

# TRANSITION HOUSE, INC. DIRECTOR'S REPORT

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

## **NO AUGUST BOARD MEETING**

**Enc:** Director's Report, Minutes from previous Board meeting ; Monthly & Financial Reports;  
Approved FY'23 TH Budget; Bloomerang Proposal

### **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

**CHECK OUT THE UPDATES TO THE BOARD PAGE ON THE TH WEBSITE:**

<https://www.thouse.org/board>

**IF ANY CHANGES NEED TO BE MADE, PLEASE LET ME KNOW. THANKS!**

 <b>TRANSITION HOUSE, INC., BOARD OF DIRECTORS</b> Our Vision: A community committed to connection, recovery, wellness, and joy. Our Mission: Changing Lives by Creating Pathways for Mental Wellness.			
 <b>Stacey Clement</b> TH Board President Captain Norman Police Department	 <b>Sara King, MPH, CHES</b> TH Board Vice-President OU Health Science Center Lecturer, Associate Director of the Bachelor of Public Health Program	 <b>Rebecca Delsigne</b> TH Board Treasurer Branch Manager First Fidelity Bank	 <b>Preston Court, M.Ed.</b> TH Board Member Aquatics Assistant Coordinator University of Oklahoma
 <b>Cary Bryant</b> TH Board President Lieutenant Norman Police Department	 <b>Cathy Billings</b> TH Board Member Director of Community Dev. OK Health Dept.	 <b>Kris Glenn</b> TH Board Member Director   Parking & Transportation University of Oklahoma	
 <b>Cordt Huneke</b> TH Board Member IT Business Partner Boeing	 <b>Kristen Lazalier</b> TH Board Member Principal Gifts Officer, The University of Oklahoma Foundation, Inc.	 <b>Bob Moore, LPC</b> TH Board Member Licensed Professional Counselor & Supervisor	 <b>Darien Moore</b> TH Board Member Real Estate Agent, Meraki
		 <b>Steve Boyer, MA, C-PRSS</b> TH Client Representative	 <b>Charla Young, LCSW</b> Board Clinical Consultant
	 DU Price College of Business JC Penney TH Board Fellow		



## DIRECTOR'S REPORT AUGUST 2022

### ADMINISTRATIVE REPORT:

- Staff:**
  - Celebrating Staff Anniversaries: Bonnie's 36 years on Aug. 16; Ilene's 27 years Aug. 28; Amanda's 4 years on Sept. 16.
  - Staff Evaluations: Amanda will be doing a 3 month evaluation with Kaylee and Jack. My evaluation is still outstanding.
  - Vacations: Ilene off Aug 19 – return Aug. 29. Amanda off Sept. 16 – return Sept. 26. Bonnie off Sept. 24 return Oct. 10.
- Board:**
  - 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. If you have not completed this, **Please bring these completed and signed to TH or you can email them to me.**
  - Board Fellow:** Our new Board Fellow has reached out to me to make preliminary contact. His name is Gerardo Ramirez-Perez. We have not met yet but he has been added to our email list so he'll be receiving Board information from this point forward. Welcome Gerardo!
  - 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:** Let's plan on discussing Board Committees and members for FY'23 at our Sept. Board meeting.
  - Bank Signature Card:** Rebecca is working on the new card.
- Cleveland County Mental Health Task Force:** Discussion on the new 988 number.
- 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 2<sup>nd</sup> largest funder and it's an outstanding investment of donor dollars. This year's Goal - \$2 Million!
- FY'23 Goals, FY'22 Outcomes and Timeline:** We had our Staff Retreat to begin work on our FY'23 Goals as well as review of FY'22. I'm working on getting that information put together. I will get that out to the Board by the Sept. Board meeting.
- TH Annual Report:** I've been making good progress on the FY22 TH Annual Report. I have hit an issue with our Financials. Seems there has been a communication breakdown between our Auditor and CPA. As a result, our Financial Reports from our CPA will need to be corrected once our Auditor sends his adjustments so our CPA. Once she has that, we can get our updated June 2022 CPA statement so it can be correct in our Annual Report. I've reached out to our Auditor and he's responded and corrected the communication issue.
- TH's GiveSmartOKC:** I've updated our GiveSmartOKC page.
- Website updates:** I've made a few different updates to our website. I'll continue to update routinely. Please check it out when you can.
- TH Policy Work:** I've talked with Alex and with all the FY'22 year end reports pending, I've pushed our Employee Handbook final review back – with hopes of doing the final review in Sept. As soon as that is done, I'll send that to the Board for review.
- Work with Alex to reach new potential donors/funders:** Alex visited TH this week and received a special Gift of Hope. She was grateful for this opportunity to spend time with clients. She commented that it helped her to better understand our People and Programs from a much more personal perspective – which will be helpful as we begins to develop strategies to connect with potential new donors/funding sources.
- Donor Tracking Tool - Bloomerang:** We've had some preliminary meetings with Nick from Bloomerang. I've sent out the link for our next meeting Sept. 8. Rebecca, Ilene and I were on the last meeting. Kristen has been able to help with questions as well. I'm including the proposal in this packet. First year cost = \$2,457.08 (\$750 discount on conversion). The recurring cost will be the \$1,207.08 + 7% for the first year you renew (\$1,291.58).

### FINANCE REPORT:

- Financial status/Bank Balance:** Bank Balance for end of July 2022 = \$69,133.76.
- DMHSAS funds:** I've signed both of our DMHSAS contracts for FY'23. Great news – our TLP beds were full for all but 4 days in July.
- FY'23 Budget Prep:** Enclosed is the adjusted FY'23 Budget.
- OEC Grant:** We received our OEC grant check for \$10,000 for TLP welcome kits and some additional household supplies. We'll have representatives from OEC Foundation at TH on Monday morning to receive Gifts of Hope and to talk with clients about this grant and other individual grants from OEC.
- ARPA:** I'm still waiting for updates on this funding opportunity. 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:

- TH Fund Raising:** We need to get our Fund Raising Committee established with Board members as well as Committee Volunteers. Starting to create our plan will help us prevent some of the challenges we faced over the past couple of years.
- JBJ:** Clients are already talking about JBJ'23. It's been wonderful to see their interest and investment in this event. I think it speaks to how impactful JBJ'22 was for our People.
- Facebook Donation Drives:** I plan on doing a special United Way Facebook Drive as part of our efforts to support our United Way. Any support you can lend is appreciated.

### CLIENT REPORT:

- TL Program Census:** Our census is 9 with 1 new person moving in on Monday and hopefully at least 1-2 more possibly moving in later this month. Amanda is feeling better about some of the new referrals.
- Self-Advocacy and Empowerment:** Though we've had a few challenges with clients, the overall 'feel' in the TLP is positive and empowering. I invited the clients to help me write the narrative for the Annual Report. Their messages are powerful and important. I'm excited about finishing this report so people can see their messages. The common theme – being a part of TH has helped them feel worthy, supported, heard, valued, etc. We decided to add a fun picture with their comments. They are experiencing joy again. It doesn't mean their struggles are over, but for at least some, they have joy in their life that they didn't dream possible. Here's a couple of their statements:

***"We're the People who shouldn't be making it... and we are!"***

***"Twenty years ago, I was told I would be permanently suicidal. I gave up hope. I quit existing. I would never be happy. Now I have hope and I'm joyful. I have a light inside. I have the human right to be silly. I found my smile. I found my superpowers and my worth. This is not a phase, these are permanent tools that I now have."***

- COP Activities:** Kaylee has been working to develop some COP specific activities. It will take a bit to get things going, but we're already seeing more COP clients connecting with TH and Kaylee. This process takes time. We're so grateful for Kaylee's work and determination.

***All of our Hard Work Makes a Difference!***



**Transition House, Inc.**  
**Minutes of Board of Directors**  
**Thursday, July 21, 2022, at 5:30 PM**  
**Meeting Location: Drop-in Center – 700 Asp, Suite 4, Norman, OK**

**1) Call to order:** Cary called the meeting to order at 5:35 PM CST.  
**(6 members present at start of meeting for quorum.)**

**2) Welcome and Introductions**

**Board Members Present**

Cary Bryant, Board President  
Darien Moore, Vice President  
Rebecca Delsigne, Interim Treasurer  
Preston Court  
Cordt Huneke  
Kristen Lazalier  
Bob Moore  
Sara King  
Stacey Clement

**Board Members Absent**

Kris Glenn (excused)  
Cathy Billings (excused)

**Staff**

Bonnie Peruttzi, Amanda Sherf, Kaylee Deisering,  
Jack Paden

**3) Consideration of the Agenda:** Motion made by Kristen and seconded by Cordt to pass the agenda without dissent. Approved by all present. Motion passed.

**4) Consideration of last meeting's Minutes:** Motion made by Stacey and seconded by Cordt to approve the minutes of the June meeting. Approved by all present. Motion passed.

**5) Business:**

a. Accept Patrick Cody's resignation.

- **Thank you for your time and service, Patrick! It is so very appreciated.**

b. Presentation of the Slate of Officers for FY'23 – Proposed: Stacey Clement, Board President; Sara King, Board VP; Preston Court, Secretary; Rebecca Delsigne, Treasurer

- **no nominations on the floor, vote may be taken as a full slate. Motion from Kristen and seconded by Cordt to pass. Approved by all present. Motion passes and new Board approved.**

c. Consideration of new Executive Committee as authorized signers on the TH Bank Account

- **motion made by Cary and seconded by Cordt to add new Executive Committee as Authorized signers on the TH Bank Account. Approved by all present. Motion passed.**

d. Consideration: Modification of TH FY'23 Budget

- **Did not receive expected funds from Norman Housing Authority. Motion made by Kristen and seconded by Cordt to modify TH FY'23 Budget. Approved by all present. Motion passed.**

e. Consideration: Engagement Letter from DWG, Inc. for TH's FY'22 Audit  
- **motion made by Sara and seconded by Cordt for TH's FY'22 Audit. Approved by all present.**  
**Motion passed.**

f. Review and Completion: FY'23 TH Board Agreement and Conflict of Interest Statement

g. Review: FY'23 TH Insurance

h. Review: Timeline of TH Monthly Areas of Focus

### **5) President's Report – Cary**

No final Presidential report from Cary. Yields time to Stacey for opportunity to discuss hopes and goals for the Board while serving as President.

Stacey discussed coming out of COVID and the importance to her of trying to plan some good opportunities for the Board to get together to bond, as well as ensuring that time can be set aside for committees to meet and plan. Very much attached to TH and looking forward to working with everyone and moving forward!

### **6) Treasurer's Report – Rebecca**

a. Bank Signature Card for FY'23 Board Officers – will be contacting everyone for necessary information to move this process along.

No formal Treasurer Report.

### **7) Planning Committee Report – Sara**

No formal Planning Committee report. Looking forward to opportunities for committees to meet and bond and appreciative of the timeline presented by Bonnie.

### **8) Fund-Raising Committee Report – Kristen**

No formal Fund-Raising Committee report. Did mention a potential new Board Member – Marilyn Korhonen.

### **9) Nominating Committee Report – Cathy**

No formal Nominating Committee report. Cathy not present.

**10) Board Activity Report** (time for each Board member to report on their work related to Transition House fund raising, connections, etc. and their goals for the next month)

- None reported.

### **11) Client Report – Chris**

No formal Client Report. Some reporting provided by Staff present concerning clients working currently and doing really well!

### **12) Executive Director's Report – Bonnie**

Director's report was included in the Agenda.

### **13) As May Arise**

Given the potential for the Board membership to fall below ten, the members present discussed potential new Board member options for consideration.

**14) Adjourn Board meeting:** Motion made by Cary and seconded by Cordt. Approved by all those present, and the meeting adjourned at 6:35 PM.

Submitted by: Preston Court, Acting Secretary.

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**Stacey Clement, President**

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**Preston Court, Secretary**

**Roll Call Voting Record**

M= Motion S= Second Y=Yes N=No

Board Members	Agenda	Minutes	Slate of TH Board Officers	Authorized signers for TH Bank Account	Modified FY'23 TH Budget	Work with DWG, Inc for FY'22 TH Audit	Adjournment
Stacey Clement	Y	M - Y	Y	Y	Y	Y	Y
Sara King	S - Y	Y	Y	Y	Y	M -Y	Y
Rebecca Delsigne	Y	Y	Y	Y	Y	Y	Y
Preston Court	Y	Y	Y	Y	Y	Y	Y
Cary Bryant	Y	Y	Y	M -Y	Y	Y	M - Y
Cathy Billings							
Kris Glenn							
Cordt Huneke	Y	S - Y	S - Y	S - Y	S - Y	S - Y	S - Y
Kristen Lazalier	M - Y	Y	M -Y	Y	M - Y	Y	Y
Bob Moore	Y	Y	Y	Y	Y	Y	Y
Darien Moore	Y	Y	Y	Y	Y	Y	Y

# Transition House, Inc., Monthly Report

July 2022

## I. PEOPLE SERVED

<b>A. Total # of (Unduplicated) Participants:</b>		<b>57</b>
<b>B. Transitional Living Program (TLP)</b>		
1. Number of Clients:		12
2. Details:		
# of males:		9
# of females:		3
# employed:		6
# volunteering outside of TH:		0
# in school:		0
# in crisis bed:		0
3. TL Days:		350

## II. INCOME/EXPENDITURES

<b>A. Total Income:</b>	\$27,540.71
<b>B. Total Expenditures:</b>	\$35,369.30
<b>C. TLP</b>	
1. Expenditures:	\$27,946.11
2. TLP Client Fees:	\$601
3. Cost/TLP Day:	\$79.85
<b>D. COP</b>	
1. Expenditures:	\$7,423.19
2. Cost/COP Contact:	\$54.18

## C. Community Outreach Program (COP)

	duplicated	unduplicated
1. Total # of Participants:	52	45
Drop-In:	43	
Activities:	7	
Community Wellness Project:	2	
Student Wellness Project:	0	
2. Total # of Contacts:	137	
Drop-In:	134	
Activities:	13	
Community Wellness Project:	2	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	1	2
Crisis Intervention:	0	0
Grocery Shopping:	0	0
Community Living Support:	6	7
Social/Recreational:	41	115
Grocery Shopping/ Social:	4	11
Grocery Shopping/Com. Living:	0	0
Community Wellness:	2	2
<b>Unduplicated Totals:</b>	<b>45</b>	<b>137</b>

## IV. NARRATIVE

FY'23 is off to a great start. Staff went above and beyond to ensure 4th of July was a fun celebration time. Staff took clients to the park for the festivities and fireworks. Other fun outings included air hockey and special treats. Big excitement was the awarding of a grant from Norman's Social and Voluntary Services Commission that allowed us to purchase some new instruments for Music Wellness. It's been wonderful to see the new and diverse opportunities for teaching healthy living while providing fun social opportunities. Clients were also a part of selecting the instruments that were purchased with the grant funds. We've seen clients sharing their joy of music with each other - one client spent a couple of hours teaching another to drum on the new electric drum set. Another client is learning guitar and is already working on an original song. Not to say that there were not challenges this month, but as we focus on the joy, we can see that it's been increasing for many at TH.



This was also the first time since before the pandemic began that we had a full census in the TLP. Special Thanks to Amanda for her work with the referrals. We are reminded that TH is not for everyone, but for those who are ready for change and a different approach to life - being a part of TH is a game changer. Listening to the clients, reading their feedback from our annual survey - we're hearing the repeated messages about the importance of TH to them. So many talk about the authentic support, connection, and feeling valued.



We've been seeing an increase in the number of clients becoming employed while in TLP. We remain mindful of scheduling to help ensure their program needs are met as they are taking steps towards their transition to community.

We were excited to get some new items donated for our spaces from the Virtue Center's garage sale. It was nice that the clients were able to go with us and pick out what they needed to help improve their spaces.

The other part of July is the beginning of the previous year's reporting. As this work begins, we have the opportunity to reflect on the past year - the good and the challenges. United Way reports have been completed as well as ODMHSAS - next is the TH Annual Report. I hope to have that completed at the end of August.

Thank You to our clinical team for working together to develop an even more intentional and meaningful schedule of groups and activities at TH. We'll continue to use client feedback and assessment feedback in the further development of groups and activities.

*Bonnie L. Perutz, MHR, Executive Director*  
8/18/2022

## Transition House, Inc., Monthly Report

July 2022

July 2022	
<b>V. HOURS OF DIRECT SERVICES:</b>	<b>205.5</b>
<b>A. Individual Basis (total hours):</b>	<b>89</b>
1. Daily Living:	33.5
2. Pre-voc./Vocational:	1
3. Social Skills:	22.5
4. Crisis Intervention:	2
5. Treatment/Rehab. Plans:	26.5
6. Supportive Counseling:	3.5
<b>B. Group Basis (total hours):</b>	<b>87.5</b>
1. Daily Living:	47
2. Pre-voc/Vocational:	0
3. Social Skills:	40.5
<b>C. Com Outreach (total hours):</b>	<b>24.5</b>
1. Structured Activities:	5.5
2. Drop-In:	17.5
3. Community Wellness Project:	1.5
4. Student Wellness Project:	0
<b>D. Referrals/Screening/Interviewing (total hours):</b>	<b>4.5</b>
<b>VI. HOURS OF NON-DIRECT SERVICES:</b>	<b>205</b>
1. Consultation:	141.5
2. Documentation & Activity Prep:	39
3. Training:	24.5
Eviction Prevention training - Jack - July 26; Working with Housing Authorities - Jack & Kaylee - July 28	
<b>VII. HOURS OF ADMINISTRATIVE WORK:</b>	<b>244.5</b>
1. Meetings:	18.5
2. Community Contacts:	8.5
3. Administrative Duties:	217.5
<i>Guest Speaker (who, when)</i>	
<b>VIII. SCREENING FOR T.H. PROGRAM:</b>	
1. Total #of Inquiries:	<b>32</b>
2. Total #of Referrals Received:	<b>6</b>
3. Total # Interviewed For Admission:	<b>0</b>
4. Total # Accepted:	<b>0</b>
<b>IX. DONATIONS to T.H.:</b>	
<b>1. Volunteer Names:</b>	<b>Volunteers Hours</b>
	0
	0
	0
	0
	0
Mary Lee	5.0
<i>Total:</i>	<b>5</b>
<b>2. In-Kind Donations (List of Donors; Items Donated):</b>	<b>Estimated Value</b>
Bob Moore - consultation	
Ann Way - Office Supplies	\$100
Chairs, lamps, artwork, etc. - Steph & Bonnie Perutzi	\$100
Microwave for COP client - Vivian Gibson	\$100
<b>TOTAL:</b>	<b>\$300</b>

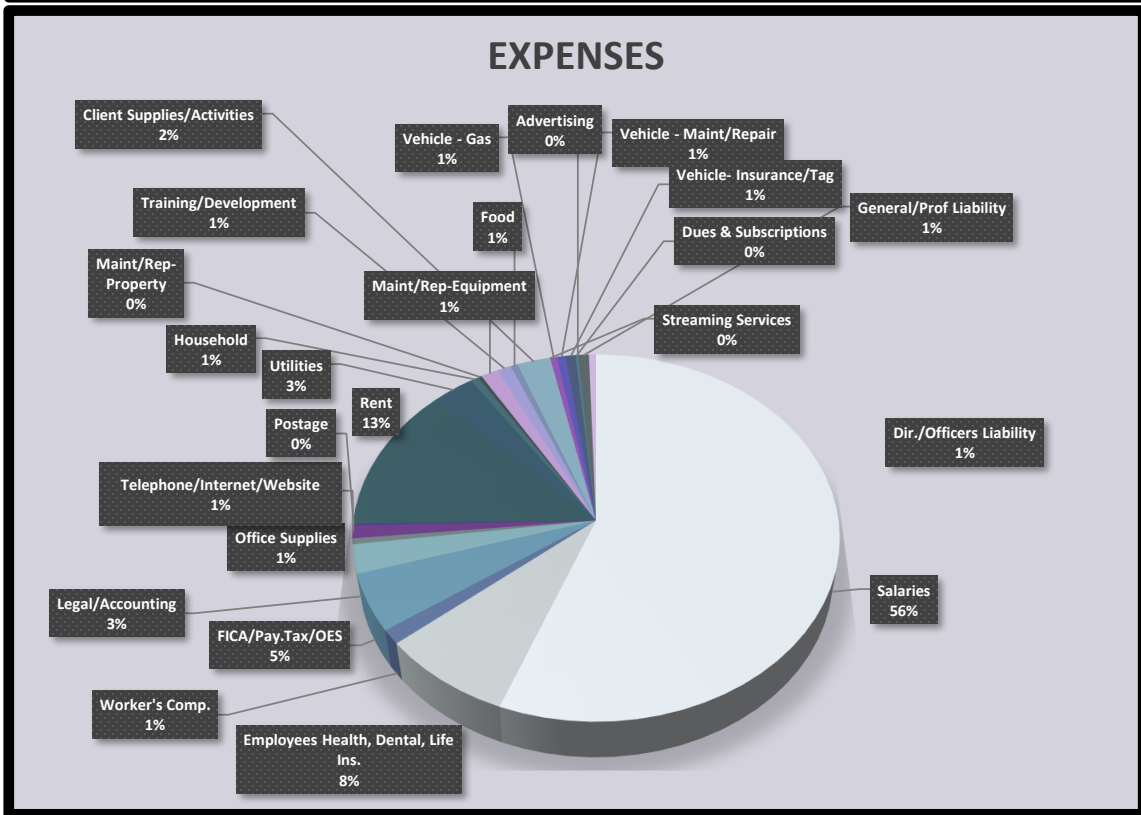
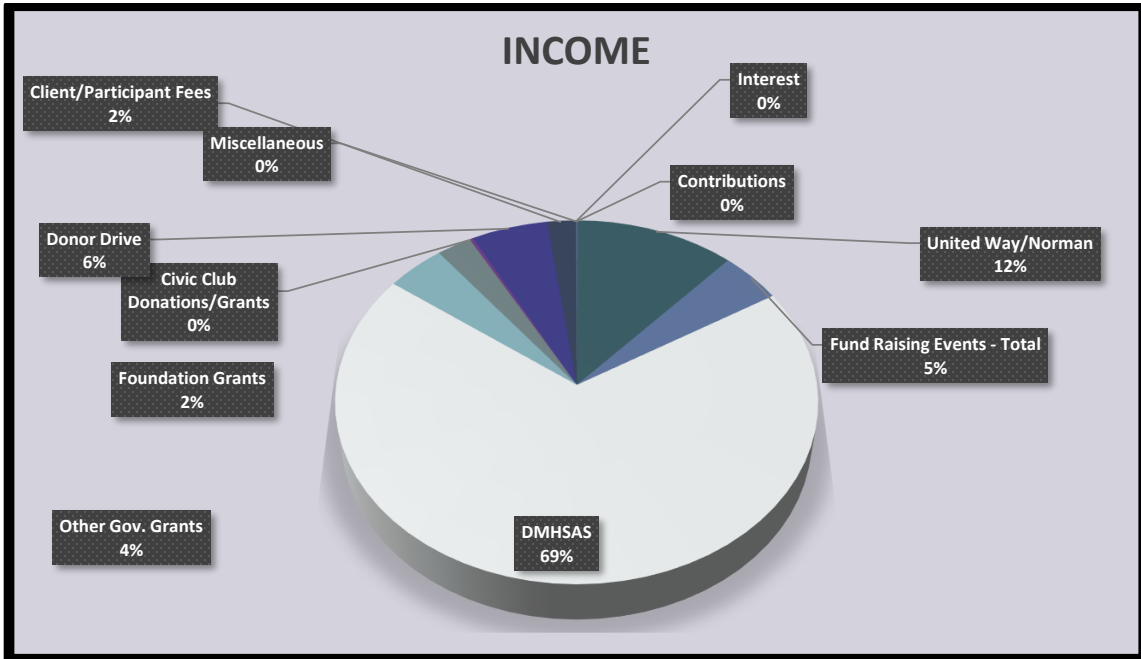


# Transition House, Inc., FY'23 Budget

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	\$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
<b>TOTAL</b>	<b>\$392,600</b>	<b>\$66,742</b>	<b>\$7,852</b>	<b>\$251,264</b>	<b>\$66,742</b>	<b>\$392,600</b>	<b>\$392,600</b>
<b>EXPENSES:</b>							
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
<b>TOTAL</b>	<b>\$392,600</b>	<b>\$66,742</b>	<b>\$7,852</b>	<b>\$251,264</b>	<b>\$66,742</b>	<b>\$392,600</b>	<b>\$392,600</b>
Dif. Between Inc vs Exp:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Program %		17%	2%	64%	17%	100%	
<b>Salaries: FY'23</b>							
Executive Director:	\$64,400						
Programs Director:	\$41,520						
TLP Recovery Coordinator:	\$36,000						
COP Recovery Coordinator:	\$36,000						
Business Manager:	\$41,520						
Total:	<b>\$219,440</b>						



# Transition House, Inc., FY'23 Budget



## Transition House FY'23 Monthly Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	July FR FY'23	TH Budget FY'23	\$ Over Budget	% of Budget
Contributions	20.00	3.40	0.40	3.40	12.80	20.00	20.00	8.37	11.63	238.95%
United Way/Norman	3,833.33	651.67	76.67	1,215.01	1,889.99	3,833.33	3,833.33	3,833.37	(0.04)	100.00%
Fund Raising										
Fund Raising Exp.	2,500.00						(20.00)	(208.37)	188.37	9.60%
Fund Raising Inc.	20,500.00						100.00	1,708.37	(1,608.37)	5.85%
FR Events - Total	80.00	13.60	1.60	32.33	32.47	80.00	80.00	1,500.00	(1,420.00)	5.33%
DMHSAS										
Unreimbursed services	0.00								0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	19,250.00	3,272.50	385.00	13,475.00	2,117.50	19,250.00	19,250.00	22,500.00	(3,250.00)	85.56%
Other Gov. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,416.63	(1,416.63)	0.00%
Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	833.37	(833.37)	0.00%
Civic Clubs Donations/Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.37	(83.37)	0.00%
Donor Drive	3,722.00	632.74	74.44	2,382.08	632.74	3,722.00	3,722.00	1,833.37	1,888.63	203.01%
Client/Participant Fees	601.00	102.17	12.02	486.81	0.00	601.00	601.00	683.37	(82.37)	87.95%
Interest	34.38	5.84	0.69	5.84	22.00	34.38	34.38	25.00	9.38	137.52%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	<b>27,540.71</b>	<b>4,681.92</b>	<b>550.81</b>	<b>17,600.48</b>	<b>4,707.50</b>	<b>27,540.71</b>	<b>27,540.71</b>	<b>32,716.85</b>	<b>(5,176.14)</b>	<b>84.18%</b>
<b>TH EXPENSES:</b>										
Salaries	16,820.40	2,859.47	336.41	10,765.06	2,859.47	16,820.40	16,820.40	18,286.63	(1,466.23)	91.98%
Employees Health, Dental, Life Ins.	3,127.29	531.64	62.55	2,001.47	531.64	3,127.29	3,127.29	2,666.63	460.66	117.28%
Worker's Comp.	4,407.00	749.19	88.14	2,820.48	749.19	4,407.00	4,407.00	416.63	3,990.37	1057.77%
FICA/Pay.Tax/OES	1,474.44	250.65	29.49	943.64	250.65	1,474.44	1,474.44	1,658.37	(183.93)	88.91%
Legal/Accounting	75.00	12.75	1.50	48.00	12.75	75.00	75.00	833.37	(758.37)	9.00%
Office Supplies	68.11	11.58	1.36	43.59	11.58	68.11	68.11	166.63	(98.52)	40.88%
Telephone/Internet/Website	310.34	52.76	6.21	198.62	52.76	310.34	310.34	375.00	(64.66)	82.76%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.37	(33.37)	0.00%
Rent	4,400.00	748.00	88.00	2,816.00	748.00	4,400.00	4,400.00	4,200.00	200.00	104.76%
Utilities	1,236.20	210.15	24.72	791.17	210.15	1,236.20	1,236.20	1,000.00	236.20	123.62%
Household	239.04	40.64	4.78	152.99	40.64	239.04	239.04	200.00	39.04	119.52%
Maint/Rep-Property	43.50	7.40	0.87	27.84	7.40	43.50	43.50	83.37	(39.87)	52.18%
Maint/Rep-Equipment	367.67	62.50	7.35	235.31	62.50	367.67	367.67	416.63	(48.96)	88.25%
Training/Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.37	(333.37)	0.00%
Food	248.98	42.33	4.98	159.35	42.33	248.98	248.98	166.63	82.35	149.42%
Client Supplies/Activities	170.34	28.96	3.41	109.02	28.96	170.34	170.34	766.63	(596.29)	22.22%
Streaming Services	24.98	4.25	0.50	15.99	4.25	24.98	24.98	20.87	4.11	119.69%
Vehicle - Gas	90.01	15.30	1.80	57.61	15.30	90.01	90.01	166.63	(76.62)	54.02%
Vehicle - Maint/Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.37	(208.37)	0.00%
Vehicle- Insurance/Tag	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233.37	(233.37)	0.00%
Dues & Subscriptions	263.00	44.71	5.26	168.32	44.71	263.00	263.00	41.63	221.37	631.76%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.37	(8.37)	0.00%
General/Prof Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	266.63	(266.63)	0.00%
Dir./Officers Liability	2,003.00	340.51	40.06	1,281.92	340.51	2,003.00	2,003.00	167.50	1,835.50	1195.82%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	<b>35,369.30</b>	<b>6,012.78</b>	<b>707.39</b>	<b>22,636.35</b>	<b>6,012.78</b>	<b>35,369.30</b>	<b>35,369.30</b>	<b>32,716.63</b>	<b>2,652.67</b>	<b>108.11%</b>
Dif. Between Inc vs Exp:	(7,828.59)	(1,330.86)	(156.57)	(5,035.88)	(1,305.28)	(7,828.59)	(7,828.59)	0.22	(7,828.81)	#####
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$69,133.76		

## Transition House FY'23 Year to Date Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	Year to Date FY'23	TH Budget FY'23	\$ Over Budget	% of Budget
Contributions	20.00	3.40	0.40	3.40	12.80	20.00	20.00	8.37	11.63	238.95%
United Way/Norman	3,833.33	651.67	76.67	1,215.01	1,889.99	3,833.33	3,833.33	3,833.37	(0.04)	100.00%
Fund Raising										
Fund Raising Exp.	2,500.00						(20.00)	(208.37)	188.37	9.60%
Fund Raising Inc.	20,500.00						100.00	1,708.37	(1,608.37)	5.85%
FR Events - Total	80.00	13.60	1.60	32.33	32.47	80.00	80.00	1,500.00	(1,420.00)	5.33%
DMHSAS										
Unreimbursed services	0.00								0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	19,250.00	3,272.50	385.00	13,475.00	2,117.50	19,250.00	19,250.00	22,500.00	(3,250.00)	85.56%
Other Gov. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,416.63	(1,416.63)	0.00%
Foundation Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	833.37	(833.37)	0.00%
Civic Clubs Donations/Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.37	(83.37)	0.00%
Donor Drive	3,722.00	632.74	74.44	2,382.08	632.74	3,722.00	3,722.00	1,833.37	1,888.63	203.01%
Client/Participant Fees	601.00	102.17	12.02	486.81	0.00	601.00	601.00	683.37	(82.37)	87.95%
Interest	34.38	5.84	0.69	5.84	22.00	34.38	34.38	25.00	9.38	137.52%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	<b>27,540.71</b>	<b>4,681.92</b>	<b>550.81</b>	<b>17,600.48</b>	<b>4,707.50</b>	<b>27,540.71</b>	<b>27,540.71</b>	<b>32,716.85</b>	<b>(5,176.14)</b>	<b>84.18%</b>
<b>TH EXPENSES:</b>										
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Employees Health, Dental, Life Ins.	3,127.29	531.64	62.55	2,001.47	531.64	3,127.29	3,127.29	2,666.63	460.66	117.28%
Worker's Comp.	4,407.00	749.19	88.14	2,820.48	749.19	4,407.00	4,407.00	416.63	3,990.37	1057.77%
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Legal/Accounting	75.00	12.75	1.50	48.00	12.75	75.00	75.00	833.37	(758.37)	9.00%
Office Supplies	68.11	11.58	1.36	43.59	11.58	68.11	68.11	166.63	(98.52)	40.88%
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Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.37	(33.37)	0.00%
Rent	4,400.00	748.00	88.00	2,816.00	748.00	4,400.00	4,400.00	4,200.00	200.00	104.76%
Utilities	1,236.20	210.15	24.72	791.17	210.15	1,236.20	1,236.20	1,000.00	236.20	123.62%
Household	239.04	40.64	4.78	152.99	40.64	239.04	239.04	200.00	39.04	119.52%
Maint/Rep-Property	43.50	7.40	0.87	27.84	7.40	43.50	43.50	83.37	(39.87)	52.18%
Maint/Rep-Equipment	367.67	62.50	7.35	235.31	62.50	367.67	367.67	416.63	(48.96)	88.25%
Training/Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.37	(333.37)	0.00%
Food	248.98	42.33	4.98	159.35	42.33	248.98	248.98	166.63	82.35	149.42%
Client Supplies/Activities	170.34	28.96	3.41	109.02	28.96	170.34	170.34	766.63	(596.29)	22.22%
Streaming Services	24.98	4.25	0.50	15.99	4.25	24.98	24.98	20.87	4.11	119.69%
Vehicle - Gas	90.01	15.30	1.80	57.61	15.30	90.01	90.01	166.63	(76.62)	54.02%
Vehicle - Maint/Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.37	(208.37)	0.00%
Vehicle- Insurance/Tag	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233.37	(233.37)	0.00%
Dues & Subscriptions	263.00	44.71	5.26	168.32	44.71	263.00	263.00	41.63	221.37	631.76%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.37	(8.37)	0.00%
General/Prof Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	266.63	(266.63)	0.00%
Dir./Officers Liability	2,003.00	340.51	40.06	1,281.92	340.51	2,003.00	2,003.00	167.50	1,835.50	1195.82%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	<b>35,369.30</b>	<b>6,012.78</b>	<b>707.39</b>	<b>22,636.35</b>	<b>6,012.78</b>	<b>35,369.30</b>	<b>35,369.30</b>	<b>32,716.63</b>	<b>2,652.67</b>	<b>108.11%</b>
Dif. Between Inc vs Exp:	(7,828.59)	(1,330.86)	(156.57)	(5,035.88)	(1,305.28)	(7,828.59)	(7,828.59)	0.22	(7,828.81)	#####
Overall Program %		17%	2%	64%	17%	100%	62910.00			

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

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

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

The reports attached to this letter cover the one month ended July 31, 2022.

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

**15-Aug-22**

**Transition House, Inc.**  
**Balance Sheet Prev Year Comparison**  
As of July 31, 2022

	July 31, 22	July 31, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1012 · Armstrong Checking	69,133.76	85,467.17	-16,333.41	-19.11%
<b>Total Checking/Savings</b>	<b>69,133.76</b>	<b>85,467.17</b>	<b>-16,333.41</b>	<b>-19.11%</b>
<b>Other Current Assets</b>				
1055 · OKDMH contract receivable	19,359.98	20,831.66	-1,471.68	-7.07%
1060 · Prepaid insurance	8,375.10	8,375.10	0.00	0.0%
1075 · Pledges receivable - JBJ	500.00	500.00	0.00	0.0%
<b>Total Other Current Assets</b>	<b>28,235.08</b>	<b>29,706.76</b>	<b>-1,471.68</b>	<b>-4.95%</b>
<b>Total Current Assets</b>	<b>97,368.84</b>	<b>115,173.93</b>	<b>-17,805.09</b>	<b>-15.46%</b>
<b>Fixed Assets</b>				
1120 · Furniture & equipment	25,794.39	25,794.39	0.00	0.0%
1124 · Vehicles	21,800.00	21,800.00	0.00	0.0%
1130 · Accumulated depreciation	-27,743.82	-27,743.82	0.00	0.0%
<b>Total Fixed Assets</b>	<b>19,850.57</b>	<b>19,850.57</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>117,219.41</b>	<b>135,024.50</b>	<b>-17,805.09</b>	<b>-13.19%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
2200 · FICA taxes payable	0.08	0.08	0.00	0.0%
2200 · OK WH taxes payable	-17.00	0.00	-17.00	-100.0%
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	700.95	700.95	0.00	0.0%
2501 · Current portion of loan	0.00	0.00	0.00	0.0%
<b>Total Other Current Liabilities</b>	<b>8,487.61</b>	<b>9,823.54</b>	<b>-1,335.93</b>	<b>-13.6%</b>
<b>Total Current Liabilities</b>	<b>8,487.61</b>	<b>9,823.54</b>	<b>-1,335.93</b>	<b>-13.6%</b>
<b>Long Term Liabilities</b>				
2601 · Loan payable, less current	0.00	0.00	0.00	0.0%
<b>Total Long Term Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Liabilities</b>	<b>8,487.61</b>	<b>9,823.54</b>	<b>-1,335.93</b>	<b>-13.6%</b>
<b>Equity</b>				
3001 · Unrestricted net assets	36,565.14	36,565.14	0.00	0.0%
3002 · Retained Earnings	79,996.25	96,108.77	-16,112.52	-16.77%
Net Income	-7,828.59	-7,472.95	-355.64	-4.76%
<b>Total Equity</b>	<b>108,732.80</b>	<b>125,200.96</b>	<b>-16,468.16</b>	<b>-13.15%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>117,220.41</b>	<b>135,024.50</b>	<b>-17,804.09</b>	<b>-13.19%</b>

Transition House, Inc.  
**Profit & Loss Prev Year Comparison**  
July 1-July 31, 2022

	<u>Jul '22-July '22</u>	<u>Jul '21-July '21</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
4000 · Contributions	20.00	0.00	20.00	100.0%
4100 · United Way allocation	3,833.33	3,541.67	291.66	8.24%
4200 · Fund raising				
4201 · Fund raising expenses	-20.00	-490.96	470.96	95.93%
4200 · Fund raising - Other	100.00	20.00	80.00	400.0%
<b>Total 4200 · Fund raising</b>	<b>80.00</b>	<b>-470.96</b>	<b>550.96</b>	<b>116.99%</b>
5000 · ODMHSAS contract				
5001 · Unreimbursed contract services	0.00	0.00	0.00	0.0%
5000 · ODMHSAS contract - Other	19,250.00	20,721.67	-1,471.67	-7.1%
<b>Total 5000 · ODMHSAS contract</b>	<b>19,250.00</b>	<b>20,721.67</b>	<b>-1,471.67</b>	<b>-7.1%</b>
5500 · Other Gov. grants	0.00	0.00	0.00	0.0%
5501 · Foundation/Civic Club Grants	0.00	0.00	0.00	0.0%
5502 · Civic Club Donations	0.00	0.00	0.00	0.0%
6000 · Donor Drive	3,722.00	2,559.00	1,163.00	45.45%
6100 · Restricted Donations-Vehicle	0.00	0.00	0.00	0.0%
6200 · Participant fee	601.00	130.00	471.00	362.31%
6500 · Interest income	34.38	41.20	-6.82	-16.55%
6700 · Donated services & materials	0.00	0.00	0.00	0.0%
6900 · Miscellaneous revenues	0.00	168.70	-168.70	-100.0%
<b>Total Income</b>	<b>27,540.71</b>	<b>26,691.28</b>	<b>849.43</b>	<b>3.18%</b>
<b>Gross Profit</b>	<b>27,540.71</b>	<b>26,691.28</b>	<b>849.43</b>	<b>3.18%</b>
<b>Expense</b>				
Management & General	6,012.78	5,807.92	204.86	3.53%
Fundraising	707.39	683.28	24.10	3.53%
Transitional Living	22,636.35	21,865.11	771.24	3.53%
Community Outreach	6,012.78	5,807.92	204.86	3.53%
<b>Total Expense</b>	<b>35,369.30</b>	<b>34,164.23</b>	<b>1,205.07</b>	<b>3.53%</b>
<b>Net Income/(Loss)</b>	<b>-7,828.59</b>	<b>-7,472.95</b>	<b>-355.64</b>	<b>-4.76%</b>

**Transition House, Inc.**  
**Statement of Functional Expenses**  
**Prev Year Comparison**  
**July 1 - July 31, 2022**

Expense	2022				2021					
	Mgmt & General	Fundraising	Transitional Living	Community Outreach	Total Jul '22-Jul '22	Mgmt & General	Fundraising	Transitional Living	Community Outreach	Total Jul '20-Jul '21
7000 · Salaries & wages	2,859.47	336.41	10,765.06	2,859.47	16,820.40	2,523.71	296.91	9,501.02	2,523.71	14,845.34
7002 · Employee Health,Dental,Life Ins	531.64	62.55	2,001.47	531.64	3,127.29	122.84	14.45	462.45	122.84	722.58
7003 · Workers' comp	749.19	88.14	2,820.48	749.19	4,407.00	887.57	104.42	3,341.44	887.57	5,221.00
7004 · FICA/MC/OESC	250.65	29.49	943.64	250.65	1,474.44	813.83	95.74	3,063.82	813.83	4,787.22
8000 · Legal & accounting	12.75	1.50	48.00	12.75	75.00	12.75	1.50	48.00	12.75	75.00
8100 · Office supplies	11.58	1.36	43.59	11.58	68.11	31.00	3.65	116.72	31.00	182.37
8200 · Telephone/Interner/Website	52.76	6.21	198.62	52.76	310.34	48.34	5.69	181.97	48.34	284.33
8300 · Postage	-	-	-	-	-	9.35	1.10	35.20	9.35	55.00
8400 · Rent	748.00	88.00	2,816.00	748.00	4,400.00	646.00	76.00	2,432.00	646.00	3,800.00
8410 · Utilities	210.15	24.72	791.17	210.15	1,236.20	147.22	17.32	554.23	147.22	865.99
8420 · Household expenses	40.64	4.78	152.99	40.64	239.04	3.86	0.45	14.53	3.86	22.71
8430 · Property maintenance & repairs	7.40	0.87	27.84	7.40	43.50	5.10	0.60	19.20	5.10	30.00
8500 · Equipment maintenance & repair	62.50	7.35	235.31	62.50	367.67	68.82	8.10	259.10	68.82	404.84
8800 · Training & development	-	-	-	-	-	24.65	2.90	92.80	24.65	145.00
8910 · Food	42.33	4.98	159.35	42.33	248.98	32.29	3.80	121.56	32.29	189.93
Total 8920 · Client Supplies/Activites	28.96	3.41	109.02	28.96	170.34	52.81	6.21	198.83	52.81	310.67
8925 · Streaming Services	4.25	0.50	15.99	4.25	24.98	4.08	0.48	15.35	4.08	23.98
8930 · Gasoline	15.30	1.80	57.61	15.30	90.01	-	-	-	-	-
8940 · Vehicle maintenance & repair	-	-	-	-	-	33.20	3.91	124.97	33.20	195.27
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	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	-	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	<b>6,012.78</b>	<b>707.39</b>	<b>22,636.35</b>	<b>6,012.78</b>	<b>35,369.30</b>	<b>5,807.92</b>	<b>683.28</b>	<b>21,865.11</b>	<b>5,807.92</b>	<b>34,164.23</b>



**Transition House, Inc.**  
**Statement of Cash Flows**  
**July 1 - July 31, 2022**

	Jul '21-Jul '22	Jul '20-Jul '21
<b>OPERATING ACTIVITIES</b>		
Net Income	-7,828.59	-7,472.95
Adjustments to reconcile Net Income to net cash provided by operations:		
1055 · OKDMH contract receivable	-880.00	-4,551.67
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	-1.00	0.00
2240 · Accrued Vacation payable	0.00	0.00
2401 · Deferred grant revenue	0.00	0.00
Net cash provided by Operating Activities	-8,709.59	-12,024.62
<b>INVESTING ACTIVITIES</b>		
1120 · Furniture & Equipment	0.00	0.00
1130 · Accumulated Depreciation	0.00	0.00
Net cash provided by Investing Activities	0.00	0.00
<b>FINANCING ACTIVITIES</b>		
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	0.00	0.00
Net cash increase for period	-8,709.59	-12,024.62
Cash at beginning of period	77,843.35	97,491.79
Cash at end of period	69,133.76	85,467.17



## Donor Management Software Proposal for Transition House

Presented By - Nick Waskom

Date Presented - 8/8/2022

Email - [nick.waskom@bloomerang.com](mailto:nick.waskom@bloomerang.com)

Phone - 317-296-8100

# About Bloomerang

## Mission

Make fundraising easier. Foster authentic donor relationships. Create thriving nonprofits.

## Vision

To empower fundraisers to do what they love, and build a world inspired by giving.

## Fun Facts



## Values

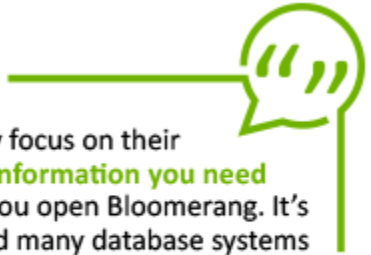
- **Empathy.** We lead by understanding those who change the world—our customers and each other—so we can imagine the best ways to change it together.
- **Unity.** By bringing our different skills and perspectives together, we create the conditions to achieve our mission and realize our vision.
- **Innovation.** We're always looking for better solutions—for nonprofits and for ourselves.
- **Equity.** We're a team, but each of us needs different things to reach our full potential and feel like we belong.
- **Stewardship.** We commit to being a multiplier of good with the funds entrusted to us.
- **Transparency.** We can't live our values, or learn from setbacks unless we're open and honest in everything we do.

We believe in the value of life with a mission, and we applaud the choices nonprofit organizations make to improve the world.

We exist because they exist. We take great pleasure in creating tools and teaching principles that help passionate nonprofit organizations make smart decisions that are proven to help them reach out, grow and thrive.






## Read about the success of other nonprofits!



“If this system doesn’t cause nonprofit organizations to really focus on their donor retention, I don’t know what will. I love the way **the information you need and want on a daily basis is front and center every time** you open Bloomerang. It’s there, looking at you, reminding you to take action. I’ve used many database systems over the years but this one is head and shoulders above the rest.”

Lori L. Jacobwith  
ArtsLab

Case Study	Testimonials	Reviews
<p>Equestrian Aid Foundation <b>increased their donor retention rate 15% while saving \$1,000 per year</b></p> <p><a href="#">See How</a></p> 	<p><b>Our fundraising software produces results</b></p> <p><a href="#">Watch Now</a></p> 	<p><b>What do other customers have to say about Bloomerang?</b></p> <p><a href="#">Find Out</a></p> 



“They were very personable people to talk to. You didn’t mind getting a phone call from them. It’s clear that Bloomerang employees have nonprofit experience. They’re not just using the buzz words that a lot of donor database companies use. **They actually know what they’re talking about and how to use the database to your advantage.**”

Claire Bailey  
Young Actors Theatre

## Dig deeper into customers’ experiences!

# Proposed Solution Overview

Based on the conversations between us and Transition House, we believe that Bloomerang is a good fit for your organization for the following reasons:

- Getting information when you need it, especially when the Board asks for it, is so cumbersome and time consuming with Excel. You need to [click a button](#) and have the information you need.
- Ilene's diligence is incredible, but giving her some time back by simplifying data entry, [thank yous and receipting](#) will be an amazing burden lifted from her shoulders (and yours too, Bonnie)
- Something that's easy to use is a non-negotiable. Having the information where you need it when you need it *so that* you can focus on [building relationships with donors](#) will set the foundation for where you want Transition House to go.

# Helping you raise more!

## ProspectView

- **Included in your itemized pricing**
- Research the public wealth information and philanthropic track record of individuals directly from your Bloomerang database through our custom DonorSearch integration

## Online Suite of Tools

- \$2,000 annually - **Not Included**
- Find new prospects based on previous giving, search the philanthropic history and habits of corporations and foundations, and more

## Batch Screening

- Pricing based on number of records to be screened - **Not Included**
- Identify untapped and unknown potential for capital campaigns, annual funds, and planned giving that already exists in your Bloomerang database

[Click here for customer results using Bloomerang + DonorSearch for Major Gifts!](#)



# The Best Fundraising Tools Together on One Platform

Create a seamless online giving experience for your donors and build relationships that last

Raise more money online by connecting your Bloomerang database to Kindful's Online Fundraising Tools.

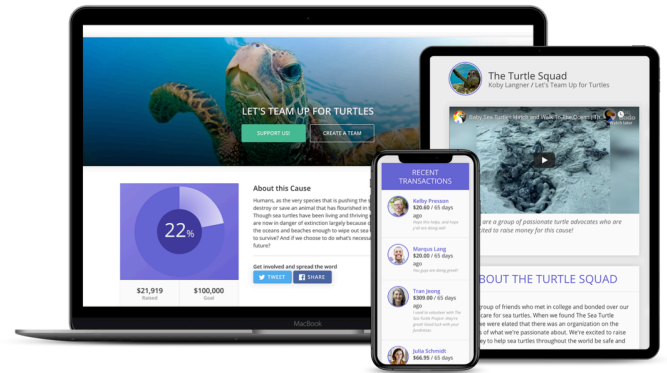


## Key highlights include:

- **Pop-up Donation Button:** Every page of your website can be a donate page! Create a frictionless giving experience with a pop-up donation option right on your website.
- **Online Giving Pages:** Create a custom landing page where your supporters can make donations to your cause.
- **Peer-to-Peer Giving:** Turn your supporters into fundraisers with the peer-to-peer giving tool.
- **Event Management:** Create event landing pages, sell tickets, and gather donations for special events.

## Benefits of Bloomerang + Kindful Together:

- Access the Kindful Online Fundraising Tools straight from your Bloomerang database without having to sign in multiple times.
- Utilize the Bloomerang support team for any questions about the Kindful integration.
- Reduce administrative work by only managing one contract for all of your fundraising and donor management tools.
- Consolidate your payout and fee reporting with all of the information living in your Bloomerang database.
- Manage all of your constituent data in one centralized database.



**\*Bloomerang Payment is required to use Kindful Online Fundraising Tools**



# Maximizing Your Potential in Bloomerang!

Your Bloomerang Database is a powerful tool and we want to make sure that you are using it to the best of your ability. Our Coaching Sessions run up to an hour in length and expand your understanding of the features within Bloomerang, as well as help you set up workflows and best practices. Most Coaching Sessions can cover up to 3 specific topics during the allotted time, but please see individual sessions for details on the different sessions and topics.

When you are ready to use your Coaching Session you will be able to choose from a menu of options. Check out some of our current offerings that are ideal for new customers!

## • Fundraising Basics

- A Coach will review and set up recommended basic fundraising elements.
- Choose up to 3 topics:
  - Donor Retention
  - Online Forms
  - Acknowledgments
  - Year End Tax Receipting
  - Solicitation Lists (Mail/Email)
  - Managing First Time Donors
  - Transaction Reports

## • Filtering Within Your Database

- A Coach will work with you on how to filter within your database. We ask that you come with specific reports or list segmentations you wish to create. We will then use these specific examples to streamline your understanding of filtering, as well as save the reports for you to use in the future.
- Session covers basic report logic as well as intermediate and advanced reporting, and includes referencing reports in your communication efforts

## • Tracking Your Organization's Efforts

- A Coach will help you set up and review current efforts for tracking data using custom fields, online forms, reports and timeline entries.
- Choose up to 2 workflows to cover:
  - Free Event Tracking
  - Paid Event Tracking
  - Volunteer Tracking
  - Membership Tracking
  - Grant Tracking
  - Prospect Management Tracking
  - Benevon

## • Research Your Prospects \*DonorSearch ProspectView license is required for this coaching session

- A Coach will help you find prospects using DonorSearch ProspectView, Generosity Score & Engagement Levels, as well as the giving behavior of your constituents.
- Session covers an overview of the DonorSearch ProspectView tool, how you can use reports to get a list of prospects to research as well as tracking your research efforts within your database.



- **Batch Screen Coaching** \*A Batch Screen is required for this coaching session
  - A Coach will show you what comes next once you've run a Batch Screen to help you further research your prospects.
  - Session covers an overview of the Batch Screen Data, how to use reports to get a list of prospects to research, as well as tracking your research efforts within the database.
  
- **Bloomerang + Kindful Fundraising Tools** \*Kindful Fundraising Tools License is required for this coaching session
  - A Coach will work with you on setting up the integration between Bloomerang and the Kindful Fundraising Tools.
    - Main Donation Page
    - Additional Campaign Pages
    - Events
    - Crowdfunding
  
- **Managing Your Donor's Gifts**
  - A Coach will review your current gift-entry process and discuss how to improve your workflow using Bloomerang best practices.
  - Choose up to 3 topics to cover:
    - Funds/Campaigns/Appeals
    - Adding Transactions to the Timeline
    - Donation Imports
    - Online Giving/Processing Transactions
    - Acknowledgments
    - Pledge Reminders & Acknowledgements
    - Recurring Gifts
    - Transaction Reporting
    - Miscellaneous Gift Entry
  
- **Communication & Cultivation**
  - A Coach will work with you on setting up communications within Bloomerang, as well as tracking your cultivation efforts with your constituents.
  - Choose up to 3 topics to cover:
    - List Segmentation
    - Solicitation List
    - Acknowledgments
    - Creating and Sending Emails
    - Email Deliverability
    - MailChimp Integration
    - BCC to Bloomerang
    - Tasks/Task Emails
    - Mobile App
    - Importing Interactions

# World-Class Fundraising Education

Got an employee who is new to fundraising and wanting some help?

Ready to start your first campaign but not sure where to start?

We've got your back.

Bloomerang has made the support, development and education of fundraisers the focus of its service to the community, that's why we are proud supporters of the

**Fundraising Standard.**

Fundraising Standard is a 40-hour program of online learning designed to give participants a thorough overview of the process of fundraising. Topics covered include:

- Fundraising Ethics
- Donor Relationships and the Importance of Retention
- Designing a Compelling Case for Support
- Getting the Most from a Fundraising Database

The class is led by **Dr. Adrian Sargeant**, the Director of the Institute for Sustainable Philanthropy and the world's leading fundraising educator and researcher.



Dr. Sargeant was the first Hartsook Chair in Fundraising at the Lilly Family School of Philanthropy at Indiana University and has been the recipient of numerous awards and honors for his service to the profession including being named to the prestigious Nonprofit Times Power and Influence list in 2010. Dr. Sargeant is joined by Emma Bryant and Harriet Day who are both credentialed fundraising educators with experience of fundraising in multiple countries.

The course is structured in a series of 8 weeks of online lectures, quizzes, and discussion sections. At the end of the 8 weeks there will be a test to obtain a certificate of achievement. Successful completion of the course also provides **40 points in Category 1.B – Education of the CFRE International application** for initial certification and/or recertification. You can learn more about the course here: <https://fundraisingstandard.org/#curriculum>



# Pricing Overview for Transition House

Bloomerang's all-inclusive CRM, conversion service, and support service includes the following items. There are no surprise costs upfront or down the road:

- Unlimited users
- Unlimited chat, and email support
- Unlimited access to live and on-demand product training (via Bloomerang Academy)
- Unlimited number of online forms
- Nightly address updates and deceased status updates (via TrueGivers)
- Built-in email marketing tool with 3,750/month

Service	Description	Annual
Fundraising Pro Bundle	0-750 Records Grow+TG Database <b>(Up to 30% off)</b> <ul style="list-style-type: none"> <li>• ProspectView by DonorSearch</li> <li>• Kindful Online Fundraising Tools</li> <li>• Unlimited Phone Support (1 Hour of FREE One-on-One Coaching Per Year - <b>\$200 Value)</b></li> </ul>	\$1,207.08
	<b>Total Recurring Fees</b>	<b>\$1,207.08</b>
		<b>One Time Fees</b>
Conversion	Standard SmartStart	\$2,000.00
Training Promotion	Fundraising Standard: 1 Reserved Seat for Online Fundraising Basics Course Valued at \$599	(FREE)
Discount	<b>\$750 Off</b> your SmartStart Standard Conversion with Signed Agreement <b>by 9/20/2022</b>	(\$750.00)
	<b>Total First Year Investment:</b>	<b>\$2,457.08</b>

1. Recurring fees are billed annually and require completed ACH or Credit Card authorization (any deviation requires a surcharge).
2. With SmartStart basic and No Conversion Success, Total First Year Cost is due at signing. With SmartStart Standard, Total First Year Cost is due 60 days after signing. With SmartStart Advanced, Total First Year Cost is due 90 days after signing.
3. Grow and Grow Plus pricing is only available for customers who qualify based on record count (Grow <500/ Grow Plus <750) and annual revenue (<\$250,000/annually as reported on your most recent Form 990 Line 12 or Form 990EZ Line 9) criteria. Accounts that no longer qualify will upgrade to standard Bloomerang pricing as outlined at <https://bloomerang.co/pricing>.

Growing your constituent database is a good thing! Bloomerang's goal is to make it as easy as possible for you to continue growing your database without also incurring unexpected charges when you exceed your current subscription level. To accomplish this goal, we've added a couple features.

First, you'll have access to your [Billing Portal](#) so you can track how your database is growing over time. You can easily see how many records exist in your database that count towards your license level. As a reminder, members of a household collectively count as one record for licensing purposes.

Second, instead of fully moving your organization into a new license level, we will instead increase your license limit in small increments and only charge you for those additional constituents.

The additional constituent pricing is simple and straightforward, so you will always know what you are paying. These are monthly charges, and we do not bill you until the month after the overage occurred. Grow and Grow+ customers are billed \$10 for every additional block of 50 constituents

The charts below provide outlines of constituent overage pricing.

	<b>+\$10 a month</b>	<b>+\$20 a month</b>	<b>+\$30 a month</b>	<b>+\$40 a month</b>	<b>+\$50 a month</b>
<b>Grow and Grow + Customers</b>	up to <b>50</b> additional constituents	up to <b>100</b> additional constituents	up to <b>150</b> additional constituents	up to <b>200</b> additional constituents	up to <b>250</b> additional constituents

# Services Designed to Ensure Success

Bloomerang's powerful donor management software is rooted in the knowledge of world-renowned fundraising consultants, researchers and practitioners with the technical expertise of software industry veterans.

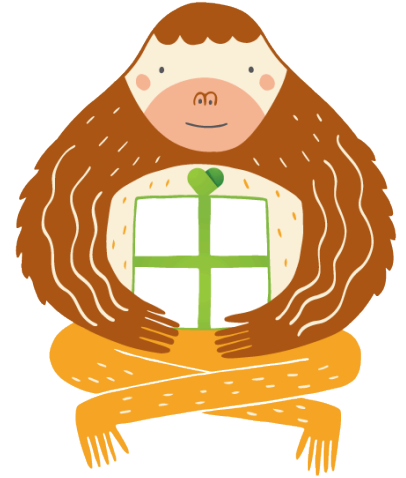
The result? **Higher fundraising revenue, and less donor attrition.**

## Scope

Our SmartStart Standard is geared for organizations with more basic data requirements in another CRM. Our SmartStart Standard scope includes constituents, donations, interactions, pledges, pledge payments, tributes, relationships, notes, and spouse householding.

## Highlights

- Dedicated project manager. A champion to make the most of the SmartStart program.
- Data clean-up. A deep-dive of your entire database and analysis of data structure, consistency, and potential areas for clean up.
- Training and consultation. Receive best practices for Bloomerang data management utilization and get access to free Bloomerang Academy webinars.



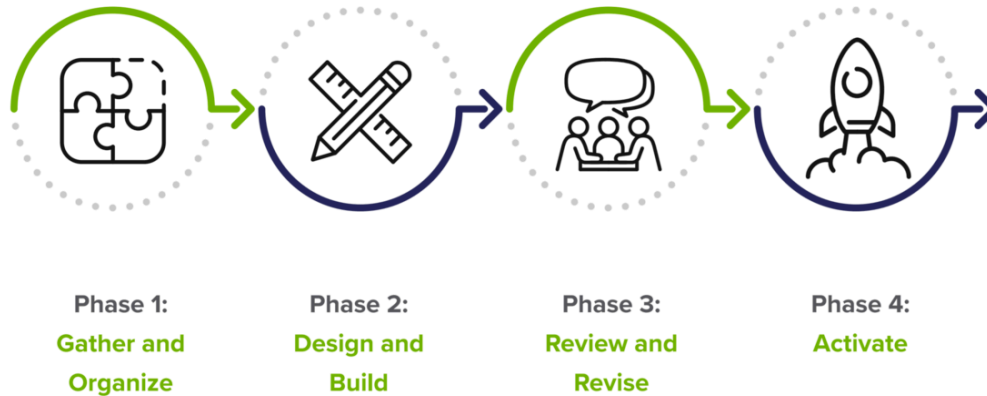
## Implementation Team

A successful project is a shared responsibility. Bloomerang Professional Services partners with your team throughout your deployment.

Team Role		Responsibility
<b>Bloomerang</b>	Project Manager	<ul style="list-style-type: none"> <li>- Manages the project deployment</li> <li>- Primary point of contact during conversion</li> <li>- Ensures client visibility and project progress</li> </ul>
	Implementation Engineer	<ul style="list-style-type: none"> <li>- Responsible for initial data load of donor information</li> </ul>
	Data Migration Specialist	<ul style="list-style-type: none"> <li>- Responsible for data preparation and mapping</li> </ul>
	Customer Success Manager	<ul style="list-style-type: none"> <li>- Manages customer relationship to success and overall satisfaction after launch</li> </ul>
	Bloomerang Support	<ul style="list-style-type: none"> <li>- Provides customer support for Bloomerang administrators after launch</li> </ul>
<b>Customer</b>	Bloomerang Administrator	<ul style="list-style-type: none"> <li>- Manages administration of the Bloomerang platform</li> <li>- Primary point of contact</li> </ul>
	Technical Resource	<ul style="list-style-type: none"> <li>- Contact for source data management</li> <li>- Provides data validation and approval of data conversion</li> </ul>

# What to Expect With Your Onboarding

Our proven onboarding approach is designed to get you operational quickly without a lengthy implementation timeframe or large investment. SmartStart provides best practices for configuration approaches and alternatives, and familiarizes your team with the Bloomerang platform—maximizing knowledge transfer and accelerating your success in the process. Our implementation team approaches each conversion with four phases:



## Phase 1: Gather and Organize

- Welcome email
- Bloomerang team retrieves customer data from legacy provider
- Bloomerang Project Manager is assigned and kick off meeting scheduled

## Phase 2: Design and Build

- Customer participates in self-paced Bloomerang product training
- Bloomerang team maps, reviews and loads customer data

## Phase 3: Review and Revise

- Customer reviews and validates converted data by following Smart Start Standard Review Plan
- Smart Start Standard Review Plan includes verification of converted data placement and custom fields and review of Bloomerang-provided clean up sheets
- Bloomerang team facilitates up to two revisions upon completion of Review Plan

## Phase 4: Activate

- Customer conducts final data review and authorizes go-live
- Upon go-live, Customer receives email notification of activation
- Customer transitions contact to Customer Support and Customer Success



# Onboarding Scope for CRM:

<b>Conversion Fields Scope</b> (All of the below is pending the legacy CRM's ability to produce reports on these data points, along with accompanying IDs for matching)	<b>SmartStart Standard</b>
Constituents	√
Spouse Householding	√
Donations/Transactions	√
Notes	√
Sample data initial load	√
Pledges and Pledge Payments *Must have ID linking to original donation Weekly, Monthly, Quarterly, Annually, Bi-weekly, Semi-monthly, Bi-monthly	√
Custom Pledge Schedules	√
Interactions	√
Tributes	√
Relationships	√
Clean up sheets	√
Final data load	√
Soft Credits *Must have transaction ID linking to original donation	√
Custom Householding	X
Historical Recurring Donation Schedules/Payments	X
Volunteer Participation	X
Grants	X
Prospect/Moves Management	X
Membership Data	X
Event Participation	X
Custom Fields	25
Number of Revisions	2
Number of data sources allowed (data files from previous system) *Transactions files must be in consistent format across data sources	1 + 1 Email Marketing File

- Timeline up to 12 weeks
- Conversion timeline begins when welcome call is complete
- Customer data allowed from one data source, plus one email marketing file
- All conversion participants must complete the New User Orientation (Bloomerang Academy) before phase three
- Configuration and consultation will be performed remotely via screen share
- We request your help in reviewing converted data via Bloomerang-provided clean up sheets for custom fields and/or donation designations (campaigns/funds/appeals), which will show you what has changed between iterations
- Bloomerang will not change/manipulate original customer data source file
- Final production data must match initial data format as provided by customer
- All services will be conducted in English
- Customer acceptance is required for the authorization of a database activation. Activation acceptance is required within 5 business days
- Bloomerang will maintain sample and final data a minimum of 90 days after conversion is complete, at which point it will be deleted
- Add-On Offerings will be performed in your live database once the conversion has been completed

# Accepting this proposal electronically

## Instructions to Finalize

This document allows for electronic acceptance and signature. If you wish to accept and sign online, please click the "Accept" button at the top-right of this page. Electronic acceptance of this document is legally binding.

## Terms & Conditions

By clicking the "Accept" button, you are accepting the terms and conditions of an agreement as defined here:

<http://bloomerang.co/tac>.

This agreement is a one (1) year agreement that renews annually thereafter and requires forty five (45) day written cancellation notice.

## Payment

Upon electronically signing this proposal, you will also need to provide Bloomerang with a payment method.

Please complete the payment options form.

## Billing Questions?

Email [billing@bloomerang.co](mailto:billing@bloomerang.co)

# Accepting this proposal

To accept this proposal, please download this proposal and payment authorization form. Sign both, then scan and email or fax them to Bloomerang.

By signing, you are accepting the terms and conditions of an agreement as defined here: <http://bloomerang.co/tac>.

This agreement is a one (1) year agreement that renews annually thereafter and requires forty five (45) day written cancellation notice.

Agreed to by the following parties on the dates below:

## Transition House

By: \_\_\_\_\_

*Transition House Signature*

\_\_\_\_\_

*Printed*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Date*

## Billing Questions?

Email [billing@bloomerang.com](mailto:billing@bloomerang.com)