:	\$67.50
D. COP	
1. Expenditures:	\$5,988.49
2. Cost/COP Contact:	\$33.64

C. Community Outreach Program (COP)

	duplicated	unduplicated
1. Total # of Participants:	69	56
Drop-In:	52	
Activities:	13	
Community Wellness Project:	4	
Student Wellness Project:	0	
2. Total # of Contacts:	178	
Drop-In:	169	
Activities:	22	
Community Wellness Project:	4	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	0	0
Crisis Intervention:	1	1
Grocery Shopping:	2	3
Community Living Support:	6	10
Social/Recreational:	50	150
Grocery Shopping/ Social:	4	10
Grocery Shopping/Com. Living:	0	0
Community Wellness:	4	4
Unduplicated Totals:	56	178

IV. NARRATIVE

When a month begins with this year's amazing June Bug Jam 2022, it's safe to say we began the last month of FY'22 on a high note. JBJ'22 was about client empowerment and celebration.

It's not about perfection, but it certainly provided TH with a meaningful platform to share the stories, hope and transformations of the People of TH. Pictured are the clients standing before the audience sharing their gratitude for the support they have received during their recovery journey. Yes, people were anxious, but they were also proud and excited - they felt welcomed and wanted to share their joy so others could learn about the hope and opportunities for people who are a part of TH. A huge Thank You to everyone who worked together to make this amazing event possible.



Links to the virtual event and individual videos can be found at www.thouse.org/june-bug-jam. We hope people will take the time to watch these videos to better understand why the People of TH are so proud of JBJ'22. In the words of the People of Transition House... *"Transition House cares... Transition House helps... Transition House gives hope... Transition House is more than Transitional Living, it is Family... In a place of Love... with a Staff that not only Cares but goes Above and Beyond for each and every one of us."*

Once JBJ was over, it was time for Trinity to leave for her Military Leave/Officer's training and Jack has stepped in as our Temp Recovery Coordinator, filling in while Trinity is on leave until the end of October. This has been a smooth transition and we are grateful for the teamwork that has made this challenge manageable.

It's easy to forget that Kaylee and Jack have been officially employed with TH for 2 months. Being able to work with people who started as students and transitioned into paid positions has made these staff transitions go as smoothly as possible. With that, there has been focus on continued in-office training as well as out of office training opportunities. (Trainings are listed on page 2 of this document.)

A major challenge since the start of the pandemic has been not being able to fill our TLP beds. For the first time, in over 2 years, our TLP beds were filled for more than a day! The screening process has been extremely time consuming for Amanda and the staff so we are grateful that we are seeing hope in being able to keep our census up for extending periods of time. Of course we still anticipate people completing the program or deciding this is not the appropriate leveled of care for them, but hopefully we won't have to go back to filling several beds at one time. A huge Thanks to Amanda and the Staff for working so hard and for being determined to get our census back to 'pre-pandemic normal.'

Bonnie L. Perutti, MHR, Executive Director
7/21/2022

Transition House, Inc., Monthly Report

June 2022

June 2022	
V. HOURS OF DIRECT SERVICES:	283.5
A. Individual Basis (total hours):	106.5
1. Daily Living:	62.5
2. Pre-voc./Vocational:	7.5
3. Social Skills:	22
4. Crisis Intervention:	8
5. Treatment/Rehab. Plans:	6
6. Supportive Counseling	0.5
B. Group Basis (total hours):	110.5
1. Daily Living:	74.5
2. Pre-voc/Vocational:	1
3.Social Skills:	35
C. Com Outreach (total hours):	45
1. Structured Activities:	19.5
2. Drop-In:	23.5
3. Community Wellness Project	2
4. Student Wellness Project	0
D. Referrals/Screening/Interviewing (total hours):	21.5
VI. HOURS OF NON-DIRECT SERVICES:	270.5
1. Consultation:	176.5
2. Documentation & Activity Prep:	48.5
3. Training:	45.5
6/1: Critical Time Intervention training Amanda, Kaylee, Trinity, Jack; 6/10 Kaylee Drumming and Rhythm Therapy and Nature Therapy- Tiffany Couch; 6/22 Jack & Kaylee - SSA Disability Training & SOAR; 6/13-14 Amanda -Certified MAT Advocate training	
VII. HOURS OF ADMINISTRATIVE WORK:	281
1. Meetings:	18.5
2. Community Contacts:	19
3. Administrative Duties:	243.5
<i>Guest Speaker (who, when)</i>	
VIII. SCREENING FOR T.H. PROGRAM:	
1. Total #of Inquiries:	39
2. Total #of Referrals Received:	9
3. Total # Interviewed For Admission:	2
4. Total # Accepted:	1
IX. DONATIONS to T.H.:	
1. Volunteer Names:	Volunteers Hours
	0
	0
	0
	0
Tiffany Couch - Drum group facilitation	1
Mary Lee	6.0
<i>Total:</i>	7
2. In-Kind Donations (List of Donors; Items Donated):	Estimated Value
Bob Moore - consultation	\$500
Tiffany Couch - Drum group facilitation	\$250
Gordon "JR" Holaday-Herrington - StreamYard Services for JBJ virtual event	\$100
TOTAL:	\$850

Transition House FY'22 Monthly Financial Report

TH INCOME: Preliminary		Admin:	FR:	TL:	COP:	Total:	June Report FY'22	Budget FY'22	\$ Over Budget	% of Budget
Contributions	20.00	3.40	0.40	3.40	12.80	20.00	20.00	8.33	11.67	240.10%
United Way/Norman	3,541.63	602.08	70.83	1,113.74	1,754.98	3,541.63	3,541.63	3,541.67	(0.04)	100.00%
Fund Raising								(208.37)	208.37	0.00%
Fund Raising Exp.	2,500.00						(1,763.31)	(208.33)	(1,554.98)	846.40%
Fund Raising Inc.	20,300.00						1,787.00	1,691.67	95.33	105.64%
FR Events - Total	23.69	4.03	0.47	10.57	8.62	23.69	23.69	1,274.97	(1,251.28)	1.86%
DMHSAS										
Unreimbursed services	0.00								0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	22,536.66	3,831.23	450.73	15,775.66	2,479.03	22,536.66	22,536.66	22,475.00	61.66	100.27%
Other Gov. Grants	173.24	29.45	3.46	110.87	29.45	173.24	173.24	166.67	6.57	103.94%
Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	833.33	(833.33)	0.00%
Civic Clubs Donations/Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.33	(83.33)	0.00%
Donor Drive	977.00	166.09	19.54	625.28	166.09	977.00	977.00	1,583.33	(606.33)	61.71%
Client/Participant Fees	619.00	105.23	12.38	501.39	0.00	619.00	619.00	633.33	(14.33)	97.74%
Interest	36.25	6.16	0.73	6.16	23.20	36.25	36.25	25.00	11.25	145.00%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	27,927.47	4,747.67	558.55	18,147.08	4,474.18	27,927.47	27,927.47	30,833.33	(2,905.86)	90.58%
TH EXPENSES: Preliminary										
Salaries	17,014.55	2,892.47	340.29	10,889.31	2,892.47	17,014.55	17,014.55	17,326.67	(312.12)	98.20%
Employees Health, Dental, Life Ins.	2,142.92	364.30	42.86	1,371.47	364.30	2,142.92	2,142.92	2,583.33	(440.41)	82.95%
Worker's Comp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	441.67	(441.67)	0.00%
FICA/Pay.Tax/OES	1,301.62	221.28	26.03	833.04	221.28	1,301.62	1,301.62	1,583.33	(281.71)	82.21%
Legal/Accounting	960.00	163.20	19.20	614.40	163.20	960.00	960.00	541.67	418.33	177.23%
Office Supplies - QuickBooks Payroll	661.94	112.53	13.24	423.64	112.53	661.94	661.94	125.00	536.94	529.55%
Telephone/Internet/Website	310.17	52.73	6.20	198.51	52.73	310.17	310.17	416.67	(106.50)	74.44%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.33	(33.33)	0.00%
Rent	3,800.00	646.00	76.00	2,432.00	646.00	3,800.00	3,800.00	3,800.00	0.00	100.00%
Utilities	839.61	142.73	16.79	537.35	142.73	839.61	839.61	1,000.00	(160.39)	83.96%
Household	38.89	6.61	0.78	24.89	6.61	38.89	38.89	200.00	(161.11)	19.45%
Maint/Rep-Property	10.00	1.70	0.20	6.40	1.70	10.00	10.00	83.33	(73.33)	12.00%
Maint/Rep-Equipment	386.72	65.74	7.73	247.50	65.74	386.72	386.72	416.67	(29.95)	92.81%
Training/Development	60.00	10.20	1.20	38.40	10.20	60.00	60.00	333.33	(273.33)	18.00%
Food	57.74	9.82	1.15	36.95	9.82	57.74	57.74	166.67	(108.93)	34.64%
Client Supplies/Activities	671.77	114.20	13.44	429.93	114.20	671.77	671.77	766.67	(94.90)	87.62%
Streaming Services	24.98	4.25	0.50	15.99	4.25	24.98	24.98	8.33	16.65	299.88%
Vehicle - Gas	112.48	19.12	2.25	71.99	19.12	112.48	112.48	116.67	(4.19)	96.41%
Vehicle - Maint/Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.67	(166.67)	0.00%
Vehicle- Insurance/Tag	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233.33	(233.33)	0.00%
Dues & Subscriptions	140.00	23.80	2.80	89.60	23.80	140.00	140.00	41.67	98.33	335.97%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.67	(6.67)	0.00%
General/Prof Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	266.67	(266.67)	0.00%
Dir./Officers Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00	(175.00)	0.00%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	28,533.39	4,850.68	570.67	18,261.37	4,850.68	28,533.39	28,533.39	30,833.35	(2,299.96)	92.54%
Dif. Between Inc vs Exp:	(605.92)	(103.01)	(12.12)	(114.29)	(376.50)	(605.92)	(605.92)	(0.02)	(605.90)	#####
Overall Program %		17%	2%	64%	17%	100%	Bank Balance:	77,860.35		

Transition House FY'22 Year to Date Financial Report

TH INCOME: Preliminary		Admin:	FR:	TL:	COP:	Total:	Year to Date Report FY'22	Budget FY'22	\$ Over Budget	% of Budget
Contributions	280.75	47.73	5.62	47.73	179.68	280.75	280.75	100.00	136.40	263.67%
United Way/Norman	42,500.00	7,225.00	850.00	13,365.00	21,060.00	42,500.00	42,500.00	42,500.00	0.04	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	2,500.00						(2,621.66)	(2,500.00)	(121.66)	104.87%
Fund Raising Inc.	20,300.00						15,205.71	20,300.00	(5,094.29)	74.91%
FR Events - Total	12,584.05	2,139.29	251.68	5,614.04	4,579.04	12,584.05	12,584.05	17,800.00	(5,215.95)	70.70%
DMHSAS										
Unreimbursed services	0.00								0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	235,954.99	40,112.35	4,719.10	165,168.49	25,955.05	235,954.99	235,954.99	269,700.00	(33,745.01)	87.49%
Other Gov. Grants	7,323.24	1,244.95	146.46	4,686.87	1,244.95	7,323.24	7,323.24	2,000.00	5,323.24	366.16%
Foundation Grants	10,000.00	1,700.00	200.00	6,400.00	1,700.00	10,000.00	10,000.00	10,000.00	0.00	100.00%
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	29,119.15	4,950.26	582.38	18,636.26	4,950.26	29,119.15	29,119.15	19,000.00	10,119.15	153.26%
Client/Participant Fees	4,916.00	835.72	98.32	3,981.96	0.00	4,916.00	4,916.00	7,600.00	(2,684.00)	64.68%
Interest	476.74	81.05	9.53	81.05	305.11	476.74	476.74	300.00	176.74	158.91%
Miscellaneous	206.70	35.14	4.13	0.00	167.43	206.70	206.70	0.00	206.70	100.00%
TOTAL	343,361.62	58,371.48	6,867.23	217,981.40	60,141.51	343,361.62	343,361.62	30,833.33	312,528.29	1113.61%
TH EXPENSES: Preliminary										
Salaries	202,968.30	34,504.61	4,059.37	129,899.71	34,504.61	202,968.30	202,968.30	207,920.00	(4,951.70)	97.62%
Employees Health, Dental, Life Ins.	28,037.04	4,766.30	560.74	17,943.71	4,766.30	28,037.04	28,037.04	31,000.00	(2,962.96)	90.44%
Worker's Comp.	5,221.00	887.57	104.42	3,341.44	887.57	5,221.00	5,221.00	5,300.00	(79.00)	98.51%
FICA/Pay.Tax/OES	21,296.60	3,620.42	425.93	13,629.82	3,620.42	21,296.60	21,296.60	19,000.00	2,296.60	112.09%
Legal/Accounting	11,775.00	2,001.75	235.50	7,536.00	2,001.75	11,775.00	11,775.00	6,500.00	5,275.00	181.15%
Office Supplies (+ air purifiers)	3,861.51	656.46	77.23	2,471.37	656.46	3,861.51	3,861.51	1,500.00	2,361.51	257.43%
Telephone/Internet/Website	3,623.85	616.05	72.48	2,319.26	616.05	3,623.85	3,623.85	5,000.00	(1,376.15)	72.48%
Postage	125.96	21.41	2.52	80.61	21.41	125.96	125.96	400.00	(274.04)	31.49%
Rent	45,600.00	7,752.00	912.00	29,184.00	7,752.00	45,600.00	45,600.00	45,600.00	0.00	100.00%
Utilities	11,284.84	1,918.42	225.70	7,222.30	1,918.42	11,284.84	11,284.84	12,000.00	(715.16)	94.04%
Household	2,092.48	355.72	41.85	1,339.19	355.72	2,092.48	2,092.48	2,400.00	(307.52)	87.19%
Maint/Rep-Property	1,658.99	282.03	33.18	1,061.75	282.03	1,658.99	1,658.99	1,000.00	658.99	165.90%
Maint/Rep-Equipment	4,756.51	808.61	95.13	3,044.17	808.61	4,756.51	4,756.51	5,000.00	(243.49)	95.13%
Training/Development	966.49	164.30	19.33	618.55	164.30	966.49	966.49	4,000.00	(3,033.51)	24.16%
Food	1,561.26	265.41	31.23	999.21	265.41	1,561.26	1,561.26	2,000.00	(438.74)	78.06%
Client Supplies/Activities	6,917.85	1,176.03	138.36	4,427.42	1,176.03	6,917.85	6,917.85	9,200.00	(2,282.15)	75.19%
Streaming Services	289.76	49.26	5.80	185.45	49.26	289.76	289.76	100.00	189.76	289.76%
Vehicle - Gas	841.28	143.02	16.83	538.42	143.02	841.28	841.28	1,400.00	(558.72)	60.09%
Vehicle - Maint/Repair	1,033.35	175.67	20.67	661.34	175.67	1,033.35	1,033.35	2,000.00	(966.65)	51.67%
Vehicle- Insurance/Tag	2,437.00	414.29	48.74	1,559.68	414.29	2,437.00	2,437.00	2,800.00	(363.00)	87.04%
Dues & Subscriptions	140.00	23.80	2.80	89.60	23.80	140.00	140.00	500.00	(360.00)	28.00%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00	(80.00)	0.00%
General/Prof Liability	3,116.00	529.72	62.32	1,994.24	529.72	3,116.00	3,116.00	3,200.00	(84.00)	97.38%
Dir./Officers Liability	2,003.00	340.51	40.06	1,281.92	340.51	2,003.00	2,003.00	2,100.00	(97.00)	95.38%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00%
TOTAL	361,608.07	61,473.37	7,232.16	231,429.16	61,473.37	361,608.07	361,608.07	370,000.00	(8,391.93)	97.73%
Dif. Between Inc vs Exp:	(18,246.45)	(3,101.90)	(364.93)	(13,447.76)	(1,331.86)	(18,246.45)	(18,246.45)	0.00	(18,246.45)	100.00%
Overall Program %		17%	2%	64%	17%	100%	70.069.69			

**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, 2022.

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

20-Jul-22

Transition House, Inc.
Balance Sheet Prev Year Comparison
As of June 30, 2022

	June 30, 22	June 30, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1012 · Armstrong Checking	77,860.35	97,491.79	-19,631.44	-20.14%
Total Checking/Savings	77,860.35	97,491.79	-19,631.44	-20.14%
Other Current Assets				
1055 · OKDMH contract receivable	18,479.98	16,279.99	2,199.99	13.51%
1060 · Prepaid insurance	3,623.25	3,623.25	0.00	0.0%
1075 · Pledges receivable - JBJ	500.00	500.00	0.00	0.0%
Total Other Current Assets	22,603.23	20,403.24	2,199.99	10.78%
Total Current Assets	100,463.58	117,895.03	-17,431.45	-14.79%
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	-44,647.07	-44,647.07	0.00	0.0%
Total Fixed Assets	11,456.26	11,456.26	0.00	0.0%
TOTAL ASSETS	111,919.84	129,351.29	-17,431.45	-13.48%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · FICA taxes payable	0.08	0.08	0.00	0.0%
2230 · United Way WH payable	11.00	11.00	0.00	0.0%
2240 · Accrued vacation payable	7,792.58	9,111.51	-1,318.93	-14.48%
2401 · Deferred grant revenue	10,915.00	10,100.00	815.00	8.07%
2501 · Current portion of loan	1,452.72	1,452.72	0.00	0.0%
Total Other Current Liabilities	20,171.38	20,675.31	-503.93	-2.44%
Total Current Liabilities	20,171.38	20,675.31	-503.93	-2.44%
Long Term Liabilities				
2601 · Loan payable, less current	2,846.00	2,846.00	0.00	0.0%
Total Long Term Liabilities	2,846.00	2,846.00	0.00	0.0%
Total Liabilities	23,017.38	23,521.31	-503.93	-2.14%
Equity				
3001 · Unrestricted net assets	36,565.14	36,565.14	0.00	0.0%
3002 · Retained Earnings	69,264.84	72,113.72	-2,848.88	-3.95%
Net Income	-16,927.52	-2,848.88	-14,078.64	-494.18%
Total Equity	88,902.46	105,829.98	-16,927.52	-16.0%
TOTAL LIABILITIES & EQUITY	111,919.84	129,351.29	-17,431.45	-13.48%

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

	<u>Jul '21-May '22</u>	<u>Jul '20-May '21</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4000 · Contributions	280.75	881.95	-601.20	-68.17%
4100 · United Way allocation	42,500.00	54,500.00	-12,000.00	-22.02%
4200 · Fund raising				
4201 · Fund raising expenses	-2,621.66	-1,323.63	-1,298.03	-98.07%
4200 · Fund raising - Other	15,205.71	19,184.42	-3,978.71	-20.74%
Total 4200 · Fund raising	<u>12,584.05</u>	<u>17,860.79</u>	<u>-5,276.74</u>	<u>-29.54%</u>
5000 · ODMHSAS contract				
5001 · Unreimbursed contract services	0.00	-1,650.00	1,650.00	100.0%
5000 · ODMHSAS contract - Other	235,954.99	249,705.02	-13,750.03	-5.51%
Total 5000 · ODMHSAS contract	<u>235,954.99</u>	<u>248,055.02</u>	<u>-12,100.03</u>	<u>-4.88%</u>
5500 · Other Gov. grants	7,323.24	1,600.00	5,723.24	357.7%
5501 · Foundation/Civic Club Grants	10,000.00	10,000.00	0.00	0.0%
5502 · Civic Club Donations	0.00	0.00	0.00	0.0%
6000 · Donor Drive	29,119.15	21,323.00	7,796.15	36.56%
6100 · Restricted Donations-Vehicle	0.00	0.00	0.00	0.0%
6200 · Participant fee	4,916.00	2,783.75	2,132.25	76.6%
6500 · Interest income	476.74	569.77	-93.03	-16.33%
6700 · Donated services & materials	0.00	0.00	0.00	0.0%
6900 · Miscellaneous revenues	206.70	4,481.60	-4,274.90	-95.39%
Total Income	<u>343,361.62</u>	<u>362,055.88</u>	<u>-18,694.26</u>	<u>-5.16%</u>
Gross Profit	343,361.62	362,055.88	-18,694.26	-5.16%
Expense				
Management & General	61,249.15	62,033.81	-784.66	-1.27%
Fundraising	7,205.78	7,298.10	-92.31	-1.27%
Transitional Living	230,585.05	233,539.05	-2,954.00	-1.27%
Community Outreach	61,249.15	62,033.81	-784.66	-1.27%
Total Expense	<u>360,289.14</u>	<u>364,904.76</u>	<u>-4,615.62</u>	<u>-1.27%</u>
Net Income/(Loss)	<u><u>-16,927.52</u></u>	<u><u>-2,848.88</u></u>	<u><u>-14,078.64</u></u>	<u><u>-494.18%</u></u>

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

Expense	Mgmt &		Transitional	Communituy	Total	Mgmt &		Transitional	Communituy	Total
	General	Fundraising	Living	Outreach	Jul '21-June '22	General	Fundraising	Living	Outreach	Jul '20-June '21
7000 · Salaries & wages	34,280.39	4,032.99	129,055.60	34,280.39	201,649.37	35,797.38	4,211.46	134,766.59	35,797.38	210,572.80
7002 · Employee Health,Dental,Life Ins	4,766.30	560.74	17,943.71	4,766.30	28,037.04	5,964.43	701.70	22,454.31	5,964.43	35,084.86
7003 · Workers' comp	887.57	104.42	3,341.44	887.57	5,221.00	807.50	95.00	3,040.00	807.50	4,750.00
7004 · FICA/MC/OESC	3,620.42	425.93	13,629.82	3,620.42	21,296.60	3,173.70	373.38	11,948.04	3,173.70	18,668.82
8000 · Legal & accounting	2,001.75	235.50	7,536.00	2,001.75	11,775.00	983.45	115.70	3,702.40	983.45	5,785.00
8100 · Office supplies	656.46	77.23	2,471.37	656.46	3,861.51	673.62	79.25	2,535.99	673.62	3,962.48
8200 · Telephone/Interner/Website	616.05	72.48	2,319.26	616.05	3,623.85	866.34	101.92	3,261.52	866.34	5,096.12
8300 · Postage	21.41	2.52	80.61	21.41	125.96	13.83	1.63	52.06	13.83	81.35
8400 · Rent	7,752.00	912.00	29,184.00	7,752.00	45,600.00	7,752.00	912.00	29,184.00	7,752.00	45,600.00
8410 · Utilities	1,918.42	225.70	7,222.30	1,918.42	11,284.84	1,704.21	200.50	6,415.85	1,704.21	10,024.76
8420 · Household expenses	355.72	41.85	1,339.19	355.72	2,092.48	393.31	46.27	1,480.69	393.31	2,313.58
8430 · Property maintenance & repairs	282.03	33.18	1,061.75	282.03	1,658.99	43.35	5.10	163.20	43.35	255.00
8500 · Equipment maintenance & repair	808.61	95.13	3,044.17	808.61	4,756.51	1,092.15	128.49	4,111.61	1,092.15	6,424.39
8800 · Training & development	164.30	19.33	618.55	164.30	966.49	232.42	27.34	874.98	232.42	1,367.15
8910 · Food	265.41	31.23	999.21	265.41	1,561.26	120.43	14.17	453.40	120.43	708.44
Total 8920 · Client Supplies/Activites	1,176.03	138.36	4,427.42	1,176.03	6,917.85	908.26	106.85	3,419.32	908.26	5,342.68
8925 · Streaming Services	49.26	5.80	185.45	49.26	289.76	42.45	4.99	159.83	42.45	249.73
8930 · Gasoline	143.02	16.83	538.42	143.02	841.28	79.79	9.39	300.38	79.79	469.34
8940 · Vehicle maintenance & repair	175.67	20.67	661.34	175.67	1,033.35	21.51	2.53	80.96	21.51	126.50
8950 · Vehicle insurance	414.29	48.74	1,559.68	414.29	2,437.00	408.68	48.08	1,538.56	408.68	2,404.00
9000 · Dues & subscriptions	23.80	2.80	89.60	23.80	140.00	90.26	10.62	339.81	90.26	530.96
9450 · General & prof liability ins	529.72	62.32	1,994.24	529.72	3,116.00	524.11	61.66	1,973.12	524.11	3,083.00
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	-	-	-	-	-	0.14	0.02	0.51	0.14	0.80
Total Expense	61,249.15	7,205.78	230,585.05	61,249.15	360,289.14	62,033.81	7,298.10	233,539.05	62,033.81	364,904.76

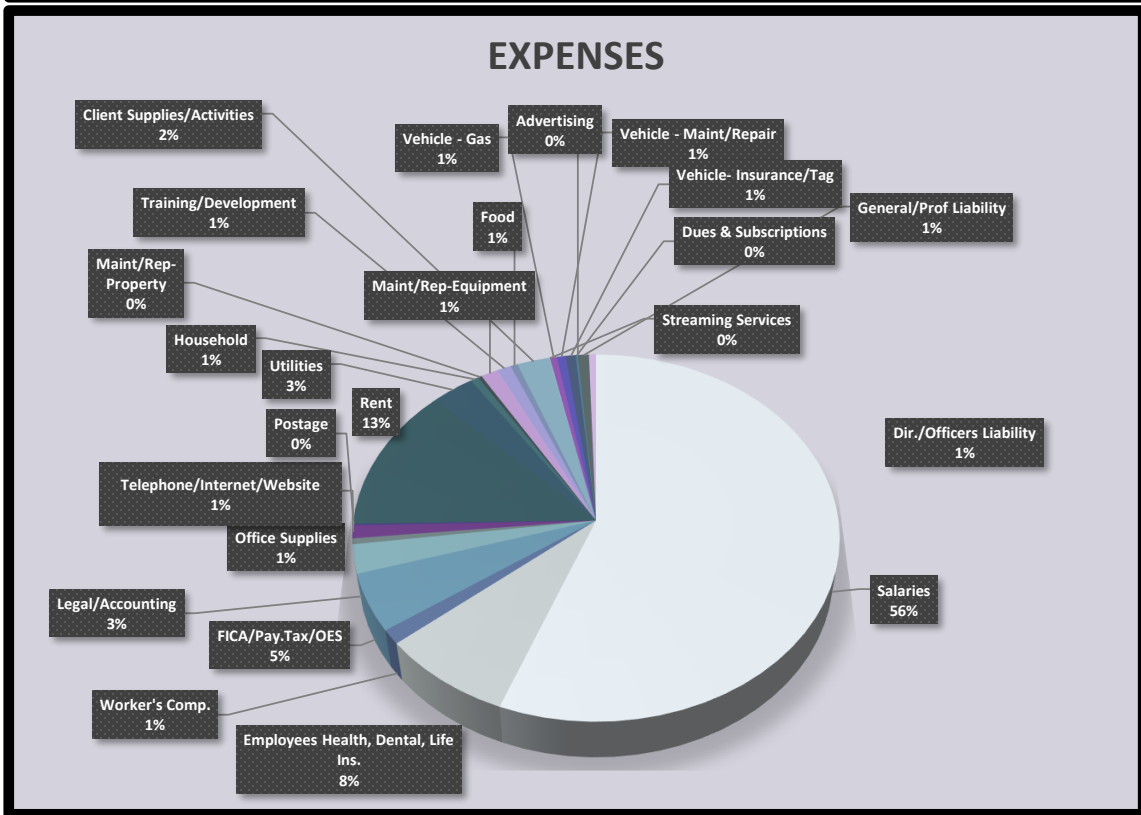
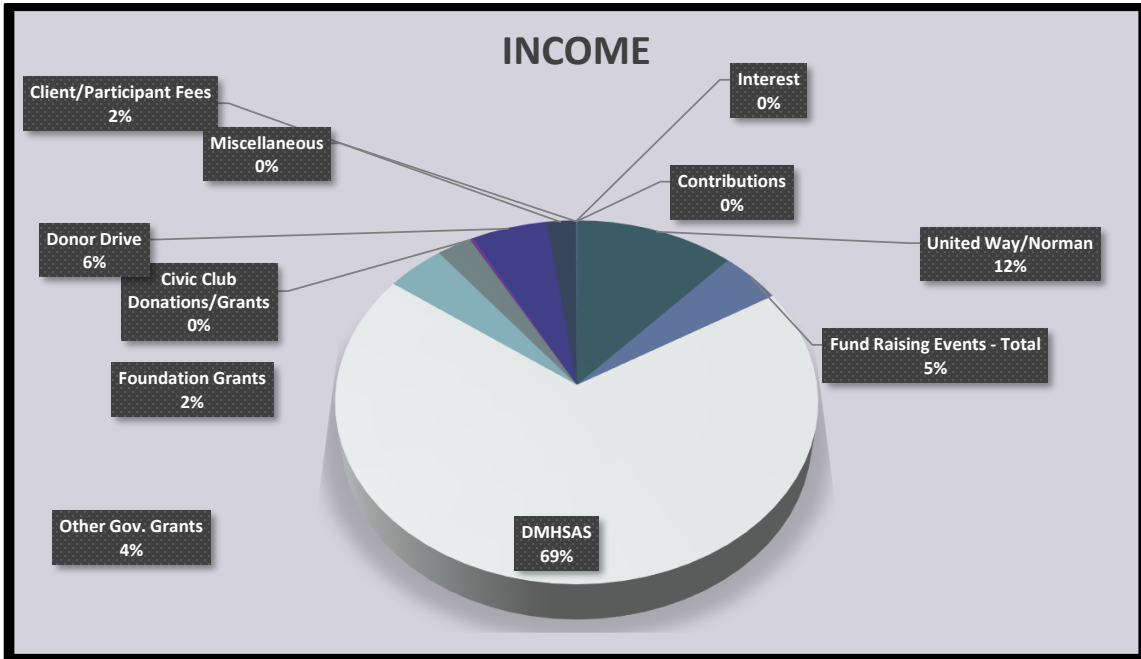
Transition House, Inc.
Statement of Cash Flows
July 1 - June 30, 2022

	<u>Jul '21-June '22</u>	<u>Jul '20-June '21</u>
OPERATING ACTIVITIES		
Net Income	-16,927.52	-2,848.88
Adjustments to reconcile Net Income to net cash provided by operations:		
1055 · OKDMH contract receivable	-2,199.99	-4,070.02
1060 · Prepaid Insurance	0.00	0.00
2200 · FICA taxes payable	0.00	0.00
2210 · FIT WH payable	0.00	0.00
2220 · OK WH taxes payable	0.00	0.00
2230 · United Way WH payable	0.00	0.00
2240 · Accrued Vacation payable	-1,318.93	0.00
2401 · Deferred grant revenue	815.00	0.00
Net cash provided by Operating Activities	<u>-19,631.44</u>	<u>-6,918.90</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		
2601 · Loan Payable	0.00	0.00
3001 · Unrestricted net assets	0.00	0.00
3002 · Retained Earnings	0.00	0.00
Net cash provided by Financing Activities	<u>0.00</u>	<u>0.00</u>
Net cash increase for period	<u>-19,631.44</u>	<u>-6,918.90</u>
Cash at beginning of period	97,491.79	104,410.69
Cash at end of period	<u><u>77,860.35</u></u>	<u><u>97,491.79</u></u>

Transition House, Inc., FY'23 Budget - updated

INCOME:	TH Budget	Admin:	FR:	TLP:	COP:	Total:	TH Budget FY'23
Contributions	\$100	\$17	\$2	\$17	\$64	\$100	\$100
United Way/Norman	\$46,000	\$7,820	\$920	\$14,580	\$22,680	\$46,000	\$46,000
Fund Raising Expense	\$2,500						
Fund Raising Income	\$20,500						
Fund Raising Events - Total	\$18,000	\$3,060	\$360	\$7,274	\$7,306	\$18,000	\$18,000
DMHSAS	\$270,000	\$45,900	\$5,400	\$189,000	\$29,700	\$270,000	\$270,000
Other Gov. Grants	\$17,000	\$2,890	\$340	\$12,580	\$1,190	\$17,000	\$17,000
Foundation Grants	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	\$10,000
Civic Club Donations/Grants	\$1,000	\$170	\$20	\$640	\$170	\$1,000	\$1,000
Donor Drive	\$22,000	\$3,740	\$440	\$14,080	\$3,740	\$22,000	\$22,000
Client/Participant Fees	\$8,200	\$1,394	\$164	\$6,642	\$0	\$8,200	\$8,200
Interest	\$300	\$51	\$6	\$51	\$192	\$300	\$300
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$392,600	\$66,742	\$7,852	\$251,264	\$66,742	\$392,600	\$392,600
EXPENSES:							
Salaries	\$219,440	\$37,305	\$4,389	\$140,442	\$37,305	\$219,440	\$219,440
Employees Health, Dental, Life Ins.	\$32,000	\$5,440	\$640	\$20,480	\$5,440	\$32,000	\$32,000
Worker's Comp.	\$5,000	\$850	\$100	\$3,200	\$850	\$5,000	\$5,000
FICA/Pay.Tax/OES	\$19,900	\$3,383	\$398	\$12,736	\$3,383	\$19,900	\$19,900
Legal/Accounting	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	\$10,000
Office Supplies	\$2,000	\$340	\$40	\$1,280	\$340	\$2,000	\$2,000
Telephone/Internet/Website	\$4,500	\$765	\$90	\$2,880	\$765	\$4,500	\$4,500
Postage	\$400	\$68	\$8	\$256	\$68	\$400	\$400
Rent	\$50,400	\$8,568	\$1,008	\$32,256	\$8,568	\$50,400	\$50,400
Utilities	\$12,000	\$2,040	\$240	\$7,680	\$2,040	\$12,000	\$12,000
Household	\$2,400	\$408	\$48	\$1,536	\$408	\$2,400	\$2,400
Maint/Rep-Property	\$1,000	\$170	\$20	\$640	\$170	\$1,000	\$1,000
Maint/Rep-Equipment	\$5,000	\$850	\$100	\$3,200	\$850	\$5,000	\$5,000
Training/Development	\$4,000	\$680	\$80	\$2,560	\$680	\$4,000	\$4,000
Food	\$2,000	\$340	\$40	\$1,280	\$340	\$2,000	\$2,000
Client Supplies/Activities	\$9,200	\$1,564	\$184	\$5,888	\$1,564	\$9,200	\$9,200
Streaming Services	\$250	\$43	\$5	\$160	\$43	\$250	\$250
Vehicle - Gas	\$2,000	\$340	\$40	\$1,280	\$340	\$2,000	\$2,000
Vehicle - Maint/Repair	\$2,500	\$425	\$50	\$1,600	\$425	\$2,500	\$2,500
Vehicle- Insurance/Tag	\$2,800	\$476	\$56	\$1,792	\$476	\$2,800	\$2,800
Dues & Subscriptions	\$500	\$85	\$10	\$320	\$85	\$500	\$500
Advertising	\$100	\$17	\$2	\$64	\$17	\$100	\$100
General/Prof Liability	\$3,200	\$544	\$64	\$2,048	\$544	\$3,200	\$3,200
Dir./Officers Liability	\$2,010	\$342	\$40	\$1,286	\$342	\$2,010	\$2,010
TOTAL	\$392,600	\$66,742	\$7,852	\$251,264	\$66,742	\$392,600	\$392,600
Dif. Between Inc vs Exp:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Program %		17%	2%	64%	17%	100%	
Salaries: FY'23							
Executive Director:	\$64,400						
Programs Director:	\$41,520						
TLP Recovery Coordinator:	\$36,000						
COP Recovery Coordinator:	\$36,000						
Business Manager:	\$41,520						
Total:	\$219,440						

Transition House, Inc., FY'23 Budget - updated

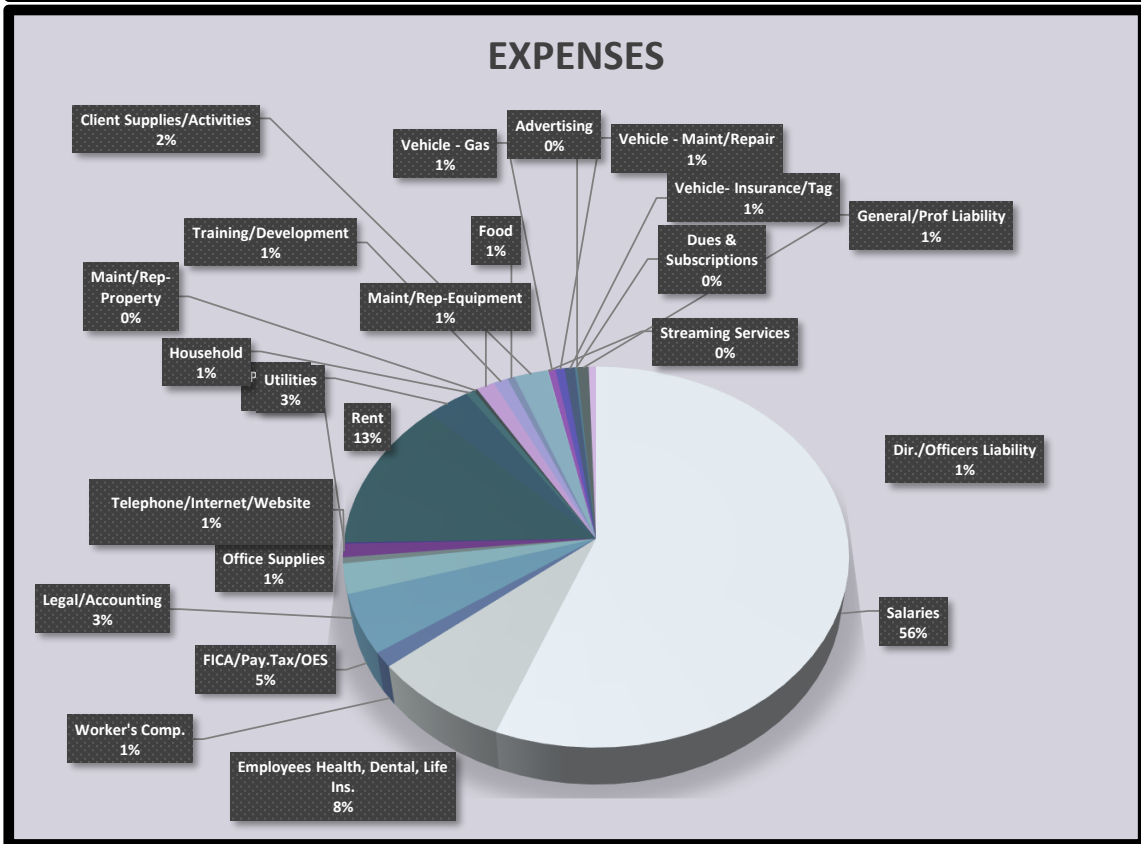
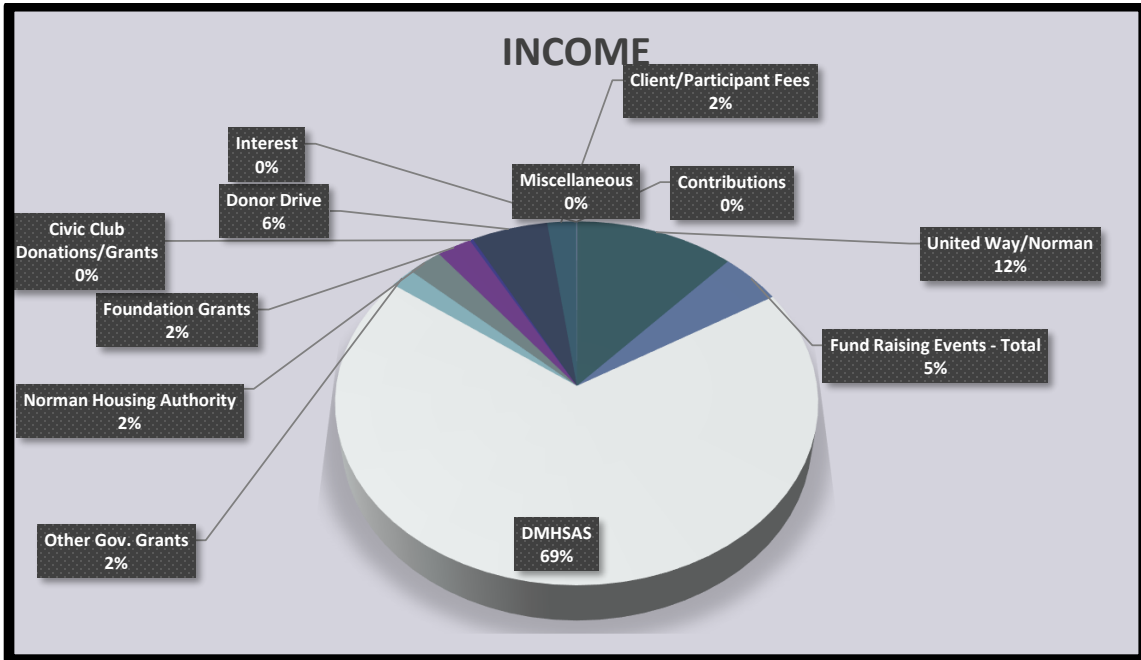


Transition House, Inc., FY'23 Budget

INCOME:	TH Budget	Admin:	FR:	TLP:	COP:	Total:	TH Budget FY'23
Contributions	\$100	\$17	\$2	\$17	\$64	\$100	\$100
United Way/Norman	\$46,000	\$7,820	\$920	\$14,580	\$22,680	\$46,000	\$46,000
Fund Raising Expense	\$2,500						
Fund Raising Income	\$20,500						
Fund Raising Events - Total	\$18,000	\$3,060	\$360	\$7,274	\$7,306	\$18,000	\$18,000
DMHSAS	\$270,000	\$45,900	\$5,400	\$189,000	\$29,700	\$270,000	\$270,000
Other Gov. Grants	\$7,000	\$1,190	\$140	\$4,480	\$1,190	\$7,000	\$7,000
Norman Housing Authority	\$10,000	\$1,700	\$200	\$8,100	\$0	\$10,000	\$10,000
Foundation Grants	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	\$10,000
Civic Club Donations/Grants	\$1,000	\$170	\$20	\$640	\$170	\$1,000	\$1,000
Donor Drive	\$22,000	\$3,740	\$440	\$14,080	\$3,740	\$22,000	\$22,000
Client/Participant Fees	\$8,200	\$1,394	\$164	\$6,642	\$0	\$8,200	\$8,200
Interest	\$300	\$51	\$6	\$51	\$192	\$300	\$300
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$392,600	\$66,742	\$7,852	\$251,264	\$66,742	\$392,600	\$392,600
EXPENSES:							
Salaries	\$219,440	\$37,305	\$4,389	\$140,442	\$37,305	\$219,440	\$219,440
Employees Health, Dental, Life Ins.	\$32,000	\$5,440	\$640	\$20,480	\$5,440	\$32,000	\$32,000
Worker's Comp.	\$5,000	\$850	\$100	\$3,200	\$850	\$5,000	\$5,000
FICA/Pay.Tax/OES	\$19,900	\$3,383	\$398	\$12,736	\$3,383	\$19,900	\$19,900
Legal/Accounting	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	\$10,000
Office Supplies	\$2,000	\$340	\$40	\$1,280	\$340	\$2,000	\$2,000
Telephone/Internet/Website	\$4,500	\$765	\$90	\$2,880	\$765	\$4,500	\$4,500
Postage	\$400	\$68	\$8	\$256	\$68	\$400	\$400
Rent	\$50,400	\$8,568	\$1,008	\$32,256	\$8,568	\$50,400	\$50,400
Utilities	\$12,000	\$2,040	\$240	\$7,680	\$2,040	\$12,000	\$12,000
Household	\$2,400	\$408	\$48	\$1,536	\$408	\$2,400	\$2,400
Maint/Rep-Property	\$1,000	\$170	\$20	\$640	\$170	\$1,000	\$1,000
Maint/Rep-Equipment	\$5,000	\$850	\$100	\$3,200	\$850	\$5,000	\$5,000
Training/Development	\$4,000	\$680	\$80	\$2,560	\$680	\$4,000	\$4,000
Food	\$2,000	\$340	\$40	\$1,280	\$340	\$2,000	\$2,000
Client Supplies/Activities	\$9,200	\$1,564	\$184	\$5,888	\$1,564	\$9,200	\$9,200
Streaming Services	\$250	\$43	\$5	\$160	\$43	\$250	\$250
Vehicle - Gas	\$2,000	\$340	\$40	\$1,280	\$340	\$2,000	\$2,000
Vehicle - Maint/Repair	\$2,500	\$425	\$50	\$1,600	\$425	\$2,500	\$2,500
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General Program %		17%	2%	64%	17%	100%	

Salaries:	FY'23
Executive Director:	\$64,400
Programs Director:	\$41,520
TLP Recovery Coordinator:	\$36,000
COP Recovery Coordinator:	\$36,000
Business Manager:	\$41,520
Total:	\$219,440

Transition House, Inc., FY'23 Budget



1912 N Drexel Blvd.
Oklahoma City, OK 73107
Telephone (405) 949-0189
Facsimile (405) 949-1189
Email bigdwg@dwgca.com
www.dwgcpa.com

dwg, inc. Certified Public Accountant and Consultant

June 23, 2022

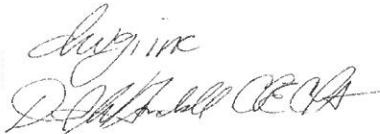
The Board of Directors
Transition House, Inc.
700 Asp, Suite 2
Norman, OK 73069

Dear Board Members:

Enclosed for your review and consideration is the engagement letter requesting dwg, inc to conduct the audit for your organization of the financial period ending June 30, 2022.

An envelope is enclosed for your convenience in returning the signed letter, or it may be faxed to (405) 949-1189. Please contact us at 405-949-0189 with any questions or concerns. Thank you for using dwg, inc for your audit needs.

Respectfully submitted,



W Gandall, CFE, CPA
dwg, inc

Enclosures: Engagement Letter
Return Envelope

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1912 N Drexel Blvd.
Oklahoma City, OK 73107
Telephone (405) 949-0189
Facsimile (405) 949-1189
Email bigdwg@dwgca.com
www.dwgcpa.com

dwg, inc. Certified Public Accountant and Consultant

June 23, 2022

The Board of Directors
Transition House, Inc.
700 Asp, Suite 2
Norman, OK 73069

Dear Board Members,

You have requested that we audit the basic financial statements of Transition House, Inc. (the Organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the financial statements:

Schedule of Expenditures of Federal and State Awards

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and *Government Auditing Standards* of the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of . . .

documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America.

In making our risk assessments, we consider internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Transition House, Inc.'s compliance with certain provisions of laws, regulations, contracts, and grants that could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit, and accordingly, we will not express such an opinion.

We will issue a written report upon completion of our audit the Organization's basic financial statements. Our report will be addressed to the board of directors of Transition House, Inc. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
4. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the entity's auditor;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
6. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
7. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the

intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit, including your understanding of your responsibilities as defined in this letter to us in your management representation letter.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

The timing of our audit will be scheduled for performance and completion upon receipt of a complete set of financial information for the year ending June 30, 2022.

David W. Gandall, CFE, CPA is the engagement partner for the audit services specified in this letter. His responsibilities include supervising dwg, inc.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices are payable upon presentation. We estimate that our fee for the audit will be **\$5,700.00**. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Organization's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

As part of our engagement, we will also prepare the federal and state information returns for the year ended June 30, 2022.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of dwg, inc. and constitutes confidential information. However, we may be requested to make certain audit documentation available to peer reviewers. If requested, access to

such audit documentation will be provided under the supervision of dwg, inc.'s personnel.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

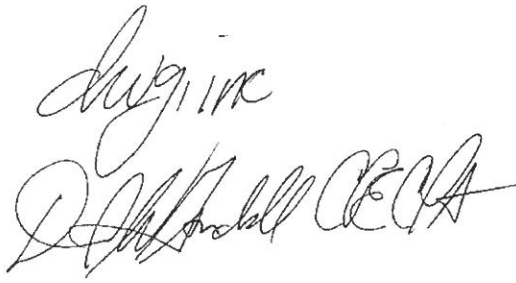
At the conclusion of our audit engagement, we will communicate to the Board of Directors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultation with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Handwritten signature of David W. Gandall, CFE, CPA. The signature is written in black ink and includes the initials 'dwg, inc' above the main signature.

dwg, inc.
David W. Gandall, CFE, CPA

RESPONSE:

This letter correctly sets forth our understanding.

Transition House, Inc.

Approved by:

Title:

Date:

TRANSITION HOUSE BOARD MEMBER AGREEMENT – FY'23

BOARD RESPONSIBILITIES INCLUDE:

1. Conduct agency business in accordance with established Bylaws
2. Formulate and approve long-range goals, policies, and priorities for Transition House, Inc.
3. Help plan and participate in fund raising activities for the agency
4. Make cash donations to the agency at least one time per year
5. Function as a liaison between Transition House, Inc., and the community by providing Transition House, Inc., with information about community needs and attitudes and by serving as a representative of Transition House, Inc., to the community.
6. Assist in formulating, approving, and monitoring the Transition House, Inc., budget
7. Be responsible for the selection, supervision, and evaluation of the Executive Director
8. Regularly attend Board Meetings and to serve on special committees as necessary

PRINCIPLES FOR GOOD GOVERNANCE AND ETHICAL PRACTICE

Board Members Agree to:

1. Legal Compliance and Public Disclosure

- a. Comply with all applicable federal laws and regulations, as well as applicable laws and regulations of the states and the local jurisdictions in which it is based or operates.
- b. Adhere to the Transition House, Inc. written code of ethics. (See page 3)
- c. Adopt and implement policies and procedures to ensure that all conflicts of interest, or the appearance thereof, within the organization and the board are appropriately managed through disclosure, recusal, or other means.
- d. Establish and implement policies and procedures that enable individuals to come forward with information on illegal practices or violations of organizational policies. This "whistleblower" policy should specify that the organization will not retaliate against, and will protect the confidentiality of, individuals who make good-faith reports.
- e. Establish and implement policies and procedures to protect and preserve the organization's important documents and business records.
- f. Ensure that the organization has adequate plans to protect its assets—its property, financial and human resources, programmatic content and material, and its integrity and reputation—against damage or loss. The board agrees to review regularly the organization's need for general liability and directors' and officers' liability insurance, as well as take other actions necessary to mitigate risks.
- g. Make information about its operations, including its governance, finances, programs, and activities, widely available to the public.

2. Effective Governance

- a. Be responsible for reviewing and approving the organization's mission and strategic direction, annual budget and key financial transactions, compensation practices and policies, and fiscal and governance policies.
- b. Attend Board meetings regularly so the Board can conduct its business and fulfill its duties.
- c. Periodically review the Board size and structure.
- d. Strive to include Board members with diverse backgrounds (including, but not limited to, ethnic, racial and gender perspectives), experience, and organizational and financial skills necessary to advance the organization's mission.
- e. Not: (1) be compensated by the organization as employees or independent contractors; (2) have their compensation determined by individuals who are compensated by the organization; (3) receive, directly or indirectly, material financial benefits from the organization except as a member of the charitable class served by the organization; or (4) be related to anyone described above (as a spouse, sibling, parent or child), or reside with any person so described.
- f. Hire, oversee, and annually evaluate the performance of the Executive Director of the organization, and conduct such an evaluation prior to any change in the Executive Directors, unless there is a multi-year contract in force, or the change consists solely of routine adjustments for inflation or cost of living.
- g. Ensure that the positions of Executive Director, Board President, and Board Treasurer are held by separate individuals.
- h. Establish an effective, systematic process for educating and communicating with board members to ensure that they are aware of their legal and ethical responsibilities, are knowledgeable about the programs and activities of the organization and can carry out oversight functions effectively.
- i. Evaluate their performance as a group and as individuals at least every three years and should have clear procedures for removing board members who are unable or unwilling to fulfill their responsibilities.
- j. Establish clear policies and procedures setting the length of terms and the number of consecutive terms a board member may serve.
- k. Review organizational and governing instruments at least every five years.
- l. Establish and review the organization's mission and goals regularly and evaluate, at least every five years, the organization's programs, goals and activities to be sure they advance its mission and make prudent use of its resources.
- m. Serve without compensation, other than reimbursement for expenses incurred to fulfill their board duties.

3. Strong Financial Oversight

- a. Ensure that complete, current, and accurate financial records are maintained. Board members receive and review timely reports of the organization's financial activities and will have a qualified, independent financial expert audit or review these statements annually in a manner appropriate to the organization's size and scale of operations.
- b. Institute policies and procedures to ensure that the organization manages and invests its funds responsibly, in accordance with all legal requirements. The full board reviews and approves the organization's annual budget and monitors actual performance against the budget.
- c. Not provide loans (or the equivalent, such as loan guarantees, purchasing or transferring ownership of a residence or office, or relieving a debt or lease obligation) to directors, officers, or trustees.
- d. Ensure that a significant percentage of the agency's annual budget is spent on programs that pursue its mission. The budget should also provide sufficient resources for effective administration of the organization, and, if it solicits contributions, for appropriate fundraising activities.
- e. Ensure that there are clear, written policies for paying or reimbursing expenses incurred by anyone conducting business or traveling on behalf of the organization, including the types of expenses that can be paid for or reimbursed and the documentation required. Such policies require that travel on behalf of the organization is to be undertaken in a cost-effective manner.

TRANSITION HOUSE BOARD MEMBER AGREEMENT – FY'23

- f. Be responsible for travel expenditures for spouses, dependents or others who are accompanying someone conducting business for the organization unless they, too, are conducting such business.

4. Responsible Fundraising

- a. Ensure that solicitation materials and other communications addressed to donors and the public clearly identify the organization and be accurate and truthful.
- b. Ensure that contributions are used for purposes consistent with the donor's intent, whether as described in the relevant solicitation materials or as specifically directed by the donor.
- c. Ensure that donors are provided with specific acknowledgments of charitable contributions, in accordance with IRS requirements, as well as information to facilitate the donors' compliance with tax law requirements.
- d. Adopt clear policies, based on its specific exempt purpose, to determine whether accepting a gift would compromise its ethics, financial circumstances, program focus or other interests.
- e. Ensure that appropriate training and supervision of the people soliciting funds on its behalf is provided to ensure that they understand their responsibilities and applicable federal, state, and local laws, and do not employ techniques that are coercive, intimidating, or intended to harass potential donors.
- f. Not compensate internal or external fundraisers based on a commission or a percentage of the amount raised.
- g. Respect the privacy of individual donors and, except where disclosure is required by law, will not sell, or otherwise make available the names and contact information of its donors without providing them an opportunity at least once a year to opt out of the use of their names.

TRANSITION HOUSE CODE OF ETHICS

1. **Legal Compliance:** The organization shall carry out all activities in accordance with the applicable Federal, State, and local laws pertaining to all aspects of its operation.
2. **Non-discriminatory** - TH shall be in all aspects non-partisan and shall not discriminate on the basis of age, gender, race, religion, color, creed, sexual orientation, place of national origin, or inability to pay.
3. **Integrity:** TH, its director, employees, and members of the board of directors will, at all times, apply the highest standards of integrity to all TH dealings and transactions.
4. **Confidentiality:** TH pledges to honor the confidentiality of client prospect and donor lists, their business affairs, and the right to privacy enjoyed by every institution, volunteer, and donor.
5. **Client Charges:** TH charges clients based upon the professional services provided and the client's ability to pay. Their fees are never based upon charitable gifts raised or a percentage of contributions.
6. **Conflict of Interest and Disclosure:** TH, its employees, and members of its board of directors will be sensitive to and disclose to clients, prospective clients, donors, and other stakeholders any professional, personal, or client relationships that might be construed as conflicts of interest.
7. **Transparency:** TH shall provide all appropriate disclosures for all revenues and expenditures such that any stakeholder can determine and comprehend all of its acquisitions and expenditures in furtherance of its mission.
8. **Commitment to Recovery:** People of TH commit to supporting the recovery process through the following principles: Belief in Recovery, Mutual Trust and Respect, Connection, Integrity, Fun and Gratitude.

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

TH Mission: Changing Lives by Creating Pathways to Mental Wellness.

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

I understand as a member of the Transition House, Inc., Board of Directors, that I am responsible for annual cash donations as well as being of service to TH. I agree to support TH in the following ways:

- Donate Monthly:** \$5 \$10 \$25 \$50 \$75 \$100 \$ _____
- Donate Annually:** \$5 \$10 \$25 \$50 \$75 \$100 \$ _____
- Sponsor June Bug Jam:** \$100 \$250 \$500 \$1,000 \$ _____
- Advocate:** Please keep me informed using the following email address: _____
- Educate:** (example: add www.facebook.com/TransitionHouseInc on Facebook and share the link with others regularly)
- Share My Expertise** I can best help on the following committee(s):
 June Bug Jam Fundraising Nominating Finance Planning Other _____

Board Member Signature

Date

**ANNUAL STATEMENT CONCERNING
POSSIBLE CONFLICT OF INTEREST**

The undersigned acknowledges receipt of a copy of Transition House’s Conflict-of-Interest Policy and Procedures for Board of Directors that is part of the Transition House Governance Policy Manual.

By my signature affixed below, I acknowledge my agreement with the spirit and intent of these policies and, I agree to report to the chief executive of the organization any possible conflicts (other than those stated below) that may develop before completion of the next annual statement.

_____ I am not aware of any conflict of interest.

_____ I do or may have a conflict of interest in the following area(s):

Name: _____

Date: _____

Board Member Signature: _____

SUMMARY OF INSURANCE

Prepared: 6/29/2022

Page 1

For **Transition House Inc**
700 Asp Suite 2
Norman, OK 73069
(405) 360-7926

Coverage	Amount	Company	Policy No.	Eff	Exp
Property		Philadelphia Indemnity Ins. Co	PHPK2382720	4/7/2022	4/7/2023
Policy Level Information					
Premise 1 Building 1					
700 Asp Suite 2					
Norman, OK 73069					
Business Personal Property –	31,114				
Coins %	90%				
Valuation	RC				
Cause of Loss	Special				
Deductible	1,000				
Premise 3 Building 1					
700 Asp, Suite 4					
Norman, OK 73069					
Business Personal Property –	2,812				
Coins %	90%				
Valuation	RC				
Cause of Loss	Special				
Deductible	1,000				

SUMMARY OF INSURANCE

Prepared: 6/29/2022

Page 2

For Transition House Inc
700 Asp Suite 2
Norman, OK 73069
(405) 360-7926

Coverage	Amount	Company	Policy No.	Eff	Exp
General Liability		Philadelphia Indemnity Ins. Co	PHPK2382720	4/7/2022	4/7/2023
Occurrence					
General Aggregate	2,000,000				
Products Completed	2,000,000				
Personal & Advertising Injury	1,000,000				
Each Occurrence	1,000,000				
Damage to Rented Premises	100,000				
Medical Exp. (Any One Person)	5,000				
Location 1 Building 1					
Sales/Services Organization					
Class Code: 47367					
Premium Basis: 177,000					
(P) Payroll - Per \$1,000/Pay					
Bldg/Premis-Office-NOC-NFP					
Class Code: 61227					
Premium Basis: 1,000					
(A) Area - Per 1,000/Sq Ft					
Location 2 Building 1					
Boarding/Rooming House					
Class Code: 61000					
Premium Basis: 12					
(U) Unit - Per Unit					
Location 3 Building 1					
Bldg/Premis-Office-NOC-NFP					
Class Code: 61227					
Premium Basis: 600					
(A) Area - Per 1,000/Sq Ft					

SUMMARY OF INSURANCE

Prepared: 6/29/2022

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For **Transition House Inc**
700 Asp Suite 2
Norman, OK 73069
(405) 360-7926

Coverage	Amount	Company	Policy No.	Eff	Exp
Business Auto		Philadelphia Indemnity Ins. Co	PHPK2382720	4/7/2022	4/7/2023
Liability					
CSL	1,000,000				
Autos Specified On Schedule					
Hired Autos					
Non-Owned Autos					
Uninsured/Underinsured Motorists					
CSL	1,000,000				
All Owned Autos					
Comprehensive					
Autos Specified on Schedule					
Collision					
Autos Specified on Schedule					
* See Attached Driver and Vehicle Schedules					

SUMMARY OF INSURANCE

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For **Transition House Inc**
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Business Automobile – Vehicle Schedule

Policy No. PHPK2382720

Co #	Insd ID	Year	Make	Model	VIN	Garage Loc	Lia	PIP	Med	UM	Comp	Coll
1		2012	Ford	Econoline E350 Sport	1FBNE3BL0CDA32142	Norman, OK 73069	X		X	X	1,000	1,000

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For **Transition House Inc**
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Business Automobile - Driver Schedule

Policy No. PHPK2382720

Driver #	Name	Lic. State
1	Peruttzi, Bonnie	OK
2	Dicksion, Ilene	OK
3	Sherf, Amanda	OK
4	Watts, Trinity	OK
5	Kaylee Deisering	OK
6	Jackson Paden	OK

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For **Transition House Inc**
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Coverage	Amount	Company	Policy No.	Eff	Exp
Crime Location 1 Building 1 Employee Theft	100,000	Philadelphia Indemnity Ins. Co	PHPK2382720	4/7/2022	4/7/2023

SUMMARY OF INSURANCE

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For **Transition House Inc**
700 Asp Suite 2
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Coverage	Amount	Company	Policy No.	Eff	Exp
Directors & Officers Liability		Philadelphia Indemnity Ins. Co	PHSD1717466	7/11/2022	7/11/2023
Occurrence					
General Aggregate	1,000,000				
Each Occurrence	1,000,000				

SUMMARY OF INSURANCE

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For **Transition House Inc**
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Coverage	Amount	Company	Policy No.	Eff	Exp
Employment Practices Liability		Philadelphia Indemnity Ins. Co	PHSD1717466	7/11/2022	7/11/2023
Occurrence					
General Aggregate	1,000,000				
Each Occurrence	1,000,000				

PRELIMINARY FY '23 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 – have Business Agreements signed • Explore new Donor Tracking Tool 	<ul style="list-style-type: none"> • Annual Board meeting • Election of Officers
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 • Prep for ARPA funding opportunity • Begin developing additional Foundation and other funding connections • Final Draft Review of new Employee Handbook • Update Staff Job Descriptions 	<ul style="list-style-type: none"> • Board recruitment • Executive Director's evaluation • Executive Committee work on developing FY'23 Board Committees • Begin developing additional Foundation and other funding connections
SEPTEMBER	<ul style="list-style-type: none"> • Apply for ARPA funding • Continue work on relationships with Foundations – possibly prep for new Foundation applications • Day of Caring • Explore Case Management training for Recovery Coordinators • Work with OU Board fellow to review and update TH GuideStar • Work with Board on direction for JBJ production 	<ul style="list-style-type: none"> • Board will receive FY'23 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 Policy reviews and updates 	<ul style="list-style-type: none"> • Make preliminary contacts with prospective sponsors • Finalize plans for the Agency retreat
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 • Agency Retreat (possibly early November)
DECEMBER	<ul style="list-style-type: none"> • Client Holiday shopping • Holiday Party/Open House • Meet with Staff to plan for upcoming funding requests 	<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, ticket and t-shirt sales
MAY	<ul style="list-style-type: none"> • JBJ prep • Begin Client Survey process • SVSC grant 	<ul style="list-style-type: none"> • Nominating Committee begins to meet to prepare for July Annual meeting • 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