

TRANSITION HOUSE, INC.
BOARD OF DIRECTOR'S MEETING
THURSDAY ● FEBRUARY 16, 2023 ● 5:30 PM

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

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

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

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

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

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

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

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

BOARD MEETING AGENDA

1. Call the meeting to order
2. Welcome and Introductions
3. Consideration of the **Agenda**
4. Consideration of last meeting’s **Minutes**
5. **President’s Report** – Sara
 - a. **TH Strategic Plan**
 - b. **Establishment of TH Reserve Fund in FY’24**
6. Treasurer’s Report – Rebecca
7. **Business**
 - a. Consideration of TH Financial Reports – **Rebecca**
 - b. Consideration of proposed Narcan Policy
 - c. Consideration of proposed Activities Release
 - d. Review of Board Matrix
 - e. Consideration of TH’s United Way RFP’s for FY’24
8. **Committee Reports**
9. **Board Activity Report** (Board members report on their work related to Transition House fund raising, connections, etc. and their goals for the next month) – **On Hold until March, 2023**
10. **Client Report**
11. **Staff Report**
12. **Executive Director’s Report** – **Bonnie**
13. As May Arise
14. Adjourn Board meeting

Included: Board Agenda, Director’s Report, Minutes from previous Board; Monthly & Financial Reports; Proposed Narcan Policy; Proposed Activities Release; FY’23 Goals Mid-Year Report; UWN FY’24 Budgets proposals

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

TH Board Meetings for 2023

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

Excused:

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

			
Sara King, MPH, CHES TH Board President Institute, Associate Member of the Baylor College of Public Health Program OU Health Science Center	Preston Court, M.Ed. TH Board Vice-President Assistant Director of Student Affairs Administration University of Oklahoma	Rebecca Delsigne TH Board Treasurer Branch Manager First Fidelity Bank	Kelly Bergin TH Board Secretary Attorney Bergin Law Group
			
Cary Bryant TH Board Past-President Judge Cleveland County Sheriff's Office	Kris Glenn TH Board Member Director of Planning & Transportation University of Oklahoma	Cordt Huneke TH Board Member IT Business Partner Boeing	
			
Marilyn Korhonen TH Board Member Director of Strategic Research Initiatives for Gallagher College of Engineering, University of Oklahoma	Kristen Lazaller TH Board Member Principal Gifts Officer, The University of Oklahoma Foundation, Inc.	Bob Moore, LPC TH Board Member Director of Planning & Transportation Licensed Professional Counselor	Darlen Moore TH Board Member Real Estate Agent, Marabli
			
	Steve Boyer, MA, C-PRSS TH Client Representative	Charla Young, LCSW Board Clinical Consultant	

DIRECTOR'S REPORT FOR THE FEBRUARY 16, 2023 BOARD MEETING

ADMINISTRATIVE REPORT:

1. **Staff:**

- Amanda has officially begun her internship. Special Thanks to Bob for going above and beyond to provide her consultation/supervision. With this, she's expanding her supportive counseling work with TLP (Transitional Living Program) and COP (Community Outreach Program) clients.
- **OU Students:** We now have 4 Social Work students (3 hours/week); 2 Psychology students (possibly 7-8 hours/week); 1 Public Health student (8 hours/week).
- **Other Volunteers:** Mary Lee continues to provide support by leading the Gifts of Hope group and has a friend Laurel come on occasion to help.
- **Reminder:** New Employee Holidays – President's Day and Juneteenth. TH's office will be closed on those days.
- **Staff Transitions:** We've already begun discussions to prepare for staff transitions as Jack prepares to go to graduate school for Social Work. We plan to start the search relatively soon and hope to give ourselves ample time for cross training. Jack said he should be starting around the end of May. One of our Fall semester Psychology students – Tyrese – continues to express interest in applying for the position when it opens.

2. **Board:**

- **Reminder:** we'll be discussing our Board matrix. We'll be reviewing this at the Board meeting and asking Board to complete their part so we can examine our current Board capacity and identify gaps as we work to intentionally recruit for the Board.
- **Strategic Plan:** Sara will address putting this on hold until FY'24.

3. **FY'23 Goals & Status Report:** Included in the document is the mid-year status report on our Goals. Most of this information comes directly from our United Way mid-year reports. This also helps with our development of the UW RFP's for FY'24.

4. **Cleveland County Mental Health Task Force:** Plan to continue discussions regarding local service opportunities and challenges.

5. **GuideStar:** For I believe the 3rd year in a row, TH has achieved Platinum status with GuideStar, indicating the highest level of transparency!

6. **ONE Awards:** TH has been selected as 1 of 21 finalists for the Center for Non-Profits ONE Awards. There are 7 categories. TH is in the Health category with 2 other non-profits. Minimum we'll receive is \$5,000. If we win our category - \$7,500. Overall winner receives \$10,000. Board has received information regarding the Gala for these awards on April 22, 2023. I plan on attending to represent TH. If you are interested in attending, you must reserve tickets ASAP – seating is limited.

7. **Bombas Donation:** TH received another 1,000 socks from Bombas. We continue to give these to clients as well as share with other partner agencies in Norman. Some from our previous donation were given out for the Norman Point in Time Count. Thanks to Amanda for getting these donations.

8. **Point in Time Count:** Amanda continues to be active with Norman's Continuum of Care and CCM. She was involved in the PIT Count in Norman.

9. **TH Policy Work:**

- **Governance:** Alex has been working on the Governance Policies. Sara and I met with Alex to review. With all the deadlines that I have for this month, we'll likely wait to do further work on that until March.
- **Narcan Policy:** Alex has developed a draft policy for Board's consideration and we have training on Feb. 10, 2023.
- **Activities Release:** We needed to get this changed now. We'll be doing more Clinical Policy work after Governance is done, but these 2 clinical policies needed more immediate attention and approval.

10. **Donor Tracking Tool - Bloomerang:** We're continuing to work on this setup. I would anticipate late March at the soonest – likely April or later.

11. **E-Team:** Geneva has volunteered her time and talents to help start TH's evaluation process! We do not have any funds to pay for an E-Team evaluation, however this will at least be a first step in the process.

12. **Beyond Recovery:** We're continuing our discussions on the development of this project. As I work on the UWN RFP's, we'll have to do further development. I met with clients to get their input on the project as well. Their input is critical for our success with this project. We are in the process of developing the Beyond Recovery Agreement.

13. **United Way:**

- RFP's (Request for Proposal): Deadline is February 22, 2023. This is a very quick turnaround and to make it more challenging, they are having issues with the site that we use for the RFP's.
- Semi-Annual Reports: These reports are completed and will help guide us in our projections for goals and outcomes for FY'24.

FINANCE REPORT:

1. **Financial status/Bank Balance:** Bank Balance for end of Jan. 2023 = \$135,728.49

2. **DMHSAS funding:** Staff is working hard to maintain census in the TLP so we can make full use of the DMHSAS contract funds. In January of FY'22, we were down -\$20,248; in January of FY'23, we are down -\$3,525. This is an improvement of \$16,723! We hope to close the gap to using all funds by the end of FY'23. This requires keeping TLP beds appropriately filled – while not taking people to simply 'fill beds' – which results in bad outcomes for all.

3. **ARPA:**

- TH received the City of Norman ARPA funds for \$70,000. We are meeting with our CPA to ensure these funds reflect their use over the next two and a half years.
- ARPA request to the OK Department of Commerce for \$50,000 has been submitted. We've been told they hope to have decisions by mid-February and funds distributed by end of February.
- Upon further investigation, TH does not qualify for the ARPA related Employee Retention Credit.

FUND RAISING:

1. **TH Fund Raising:** It's time to focus on JBJ'23! We need to develop the sponsorship drive materials & plan, discuss logo, etc.

2. **JBJ'23:** We're already starting to have some interest in performers to do client stories. Once UW work is done, I'll redirect my focus more to this effort.

CLIENT REPORT:

1. **TL Program Census:** Census is 11, with 1 person moving out this week. Amanda is working hard to appropriately fill the empty beds.

2. **Client Highlights:**

- **Beyond Recovery:** Started conversations with clients about this new initiative. Clients seem excited about the opportunity and are providing some good feedback.
- **Valentine's Party:** Staff has worked hard to plan a special Valentine's event. Special wrapped boxes have already been created by clients and they'll be sharing holiday 'greetings' for this event. A TH donor has offered a surprise gift for each TLP client – which is very generous.
- **Keeping Things Fun:** With all the business, we're often reminded of the importance of pausing and having fun. Here's a photo of a special moment with our people – flashing our best tiaras!



Thank You for Sharing Your Support & Love with the People of TH!

Transition House, Inc.
Minutes of Board of Directors
Thursday, January 19, 2023, at 5:30 PM
Meeting Location: Drop-in Center – 700 Asp, Suite 4, Norman, OK

- 1) **Call to order:** Sara called the meeting to order at 5:36 PM CST.
(6 members present at start of meeting for quorum.)
- 2) **Welcome and Introductions** – Special Guests: Alex Towler-Bliss, Attorney & David Gandall, CPA

Board Members Present

Kelly Bergin
Preston Court, Secretary
Kristen Lazalier
Cordt Huneke
Sara King, Interim President
Kris Glenn
Darien Moore
Bob Moore

Board Members Absent

Rebecca Delsigne, Treasurer
Marilyn Korhonen

Staff

Bonnie Peruttzi, Amanda Sherf, Jack Paden

- 3) **Consideration of the Agenda:** Motion made by Preston and seconded by Kristen to pass the agenda for the January Board Meeting. Approved by all present. Motion passed.
- 4) **Consideration of last meeting's Minutes:** Motion made by Preston and seconded by Kristen to approve the minutes of the November meeting. Approved by all present. Motion passed.
- 5) **Consideration of TH FY'22 Audit – David Gandall, CPA:** Motion made by Cordt and seconded by Kris to approve of the TH FY'22 Audit. Approved by all present. Motion passed.
- 6) **Consideration of updates to Bylaws & Articles of Incorporation – Alex Towler-Bliss:**
 - a. Alex discussed the changes to the Articles of Incorporation and the language used to ensure TH's resources and services are all under the correct umbrella. These changes also include additional updates and protections to the agency and all members involved (i.e. board members, clients, staff, etc.). Motion made by Cordt and seconded by Kristen to approve of the updates to Articles of Incorporation. Approved by all present. Motion passed.
 - b. Alex discussed the changes to the Bylaws and how they affect the Board and TH. Conflicts of Interest, Duties for Board members, Policy Review, Annual Director

Evaluation, Governance, etc. Motion made by Cordt and seconded by Kristen to approve the updates to the Bylaws. Approved by all present. Motion passed.

7) **President's Report – Sara**

- a. Discussing changes to the Board and how shifts may look. Discussed her passion and drive for the Board and TH and excitement moving forward.

8) **Treasurer's Report – Bonnie on behalf of Rebecca**

- a. Review of CPA/Financial reports that have been conducted.

9) **Business:**

- a. **Acceptance of Stacey's resignation from TH Board** – so appreciate Stacey's work and dedication to TH. She will be greatly missed! Motion made by Cordt and seconded by Kristen to accept Stacey's resignation and to accept the Vice President to assume the role of President immediately. Approved by all present. Motion passed.
- b. **Consideration of Executive Committee changes** – Motion made by Cordt and seconded by Kris to immediately accept Preston's resignation as Secretary, to accept Kelly's nomination as Secretary, to accept Preston's nomination as Vice President, to accept Kelly as acting Secretary effective immediately, and to accept Preston as acting Vice President effective immediately. Approved by all present. Motion passed.
- c. **Consideration of TH financial reports** – Motion made by Preston and seconded by Cordt to approve of TH financial reports. Approved by all present. Motion passed.
- d. **Consideration of TH salary changes related to ARPA funding** – Motion made by Cordt and seconded by Kristen to approve staff salary changes related to ARPA funding agreements. Approved by all present. Motion passed.
- e. **Consideration of additional legal fee expenses for policy work** – have utilized the money approved for Alex's services so now moving forward to compensate further for services rendered. Motion made by Cordt seconded by Preston to approve \$5000 additional legal fee expenses for policy work. Approved by all present. Motion passed.
- f. **Consideration of proposed TH Strategic Plan** – tabled for next Board meeting.
- g. **Consideration of establishing a TH Reserve Fund FY'24** – tabled for next Board meeting.

10) **Board Activity Report** – Around the world of how Board Members are promoting Transition House, its services, fundraising opportunities, and the hope it provides!

11) **Client Report** – General updates provided by Amanda.

12) **Staff Report** – None to report

13) **Executive Director's Report:** Executive Director's report was included in the agenda.

14) **As May Arise** – None to report

15) **Adjourn Board meeting:** Motion made by Cordt and seconded by Bob. Approved by all present. Meeting adjourned at 7:10 PM.

Submitted by: Preston Court, Secretary.

Sara King, Interim President

Preston Court, Secretary

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

Board Members	Agenda & Minutes	Consideration of TH FY'22 Audit	Consideration of updates to Bylaws & Articles of Incorporation	Acceptance of Stacey's Resignation	Consideration of Executive Committee Changes	Consideration of TH Financial Reports	Consideration of TH Salary changes related to ARPA Funding	Consideration of legal fee expenses for policy work	Adjournment
Sara King	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rebecca Delsigne									
Preston Court	M-Y	Y	Y	Y	Y	M-Y	Y	S-Y	Y
Cary Bryant									
Kris Glenn	Y	S-Y	Y	Y	S-Y	Y	Y	Y	Y
Cordt Huneke	Y	M-Y	M-Y	M-Y	M-Y	S-Y	M-Y	M-Y	M-Y
Kristen Lazalier	S-Y	Y	S-Y	S-Y	Y	Y	S-Y	Y	Y
Bob Moore	Y	Y	Y	Y	Y	Y	Y	Y	S-Y
Darien Moore	Y	Y	Y	Y	Y	Y	Y	Y	Y
Marilyn Korhonen									

Transition House, Inc., Monthly Report

Jan 2023

I. PEOPLE SERVED			
A. Total # of (Unduplicated) Participants:		61	
B. Transitional Living Program (TLP)			
1. Number of Clients:		13	
2. Details:			
# of males:			10
# of females:			3
# employed:			5
# volunteering outside of TH:			0
# in school:			0
# in crisis bed:			0
3. TL Days:		358	
II. INCOME/EXPENDITURES			
A. Total Income:		\$33,314.62	
B. Total Expenditures:		\$30,368.71	
C. TLP			
1. Expenditures:		\$23,995.03	
2. TLP Client Fees:		\$583	
3. Cost/TLP Day:		\$67.03	
D. COP			
1. Expenditures:		\$6,373.68	
2. Cost/COP Contact:		\$32.69	
C. Community Outreach Program (COP)			
		duplicated	unduplicated
1. Total # of Participants:		53	48
Drop-In:		47	
Activities:		5	
Community Wellness Project:		1	
Student Wellness Project:		0	
2. Total # of Contacts:		195	
Drop-In:		194	
Activities:		15	
Community Wellness Project:		1	
Student Wellness Project:		0	
3. Details:			
Services:		# Participants	# Contacts
Supportive Counseling:		2	3
Crisis Intervention:		0	0
Grocery Shopping:		4	4
Community Living Support:		10	11
Social/Recreational:		40	167
Grocery Shopping/ Social:		5	9
Grocery Shopping/Com. Living:		0	0
Community Wellness:		1	1
Unduplicated Totals:		48	195
IV. NARRATIVE			

The new year brought some exciting news to Transition House. We're grateful that the City of Norman approved a \$70,000 ARPA grant for TH to be used over the next 2 1/2 years - primarily to help increase staff salaries. This is a temporary solution to an on-going challenge so we are already looking ahead to ensure we can maintain the increases in salaries after this grant is expended. Focus for this project is tied to a new TH initiative, Beyond Recovery. We recognize that the work of TH is unique. We've seen many clients have long term quality of life improvements, so we're hoping to examine this further and develop improvements in services that will help create improved opportunities for people coming to TH. The idea being - each person not just finding recovery, but living their best life Beyond Recovery. We're also partnering with the E-Team from OU to help with an external evaluation of TH - and help with studying and developing Beyond Recovery. All of these are in their early stages of development. We're hopeful that this can create even better services at TH. Client input in this process is critical so this is being done with their guidance and feedback.

More exciting news, TH is a finalist for the ONE Awards. TH is one of twenty one non-profits being recognized in Oklahoma, and we are one of three in the health category. This is a significant honor for our agency and we're very grateful.

Once again, TH has achieved Platinum status with GuideStar - indicating highest level of agency transparency. We are very proud of our work and accountability, so this is a big honor for our agency.

Post holidays is often a time to regroup and get refocused on consistency of routine and services. Amanda took time to get client input on how things are going. Their feedback always helps us recognize areas that we can make improvements in as well as areas we need to focus on in terms of groups and activities. This combined with our 6 month goals review helped provide some valuable input for the staff as we move forward in the second half of FY'23.

More than ever, we're providing intern and capstone placements for OU students at TH. During the fall and spring semesters, we have 4 Social Work students. In the fall we had 2 Psychology students and have 2 more in the spring semester. We also have a Public Health student for the first time. Though they are not working many hours each week, this is still a very good opportunity for training and connections.

Even though the holidays have passed, clients continue the opportunities for fun and celebration. Pictured are 3 roommates celebrating one's birthday. It's wonderful to see them valuing each other and celebrating important life moments. Celebrating life ... with tiaras!

Thank You Team for continuing to work hard and do your best! You are appreciated!



Transition House, Inc., Monthly Report

Jan 2023

Jan 2023	
V. HOURS OF DIRECT SERVICES:	205.5
A. Individual Basis (total hours):	103
1. Daily Living:	17.5
2. Pre-voc./Vocational:	0
3. Social Skills:	9
4. Crisis Intervention:	17.5
5. Treatment/Rehab. Plans:	37.5
6. Supportive Counseling	21.5
B. Group Basis (total hours):	66.5
1. Daily Living:	49.5
2. Pre-voc/Vocational:	0.5
3.Social Skills:	16.5
C. Com Outreach (total hours):	28
1. Structured Activities:	7
2. Drop-In:	19.5
3. Community Wellness Project	1
4. Student Wellness Project	0.5
D. Referrals/Screening/Interviewing (total hours):	8
VI. HOURS OF NON-DIRECT SERVICES:	309.5
1. Consultation:	191
2. Documentation & Activity Prep:	57.5
3. Training:	61
Employee Handbook Review - All Staff 1/16/23; First Aid; CPR; Inf. Disease Controls/Blood Borne Pathogens - All Staff 1/16/23 - facilitator - Stephanie Perutzi; My Body, My Life 1/22/23 - Bob Moore, LPC facilitator - Bonnie, Amanda, Ilene, Kaylee 1/31/23 Identifying and Supporting Human Trafficking Survivors- Amanda	
VII. HOURS OF ADMINISTRATIVE WORK:	277
1. Meetings:	32.5
2. Community Contacts:	34.5
3. Administrative Duties:	210
<i>Guest Speaker (who, when)</i>	
VIII. SCREENING FOR T.H. PROGRAM:	
1. Total #of Inquiries:	40
2. Total #of Referrals Received:	6
3. Total # Interviewed For Admission:	2
4. Total # Accepted:	1
IX. DONATIONS to T.H.:	
1. Volunteer Names:	Volunteers Hours
AJ Elmore	3
Mackenzey Cunningham	3
Peyton Armstrong	3
Hadassah Jones	0
Michelle Sandoval	14
0	0
Mary Lee	2.0
<i>Total:</i>	25
2. In-Kind Donations (List of Donors; Items Donated):	Estimated Value
Bob Moore - consultation	\$400
Marco's Pizza	\$65
TOTAL:	\$465

TRANSITION HOUSE, INC. FY'23 GOALS & STATUS REPORT

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

TRANSITION HOUSE STANDARDS:

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

ACTION STEPS	PROJECTED OUTCOME BY 6/30/23	STATUS – 10/17/22	STATUS – 1/30/2023	STATUS
<ul style="list-style-type: none"> • Acquire additional evidence-based curriculum and materials to support meaningful groups and activities. 	<ul style="list-style-type: none"> • Acquire 1 new set of evidence-based materials. 	<ul style="list-style-type: none"> • New Curriculum materials arrived 10/17/2022 – “Finding Your Best Self” Recovery from Addiction, Trauma or Both (Lisa M. Najavits, PhD – Author of Seeking Safety). 	<ul style="list-style-type: none"> • Acquired a new DSM-V. • Began use of new curriculum – “Finding Your Best Self”. 	
<ul style="list-style-type: none"> • Expand community collaboration and partnerships with local agencies by hosting open houses for network opportunities and engagement in community meetings. 	<ul style="list-style-type: none"> • Host 1 Open House for community providers. • Representatives from the Clinical Team will have 1 on-site visit at COCMHC and GMH. 	<ul style="list-style-type: none"> • Amanda attended a clinical meeting at COCMHC and is working on having GMH clinicians come to TH for a visit. 	<ul style="list-style-type: none"> • Amanda hosted an Open House for GMH Staff. • Connections with both GMH & COCMHC staff have improved. 	
<ul style="list-style-type: none"> • Have COCMHC representative begin attending TH staff meetings 1 time per month to serve as liaison between TH and COCMHC. 	<ul style="list-style-type: none"> • Have a COCMHC representative attend 4 TH Staff meetings. 	<ul style="list-style-type: none"> • Johnna, COCMHC Clinical Director, has attended 2 Staff meetings at TH and has provided increased consultation services for TH. 	<ul style="list-style-type: none"> • COCMHC’s former Clinical Director and now new Interim Clinical Director are routinely attending 1 TH staff meeting/month. 	
<p>Transitional Living Program (TLP):</p> <ul style="list-style-type: none"> • Develop and maintain healthy connections with clients in the TLP. • Determine client needs that cannot be met at TH, and work to advocate and refer for additional support. • Monitor and maintain cleanliness, comfort, and safety at TLP apartments. • Provide supportive counseling. 	<ul style="list-style-type: none"> • 80% of the TLP clients establish and maintain healthy therapeutic relationships with their Recovery Coordinator. • 90% of the TLP clients will have provided a list of needed identification and will be working to secure those documents. • 100% of the TLP clients will be living in safe and secure housing. • 75% of the TLP clients have a better quality of life and support system. 	<p>Formal assessment will be done in January.</p> <ul style="list-style-type: none"> • Clients have been establishing and maintaining healthy connections. • Clients are providing ID needs list. • All clients are living in safe and secure housing. • Client quality of life and support system continues to improve. • Amanda started Supported Counseling with 3 clients • Jack started Men’s Group. 	<ul style="list-style-type: none"> • 100% of the TLP clients establish and maintain healthy therapeutic relationships with their Recovery Coordinator. • 100% of the TLP clients have provided a list of needed identification and are working to secure those documents. • 100% of the TLP clients are living in safe and secure housing. • 74% of the TLP clients have a better quality of life and support system. • Need to develop assessment tool(s) for supportive counseling. 	
<p>Community Outreach Program (COP):</p> <ul style="list-style-type: none"> • COP clients are welcome to attend TLP groups and activities if approved by the Programs Director. 	<ul style="list-style-type: none"> • At least 2 social/recreational activities will be scheduled monthly. • 75% of COP clients with 6 or more contacts in 6 months will have improvements or maintain adequate social/recreational skills; community 	<ul style="list-style-type: none"> • Our new COP Recovery Coordinator started with 1 COP social/rec. activity through Sept. In Oct., now has 2 scheduled activities. 	<ul style="list-style-type: none"> • At least 2 COP social/recreational activities have been scheduled monthly. • 48%(44 of 92) of COP clients with 6 or more contacts in 6 months have improvements or maintain adequate 	

TRANSITION HOUSE, INC. FY'23 GOALS & STATUS REPORT

<ul style="list-style-type: none"> • Social/Recreational activities are scheduled to encourage client engagement. • Phone calls are answered, and support is given to people seeking assistance and referrals. • Affirm and empower client worthiness while sharing hope. 	<p>living skills; and mental illness management.</p> <ul style="list-style-type: none"> • At least 5 affirming/empowering messages will be shared weekly through social media. • 80% of the COP clients have a better quality of life and support system. 	<ul style="list-style-type: none"> • With our new COP RC, we're seeing increased in quantity and quality of COP connections. • Continuing to answer phones & provide support & referrals. • Transitionisms are shared routinely on social media – adding posts plus stories now has increased visibility. 	<p>social/recreational skills; community living skills; and mental illness management. The percentage is lower because the total number of COP contacts was higher than anticipated. COP Recovery Coordinator continues to reach out to connect with previous COP clients – many who are doing well and do not need frequent contact.</p> <ul style="list-style-type: none"> • At least 5 affirming/empowering messages – Transitionisms and other positive messaging - are shared weekly through social media. Posting as well as sharing through stories has expanded the reach of messaging. • 88% of the COP clients have a better quality of life and support system.
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GOAL 2: IMPROVE HEALTHY COMMUNITY RE-ENTRY FOR PEOPLE INVOLVED IN AGENCY PROGRAMS.

TRANSITION HOUSE STANDARDS:

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

ACTION STEPS	PROJECTED OUTCOME BY 6/30/23	STATUS – 10/17/22	STATUS – 1/19/2023	STATUS
<ul style="list-style-type: none"> • Refer and empower clients to seek healthy connections, resources, and services outside of TH as needed. • Maintain high quality, recovery focused, consistent services through individual and group meetings with clients. 	<ul style="list-style-type: none"> • 80% of the TLP clients will be referred to outside mental health and other providers to receive needed services that TH staff cannot provide. • 75% of TLP clients will have improvements in or maintain adequate skill levels in: mental illness management; community living, work related, and social/recreation skills. 	<ul style="list-style-type: none"> • Staff works with clients to help them establish outside mental health services including therapy & meds. • Majority of clients are working to improve skills. Those not interested in recovery tend to move on out of the TLP. 	<ul style="list-style-type: none"> • 100% of the TLP clients are referred to outside mental health and other providers to receive needed services that TH staff cannot provide. • 65% of TLP clients had improvements in or maintain adequate skill levels in: mental illness management; community living, work related, and social/recreation skills. 	
<ul style="list-style-type: none"> • Hold clients accountable to their recovery and occupancy agreements and recovery plans. 	<ul style="list-style-type: none"> • 80% of the TLP clients will be adhering to standards established by the occupancy and recovery agreements. 	<ul style="list-style-type: none"> • Staff is consistent in holding clients accountable to their agreements & recovery plans. 	<ul style="list-style-type: none"> • 100% of the TLP clients are held accountable to adhering to standards established by the occupancy and recovery agreements. • 84% of the TLP clients followed standards established by the occupancy and recovery agreements. 	
<ul style="list-style-type: none"> • Support and hold clients accountable to recovery plans and use monthly assessments to guide 	<ul style="list-style-type: none"> • 80% of the active TLP clients will actively be working on their mental illness and related issues. 	<ul style="list-style-type: none"> • Majority of clients are working their mental illness/substance misuse recovery. Those not 	<ul style="list-style-type: none"> • 78% of the active TLP clients are actively working on their mental illness and related issues. 	

TRANSITION HOUSE, INC. FY'23 GOALS & STATUS REPORT

plan updates to help clients maintain stable housing and income, thus reducing the risk of reoffending.		interested in recovery tend to move on out of the TLP.	
<ul style="list-style-type: none"> Encourage TLP clients to engage with TH staff through COP after leaving TLP. Encourage use of COP for extra support for those living in the community. Be intentionally welcoming and supportive of people seeking COP supports. 	<ul style="list-style-type: none"> 70% of COP clients are former TLP clients. 75% of COP clients will have 6 or more contacts with TH staff. 	<ul style="list-style-type: none"> Majority of COP is former TLP. Seeing increases in clients served and contacts in COP. FY'22, COP averaged 133 contacts/month and 43 people. In August & Sept, average 191 contacts and 48 people. 	<ul style="list-style-type: none"> 86% of COP clients are former TLP clients. 48% of COP clients had 6 or more contacts with TH staff. COP connected with 92 COP clients during the first half of FY'23, so the number of people with 6 or more contacts was 44, which is higher than the past few years, but the percentage was lower. Our new COP Recovery Coordinator reached out to more COP clients who we hadn't had contact with – many reported doing well and didn't require the projected frequency of contact.

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

TRANSITION HOUSE STANDARDS:

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

ACTION STEPS	PROJECTED OUTCOME BY 6/30/23	STATUS – 10/17/22	STATUS – 1/19/2023	STATUS
<ul style="list-style-type: none"> Strengthen staff skill sets by participating in ongoing training and conferences. Clinical staff will compile a list of needed books/training materials. 	<ul style="list-style-type: none"> Clinical staff will complete required ODMHSAS trainings. Programs Director will investigate and recommend trainings as appropriate. List of books and training materials will be reviewed, and the acquisition process will begin. 	<ul style="list-style-type: none"> Staff is up to date on required ODMHSAS trainings. Continuing to investigate other training opportunities – 1 staff member attended a drumming training (no cost). List of books & training materials is being developed. 	<ul style="list-style-type: none"> Staff is up to date on required ODMHSAS training including First Aid, CPR, Infectious Disease Control, plus housing related trainings Upcoming training for Narcan is scheduled. 	
<ul style="list-style-type: none"> Create innovative ways to ensure and promote staff wellness and retention. 	<ul style="list-style-type: none"> Staff will have participated in at least 3 SWARA's (Staff Wellness and Recovery Activities). 	<ul style="list-style-type: none"> Since July, Staff has had 3 SWARA's. 	<ul style="list-style-type: none"> Staff had a special Holiday lunch celebration in December. Board approved Holiday Bonuses. 	
<ul style="list-style-type: none"> Review TH policies and procedures and determine priorities and next steps in updates. 	<ul style="list-style-type: none"> Have the new Employee Handbook approved by TH's Board of Directors. Do Staff training on the new Handbook. 	<ul style="list-style-type: none"> New Employee Handbook is being presented to the Board Oct. 20 for approval. Preparing to begin work on updated Governance Policies, 	<ul style="list-style-type: none"> Employee Handbook was approved Oct. 2022. All staff have reviewed and signed off on new documents. Updated Bylaws are Articles of Incorporation were approved by the TH Board in Jan. 2023. Governance 	

TRANSITION HOUSE, INC. FY'23 GOALS & STATUS REPORT

		Bylaws & Articles of Incorporation.	<p>Policies will go before the Board by March 2023.</p> <ul style="list-style-type: none"> Some essential updates have started with TH Clinical Policies. 	
<ul style="list-style-type: none"> Increase public awareness of TH by expanding social media presence and creating a newsletter. Encourage and empower client participation in increased advocacy and awareness efforts. 	<ul style="list-style-type: none"> Produce 1 newsletter. Assess benefits versus risks of establishing a TikTok. 5 new Transitionisms created by clients. 	<ul style="list-style-type: none"> Have not done a newsletter yet. We've increased the number of shared client celebrations and events on social media as posts & stories. 	<ul style="list-style-type: none"> 1 Holiday newsletter was shared and posted on TH website. Over 20 new Transitionisms have been created – influenced by clients. 	
<ul style="list-style-type: none"> Research and select a donor database tool for TH. 	<ul style="list-style-type: none"> Have the new database tool selected and operational. 	<ul style="list-style-type: none"> At the end of Sept. 2022, began work with Bloomerang to develop a TH donor database. Hope to launch Jan. 2023. 	<ul style="list-style-type: none"> Making progress with the development of the Bloomerang donor database. Launch is now projected in late Spring. 	
<ul style="list-style-type: none"> Select and empower Board and Volunteers for the FY'23 Fund Raising Committee. Coordinate efforts between Executive Director, Board and Volunteers to reach out to potential new funding sources. 	<ul style="list-style-type: none"> Have Fund Raising Committee established. Have at least 3 Fund Raising Committee meetings that will establish the fund raising plan and begin work on the plan. 	<ul style="list-style-type: none"> Fund Raising Committee Chair is in place and will begin recruiting for the committee. Will be applying for Non-Profit ARPA funds as soon as the portal opens (hopefully Oct. 2022) 	<ul style="list-style-type: none"> Fund Raising Committee Chair has been selected. TH received \$70,000 City of Norman ARPA grant and is awaiting news on the State ARPA grant. 	

Transition House, Inc.
Client Activities Release

I desire to participate as a Client in Transition House, Inc. (the “Organization”) and engage in activities related to being a Client of the Organization (the “Activities”).

In exchange for being allowed to participate in the Activities and for other good and valuable consideration, the receipt and sufficiency of which I acknowledge, I hereby freely, voluntarily, and without duress execute this Release and agree to the following terms:

1. Assumption of Risk. I am aware and understand that the Activities may be inherently dangerous and may expose me to a variety of foreseen and unforeseen hazards and risks. I understand these risks may include, but are not limited to, witnessing trauma and traumatic experiences, violence, possible exposure to wild animals, property damage, injury, death, illness, and other various hazards. I acknowledge that I am voluntarily participating in the Activities and have considered those risks. I hereby expressly and specifically assume such risks, including any and all risk of injury, illness, harm, or loss that I may incur as a result of my participation in the Activities.

2. Medical Treatment. I hereby give consent and authority to the Organization to obtain medical treatment on my behalf if I am injured or require medical attention during my participation in the Activities. I understand and agree that I am solely responsible for all costs related to such medical treatment, medical transportation, and/or evacuation. I hereby release, forever discharge, and hold harmless the Organization from any claim whatsoever in connection with such treatment or other medical services.

I understand that the Organization may use NARCAN in the event of an overdose event. I agree to use of NARCAN in the event I overdose. I hereby release, forever discharge, and hold harmless the Organization from any claim whatsoever in connection with administering NARCAN.

3. Release and Waiver. I hereby fully and forever release and discharge the Organization, its directors, employees, agents, volunteers, and other representatives, directors, employees, agents, volunteers, and other representatives (the “Released Parties”), from, and expressly waive, any and all liability, claims, and demands of whatever kind or nature, either in law or in equity that may arise from my participation in the Activities. I covenant not to make or bring any such claim or demand against the Released Parties, and fully and forever release and discharge the Released Parties from liability under such claims or demands.

I UNDERSTAND THAT THIS RELEASE DISCHARGES THE RELEASED PARTIES FROM ANY LIABILITY OR CLAIM THAT I MAY HAVE AGAINST THE RELEASED PARTIES WITH RESPECT TO ANY BODILY INJURY, PERSONAL INJURY, ILLNESS, DEATH, PROPERTY DAMAGE, OR PROPERTY LOSS THAT MAY RESULT FROM THE ACTIVITIES, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASED PARTIES OR OTHERWISE.

4. Indemnification. I hereby agree to indemnify, defend, and hold harmless the Released Parties from any and all liability, losses, damages, judgments, or expenses, including attorneys’ fees that it may incur or sustain as a result of my negligence, recklessness, or willful misconduct in connection with my participation in the Activities, arising out of any third-party claim.

5. Benefits and Insurance. I understand that I am not an employee of the Organization and that I will receive no compensation or remuneration for my services and will not be eligible for any employee benefits. I understand that the Organization does not assume any responsibility for or obligation to provide financial assistance or other assistance,

including but not limited to medical, health, or disability insurance of any nature in the event of my injury, illness, or death, or damage to or loss of my property.

I also understand that the Organization does not provide workers' compensation insurance for volunteers or Clients. I expressly waive any claim for compensation or liability on the part of the Organization in the event of any injury or medical expense.

6. Photographic Release. I understand and agree that during the Activities, I may be photographed and/or videotaped by the Organization for internal and/or promotional use. I hereby grant and convey to the Organization all right, title, and interest, including but not limited to, any royalties, proceeds, or other benefits, in any and all such photographs or recordings, and consent to the Organization's use of my name, image, likeness, and voice in perpetuity, in any medium or format, for any publicity without further compensation or permission.

_____ Initial here if you do NOT consent to a photographic release.

7. Miscellaneous. I hereby agree that this Release represents the full understanding between the Organization and me and supersedes all other prior agreements, understandings, representations, and warranties, both written and oral, between us, with respect to the subject matter hereof. If any term or provision of this Release shall be held to be invalid by any court of competent jurisdiction, that term or provision shall be deemed modified so as to be valid and enforceable to the full extent permitted. The invalidity of any such term or provision shall not otherwise affect the validity or enforceability of the remaining terms and provisions. This Release is binding on and inures to the benefit of the Organization and me and our respective heirs, executors, administrators, legal representatives, successors, and permitted assigns. Section headings are for convenience of reference only and shall not define, modify, expand, or limit any of the terms of this Release.

8. Governing Law. All matters arising out of or relating to this Release shall be governed by and construed in accordance with the internal laws of the State of Oklahoma without giving effect to any choice or conflict of law provision or rule (whether of the State of Oklahoma or any other jurisdiction). Any claim or cause of action arising under this Agreement may be brought only in the federal and state courts located in Oklahoma and I hereby consent to the exclusive jurisdiction of such courts.

9. COVID-19. I understand that the Organization will follow state and local requirements for COVID-19 mitigation. I agree to follow such requirements, if any. I understand that this may include me to wear a mask and/or social distance, where required.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS RELEASE AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE ORGANIZATION.

Client Signature

Date

Client Printed Name

Transition House, Inc.

Transition House, Inc. (“Transition House”) is committed to the safety and wellness of its clients and staff. Transition House has adopted this policy to ensure staff and clients are prepared to administer naloxone HCL (“NARCAN”) in the event of an overdose.

NARCAN is a potentially lifesaving medication designed to help reverse the effects of an opioid overdose in minutes.

Transition House shall make NARCAN available at the following locations:

- The Transition House Office
- The Drop-In Center
- Each of the 4 TLP apartments

NARCAN Nasal Spray was developed to be used at home without the need for any medical training. However, it is important to Transition House that each client and staff member are appropriately trained in case of emergency.

Transition house shall ensure staff and clients are appropriately trained on how to administer NARCAN in the event of an overdose. Training shall occur as follows:

- Staff shall be trained upon employment
- Staff shall be trained annually
- Clients shall be trained upon joining the Transition House program.
- Clients shall be trained annually

If any client or staff member has concerns about their ability to administer NARCAN, they should contact the Executive Director to discuss additional training needs.

Transition House FY'23 Monthly Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	Jan FR FY'23	TH Budget FY'23	\$ Over Budget	% of Budget
Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.33	(8.33)	0.00%
United Way/Norman	3,833.33	651.67	76.67	1,215.01	1,889.99	3,833.33	3,833.33	3,833.33	0.00	100.00%
Fund Raising										
Fund Raising Exp.	2,500.00						(29.75)	(208.33)	178.58	14.28%
Fund Raising Inc.	20,500.00						1,521.00	1,708.33	(187.33)	89.03%
FR Events - Total	1,491.25	253.51	29.83	602.62	605.30	1,491.25	1,491.25	1,500.00	(8.75)	99.42%
DMHSAS										
Unreimbursed services	0.00						0.00		0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	22,591.67	3,840.58	451.83	15,814.17	2,485.08	22,591.67	22,591.67	22,500.00	91.67	100.41%
Other Gov. Grants	2,146.67	364.93	42.93	1,588.54	150.27	2,146.67	2,146.67	1,416.67	730.00	151.53%
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	2,473.00	420.41	49.46	1,582.72	420.41	2,473.00	2,473.00	1,833.33	639.67	134.89%
Client/Participant Fees	583.00	99.11	11.66	472.23	0.00	583.00	583.00	683.33	(100.33)	85.32%
Interest	31.61	5.37	0.63	5.37	20.23	31.61	31.61	25.00	6.61	126.44%
Miscellaneous	164.09	27.90	3.28	0.00	132.91	164.09	164.09	0.00	164.09	100.00%
TOTAL	33,314.62	5,663.49	666.29	21,280.66	5,704.18	33,314.62	33,314.62	32,716.65	597.97	101.83%
TH EXPENSES:										
Salaries	18,893.32	3,211.86	377.87	12,091.72	3,211.86	18,893.32	18,893.32	18,286.67	606.65	103.32%
Employees Health, Dental, Life Ins.	2,150.35	365.56	43.01	1,376.22	365.56	2,150.35	2,150.35	2,666.67	(516.32)	80.64%
Worker's Comp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	416.67	(416.67)	0.00%
FICA/Pay.Tax/OES	1,499.97	254.99	30.00	959.98	254.99	1,499.97	1,499.97	1,658.33	(158.36)	90.45%
Legal/Accounting	443.75	75.44	8.88	284.00	75.44	443.75	443.75	833.33	(389.58)	53.25%
Office Supplies	199.63	33.94	3.99	127.76	33.94	199.63	199.63	166.67	32.96	119.78%
Telephone/Internet/Website	330.26	56.14	6.61	211.37	56.14	330.26	330.26	375.00	(44.74)	88.07%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.33	(33.33)	0.00%
Rent	4,200.00	714.00	84.00	2,688.00	714.00	4,200.00	4,200.00	4,200.00	0.00	100.00%
Utilities	1,200.22	204.04	24.00	768.14	204.04	1,200.22	1,200.22	1,000.00	200.22	120.02%
Household	152.03	25.85	3.04	97.30	25.85	152.03	152.03	200.00	(47.97)	76.02%
Maint/Rep-Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.33	(83.33)	0.00%
Maint/Rep-Equipment	810.93	137.86	16.22	519.00	137.86	810.93	810.93	416.67	394.26	194.62%
Training/Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.33	(333.33)	0.00%
Food	54.70	9.30	1.09	35.01	9.30	54.70	54.70	166.67	(111.97)	32.82%
Client Supplies/Activities	76.95	13.08	1.54	49.25	13.08	76.95	76.95	766.67	(689.72)	10.04%
Streaming Services	24.98	4.25	0.50	15.99	4.25	24.98	24.98	20.83	4.15	119.92%
Vehicle - Gas	71.62	12.18	1.43	45.84	12.18	71.62	71.62	166.67	(95.05)	42.97%
Vehicle - Maint/Repair	260.00	44.20	5.20	166.40	44.20	260.00	260.00	208.33	51.67	124.80%
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41.67	(41.67)	0.00%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.33	(8.33)	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	167.50	(167.50)	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	30,368.71	5,162.68	607.37	19,435.97	5,162.68	30,368.71	30,368.71	32,716.67	(2,347.96)	92.82%
Dif. Between Inc vs Exp:	2,945.91	500.80	58.92	1,844.68	541.50	2,945.91	2,945.91	(0.02)	2,945.93	#####
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$135,728.49		

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	527.12	89.61	10.54	89.61	337.36	527.12	527.12	58.35	468.77	903.38%
United Way/Norman	26,833.31	4,561.66	536.67	8,505.09	13,229.90	26,833.31	26,833.31	26,833.35	(0.04)	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	2,500.00						(171.41)	(1,458.35)	1,286.94	11.75%
Fund Raising Inc.	20,500.00						1,940.51	11,958.35	(10,017.84)	16.23%
FR Events - Total	1,769.10	300.75	35.38	714.90	718.07	1,769.10	1,769.10	10,500.00	(8,730.90)	16.85%
DMHSAS										
Unreimbursed services	(1,980.00)						(1,980.00)		(1,980.00)	100.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	153,975.02	26,175.75	3,079.50	107,782.51	16,937.25	153,975.02	153,975.02	157,500.00	(3,524.98)	97.76%
Other Gov. Grants	7,753.30	1,318.06	155.07	5,737.44	542.73	7,753.30	7,753.30	9,916.65	(2,163.35)	78.19%
Foundation Grants	10,000.00	1,700.00	200.00	6,400.00	1,700.00	10,000.00	10,000.00	5,833.35	4,166.65	171.43%
Civic Clubs Donations/Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	583.35	(583.35)	0.00%
Donor Drive	18,163.00	3,087.71	363.26	11,624.32	3,087.71	18,163.00	18,163.00	12,833.35	5,329.65	141.53%
Client/Participant Fees	6,343.00	1,078.31	126.86	5,137.83	0.00	6,343.00	6,343.00	4,783.35	1,559.65	132.61%
Interest	256.71	43.64	5.13	43.64	164.29	256.71	256.71	175.00	81.71	146.69%
Miscellaneous	210.95	35.86	4.22	0.00	170.87	210.95	210.95	0.00	210.95	100.00%
TOTAL	223,851.51	38,391.36	4,516.63	146,035.34	36,888.18	225,831.51	223,851.51	229,016.75	(5,165.24)	97.75%
TH EXPENSES:										
Salaries	139,457.09	23,707.71	2,789.14	89,252.54	23,707.71	139,457.09	139,457.09	128,006.65	11,450.44	108.95%
Employees Health, Dental, Life Ins.	15,182.53	2,581.03	303.65	9,716.82	2,581.03	15,182.53	15,182.53	18,666.65	(3,484.12)	81.34%
Worker's Comp.	4,407.00	749.19	88.14	2,820.48	749.19	4,407.00	4,407.00	2,916.65	1,490.35	151.10%
FICA/Pay.Tax/OES	10,983.78	1,867.24	219.68	7,029.62	1,867.24	10,983.78	10,983.78	11,608.35	(624.57)	94.62%
Legal/Accounting	10,578.25	1,798.30	211.57	6,770.08	1,798.30	10,578.25	10,578.25	5,833.35	4,744.90	181.34%
Office Supplies(includes: Payroll updates; TheraNest; Bloomerang)	4,458.24	757.90	89.16	2,853.27	757.90	4,458.24	4,458.24	1,166.65	3,291.59	382.14%
Telephone/Internet/Website	2,305.13	391.87	46.10	1,475.28	391.87	2,305.13	2,305.13	2,625.00	(319.87)	87.81%
Postage	60.00	10.20	1.20	38.40	10.20	60.00	60.00	233.35	(173.35)	25.71%
Rent	29,600.00	5,032.00	592.00	18,944.00	5,032.00	29,600.00	29,600.00	29,400.00	200.00	100.68%
Utilities	7,958.42	1,352.93	159.17	5,093.39	1,352.93	7,958.42	7,958.42	7,000.00	958.42	113.69%
Household	1,629.03	276.94	32.58	1,042.58	276.94	1,629.03	1,629.03	1,400.00	229.03	116.36%
Maint/Rep-Property	732.81	124.58	14.66	469.00	124.58	732.81	732.81	583.35	149.46	125.62%
Maint/Rep-Equipment	3,077.35	523.15	61.55	1,969.50	523.15	3,077.35	3,077.35	2,916.65	160.70	105.51%
Training/Development	772.19	131.27	15.44	494.20	131.27	772.19	772.19	2,333.35	(1,561.16)	33.09%
Food	1,093.35	185.87	21.87	699.74	185.87	1,093.35	1,093.35	1,166.65	(73.30)	93.72%
Client Supplies/Activities	5,389.77	916.26	107.80	3,449.45	916.26	5,389.77	5,389.77	5,366.65	23.12	100.43%
Streaming Services	274.86	46.73	5.50	175.91	46.73	274.86	274.86	145.85	129.01	188.45%
Vehicle - Gas	531.98	90.44	10.64	340.47	90.44	531.98	531.98	1,166.65	(634.67)	45.60%
Vehicle - Maint/Repair	380.55	64.69	7.61	243.55	64.69	380.55	380.55	1,458.35	(1,077.80)	26.10%
Vehicle- Insurance/Tag	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,633.35	(1,633.35)	0.00%
Dues & Subscriptions	263.00	44.71	5.26	168.32	44.71	263.00	263.00	291.65	(28.65)	90.18%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.35	(58.35)	0.00%
General/Prof Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,866.65	(1,866.65)	0.00%
Dir./Officers Liability	2,003.00	340.51	40.06	1,281.92	340.51	2,003.00	2,003.00	1,172.50	830.50	170.83%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	241,138.33	40,993.52	4,822.77	154,328.53	40,993.52	241,138.33	241,138.33	229,016.65	12,121.68	105.29%
Dif. Between Inc vs Exp:	(17,286.82)	(2,602.16)	(306.14)	(8,293.19)	(4,105.33)	(15,306.82)	(17,286.82)	0.10	(17,286.92)	#####
Overall Program %		17%	2%	64%	17%	100%				

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

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

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

The reports attached to this letter cover the seven months ended January 31, 2023.

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

4-Feb-23

Transition House, Inc.

Balance Sheet Prev Year Comparison

As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1012 · Armstrong Checking	135,728.49	83,094.21	52,634.28	63.34%
Total Checking/Savings	135,728.49	83,094.21	52,634.28	63.34%
Other Current Assets				
1055 · OKDMH contract receivable	12,113.32	13,750.00	-1,636.68	-11.9%
1060 · Prepaid insurance	4,284.61	4,284.61	0.00	0.0%
1075 · Pledges receivable - JBJ	500.00	500.00	0.00	0.0%
Total Other Current Assets	16,897.93	18,534.61	-1,636.68	-8.83%
Total Current Assets	152,626.42	101,628.82	50,997.60	50.18%
Fixed Assets				
1120 · Furniture & equipment	34,303.33	34,303.33	0.00	0.0%
1124 · Vehicles	21,800.00	21,800.00	0.00	0.0%
1130 · Accumulated depreciation	-48,980.64	-48,980.64	0.00	0.0%
Total Fixed Assets	7,122.69	7,122.69	0.00	0.0%
TOTAL ASSETS	159,749.11	108,751.51	50,997.60	46.89%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · FICA taxes payable	214.04	0.08	213.96	267,450.0%
2200 · OK WH taxes payable	29.00	0.00	29.00	100.0%
2230 · United Way WH payable	8.00	11.00	-3.00	-27.27%
2240 · Accrued vacation payable	7,792.58	7,206.88	585.70	8.13%
2401 · Deferred grant revenue	0.00	0.00	0.00	0.0%
2501 · Current portion of loan	0.00	0.00	0.00	0.0%
Total Other Current Liabilities	8,043.62	7,217.96	825.66	11.44%
Total Current Liabilities	8,043.62	7,217.96	825.66	11.44%
Long Term Liabilities				
2402 · Deferred ARPA Grant Rev	68,603.33	0.00	68,603.33	100.0%
Total Long Term Liabilities	68,603.33	0.00	68,603.33	100.0%
Total Liabilities	76,646.95	7,217.96	69,428.99	961.89%
Equity				
3001 · Unrestricted net assets	36,565.14	36,565.14	0.00	0.0%
3002 · Retained Earnings	63,823.84	81,785.99	-17,962.15	-21.96%
Net Income	-17,286.82	-16,817.58	-469.24	-2.79%
Total Equity	83,102.16	101,533.55	-18,431.39	-18.15%
TOTAL LIABILITIES & EQUITY	159,749.11	108,751.51	50,997.60	46.89%

Transition House, Inc.
Profit & Loss Prev Year Comparison
July 1, 2022 - January 31, 2023

	<u>Jul '22-Jan '23</u>	<u>Jul '21-Jan '22</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4000 · Contributions	527.12	25.19	501.93	1,992.58%
4100 · United Way allocation	26,833.31	24,791.69	2,041.62	8.24%
4101 · ARPA Grant Revenue	1,396.67	0.00	1,396.67	100.0%
4200 · Fund raising				
4201 · Fund raising expenses	-171.41	-711.68	540.27	75.92%
4200 · Fund raising - Other	1,940.51	118.71	1,821.80	1,534.66%
Total 4200 · Fund raising	<u>1,769.10</u>	<u>-592.97</u>	<u>2,362.07</u>	<u>398.35%</u>
5000 · ODMHSAS contract				
5001 · Unreimbursed contract services	-1,980.00	0.00	-1,980.00	-100.0%
5000 · ODMHSAS contract - Other	153,975.02	137,076.68	16,898.34	12.33%
Total 5000 · ODMHSAS contract	<u>151,995.02</u>	<u>137,076.68</u>	<u>14,918.34</u>	<u>10.88%</u>
5500 · Other Gov. grants	6,356.63	4,550.00	1,806.63	39.71%
5501 · Foundation/Civic Club Grants	10,000.00	10,000.00	0.00	0.0%
6000 · Donor Drive	18,163.00	20,925.15	-2,762.15	-13.2%
6200 · Participant fee	6,343.00	2,353.00	3,990.00	169.57%
6500 · Interest income	256.71	296.61	-39.90	-13.45%
6700 · Donated services & materials	0.00	0.00	0.00	0.0%
6900 · Miscellaneous revenues	210.95	170.70	40.25	23.58%
Total Income	<u>223,851.51</u>	<u>199,596.05</u>	<u>24,255.46</u>	<u>12.15%</u>
Gross Profit	223,851.51	199,596.05	24,255.46	12.15%
Expense				
Management & General	40,993.52	36,790.32	4,203.20	11.43%
Fundraising	4,822.77	4,328.27	494.49	11.43%
Transitional Living	154,328.53	138,504.72	15,823.81	11.43%
Community Outreach	40,993.52	36,790.32	4,203.20	11.43%
Total Expense	<u>241,138.33</u>	<u>216,413.63</u>	<u>24,724.70</u>	<u>11.43%</u>
Net Income/(Loss)	<u><u>-17,286.82</u></u>	<u><u>-16,817.58</u></u>	<u><u>-469.24</u></u>	<u><u>-2.79%</u></u>

Transition House, Inc.
Statement of Functional Expenses
Prev Year Comparison
July 1, 2022 - January 31, 2023

Expense	Mgmt &		Transitional	Communituy	Total	Mgmt &		Transitional	Communituy	Total
	General	Fundraising	Living	Outreach	Jul '22-Jan '23	General	Fundraising	Living	Outreach	Jul '21-Jan '22
7000 · Salaries & wages	23,707.71	2,789.14	89,252.54	23,707.71	139,457.09	20,721.84	2,437.86	78,011.65	20,721.84	121,893.20
7002 · Employee Health,Dental,Life Ins	2,581.03	303.65	9,716.82	2,581.03	15,182.53	2,615.18	307.67	9,845.37	2,615.18	15,383.39
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	1,867.24	219.68	7,029.62	1,867.24	10,983.78	2,542.03	299.06	9,570.00	2,542.03	14,953.12
8000 · Legal & accounting	1,798.30	211.57	6,770.08	1,798.30	10,578.25	991.95	116.70	3,734.40	991.95	5,835.00
8100 · Office supplies	757.90	89.16	2,853.27	757.90	4,458.24	447.37	52.63	1,684.20	447.37	2,631.57
8200 · Telephone/Interner/Website	391.87	46.10	1,475.28	391.87	2,305.13	353.37	41.57	1,330.32	353.37	2,078.63
8300 · Postage	10.20	1.20	38.40	10.20	60.00	21.41	2.52	80.61	21.41	125.96
8400 · Rent	5,032.00	592.00	18,944.00	5,032.00	29,600.00	4,522.00	532.00	17,024.00	4,522.00	26,600.00
8410 · Utilities	1,352.93	159.17	5,093.39	1,352.93	7,958.42	1,065.65	125.37	4,011.85	1,065.65	6,268.51
8420 · Household expenses	276.94	32.58	1,042.58	276.94	1,629.03	261.12	30.72	983.05	261.12	1,536.02
8430 · Property maintenance & repairs	124.58	14.66	469.00	124.58	732.81	280.33	32.98	1,055.35	280.33	1,648.99
8500 · Equipment maintenance & repair	523.15	61.55	1,969.50	523.15	3,077.35	477.12	56.13	1,796.20	477.12	2,806.56
8800 · Training & development	131.27	15.44	494.20	131.27	772.19	98.85	11.63	372.15	98.85	581.49
8910 · Food	185.87	21.87	699.74	185.87	1,093.35	221.15	26.02	832.55	221.15	1,300.86
Total 8920 · Client Supplies/Activites	916.26	107.80	3,449.45	916.26	5,389.77	728.26	85.68	2,741.67	728.26	4,283.86
8925 · Streaming Services	46.73	5.50	175.91	46.73	274.86	28.54	3.36	107.43	28.54	167.86
8930 · Gasoline	90.44	10.64	340.47	90.44	531.98	74.06	8.71	278.82	74.06	435.66
8940 · Vehicle maintenance & repair	64.69	7.61	243.55	64.69	380.55	112.02	13.18	421.73	112.02	658.95
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	-	-	-	-	-	-	-	-	-	-
Total Expense	40,993.52	4,822.77	154,328.53	40,993.52	241,138.33	36,790.32	4,328.27	138,504.72	36,790.32	216,413.63

Transition House, Inc.
Statement of Cash Flows
July 1, 2022 - January 31, 2023

	<u>Jul '21-Jan '23</u>	<u>Jul '21-Jan '22</u>
OPERATING ACTIVITIES		
Net Income	-17,286.82	-16,817.58
Adjustments to reconcile Net Income to net cash provided by operations:		
1055 · OKDMH contract receivable	6,256.67	2,420.00
1060 · Prepaid Insurance	0.00	0.00
2200 · FICA taxes payable	117.96	0.00
2210 · FIT WH payable	96.00	0.00
2220 · OK WH taxes payable	46.00	0.00
2230 · United Way WH payable	-3.00	0.00
2240 · Accrued Vacation payable	0.00	0.00
2401 · Deferred grant revenue	0.00	0.00
Net cash provided by Operating Activities	<u>-10,773.19</u>	<u>-14,397.58</u>
INVESTING ACTIVITIES		
1120 · Furniture & Equipment	0.00	0.00
1130 · Accumulated Depreciation	0.00	0.00
Net cash provided by Investing Activities	<u>0.00</u>	<u>0.00</u>
FINANCING ACTIVITIES		
2402 · Deferred ARPA Grant Revenue	68,603.33	0.00
Net cash provided by Financing Activities	<u>68,603.33</u>	<u>0.00</u>
Net cash increase for period	57,830.14	-14,397.58
Cash at beginning of period	77,898.35	97,491.79
Cash at end of period	<u><u>135,728.49</u></u>	<u><u>83,094.21</u></u>

Transition House FY'24 Proposed UWN Budget Summary

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	FY'24 Proposed Budget	TH Budget FY'23	\$ Over Budget	% of Budget
Contributions	100.00	17.00	2.00	17.00	64.00	100.00	100.00	100.00	0.00	100.00%
United Way/Norman	56,800.00	9,656.00	1,136.00	17,588.20	28,419.80	56,800.00	56,800.00	46,000.00	10,800.00	123.48%
Fund Raising									0.00	0.00%
Fund Raising Exp.	2,500.00								0.00	0.00%
Fund Raising Inc.	22,500.00								0.00	0.00%
FR Events - Total	20,000.00	3,400.00	400.00	10,000.00	6,200.00	20,000.00	20,000.00	18,000.00	2,000.00	111.11%
DMHSAS										
Unreimbursed services	0.00								0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	270,000.00	45,900.00	5,400.00	197,100.00	21,600.00	270,000.00	270,000.00	270,000.00	0.00	100.00%
Other Gov. Grants(SVSC & ARPA)	28,660.00	4,872.20	573.20	14,330.00	8,884.60	28,660.00	28,660.00	17,000.00	11,660.00	168.59%
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	1,000.00	170.00	20.00	640.00	170.00	1,000.00	1,000.00	1,000.00	0.00	100.00%
Donor Drive	24,000.00	4,080.00	480.00	15,360.00	4,080.00	24,000.00	24,000.00	22,000.00	2,000.00	109.09%
Client/Participant Fees	9,000.00	1,530.00	180.00	7,290.00	0.00	9,000.00	9,000.00	8,200.00	800.00	109.76%
Interest	440.00	74.80	8.80	74.80	281.60	440.00	440.00	300.00	140.00	146.67%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	420,000.00	71,400.00	8,400.00	268,800.00	71,400.00	420,000.00	420,000.00	392,600.00	27,400.00	106.98%
TH EXPENSES:										
Salaries	239,000.00	40,630.00	4,780.00	152,960.00	40,630.00	239,000.00	239,000.00	219,440.00	19,560.00	108.91%
Employees Health, Dental, Life Ins.	32,000.00	5,440.00	640.00	20,480.00	5,440.00	32,000.00	32,000.00	32,000.00	0.00	100.00%
Worker's Comp.	5,000.00	850.00	100.00	3,200.00	850.00	5,000.00	5,000.00	5,000.00	0.00	100.00%
FICA/Pay.Tax/OES	21,000.00	3,570.00	420.00	13,440.00	3,570.00	21,000.00	21,000.00	19,900.00	1,100.00	105.53%
Legal/Accounting	11,000.00	1,870.00	220.00	7,040.00	1,870.00	11,000.00	11,000.00	10,000.00	1,000.00	110.00%
Office Supplies (including TheraNest,Bloomerang)	3,500.00	595.00	70.00	2,240.00	595.00	3,500.00	3,500.00	2,000.00	1,500.00	175.00%
Telephone/Internet/Website	4,500.00	765.00	90.00	2,880.00	765.00	4,500.00	4,500.00	4,500.00	0.00	100.00%
Postage	400.00	68.00	8.00	256.00	68.00	400.00	400.00	400.00	0.00	100.00%
Rent	52,800.00	8,976.00	1,056.00	33,792.00	8,976.00	52,800.00	52,800.00	50,400.00	2,400.00	104.76%
Utilities	13,000.00	2,210.00	260.00	8,320.00	2,210.00	13,000.00	13,000.00	12,000.00	1,000.00	108.33%
Household	2,400.00	408.00	48.00	1,536.00	408.00	2,400.00	2,400.00	2,400.00	0.00	100.00%
Maint/Rep-Property	1,000.00	170.00	20.00	640.00	170.00	1,000.00	1,000.00	1,000.00	0.00	100.00%
Maint/Rep-Equipment	5,000.00	850.00	100.00	3,200.00	850.00	5,000.00	5,000.00	5,000.00	0.00	100.00%
Training/Development	4,000.00	680.00	80.00	2,560.00	680.00	4,000.00	4,000.00	4,000.00	0.00	100.00%
Food	2,500.00	425.00	50.00	1,600.00	425.00	2,500.00	2,500.00	2,000.00	500.00	125.00%
Client Supplies/Activities	9,700.00	1,649.00	194.00	6,208.00	1,649.00	9,700.00	9,700.00	9,200.00	500.00	105.44%
Streaming Services (NetFlix & Zoom)	500.00	85.00	10.00	320.00	85.00	500.00	500.00	250.00	250.00	200.00%
Vehicle - Gas	1,500.00	255.00	30.00	960.00	255.00	1,500.00	1,500.00	2,000.00	(500.00)	75.00%
Vehicle - Maint/Repair	2,500.00	425.00	50.00	1,600.00	425.00	2,500.00	2,500.00	2,500.00	0.00	100.00%
Vehicle- Insurance/Tag	2,800.00	476.00	56.00	1,792.00	476.00	2,800.00	2,800.00	2,800.00	0.00	100.00%
Dues & Subscriptions	500.00	85.00	10.00	320.00	85.00	500.00	500.00	500.00	0.00	100.00%
Advertising	100.00	17.00	2.00	64.00	17.00	100.00	100.00	100.00	0.00	100.00%
General/Prof Liability	3,250.00	552.50	65.00	2,080.00	552.50	3,250.00	3,250.00	3,200.00	50.00	101.56%
Dir./Officers Liability	2,050.00	348.50	41.00	1,312.00	348.50	2,050.00	2,050.00	2,010.00	40.00	101.99%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	420,000.00	71,400.00	8,400.00	268,800.00	71,400.00	420,000.00	420,000.00	392,600.00	27,400.00	106.98%
Dif. Between Inc vs Exp:	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00	0.00	0.00	0.00%
Overall Program %		17%	2%	64%	17%	100%				

PROGRAM Budget, FY24
United Way of Norman

Organization: Transition House, Inc.
Program: Transitional Living Program
Date: 9-Feb-23

Program Financial Proposed/Actual Budget for FY2024	FY 2024 Proposed	Actual Budget Mid-year	Actual Budget End of Year
REVENUE			
1. Allocated by this United Way	21,713.83		
2. All other United Ways	0.00		
3. Contributions	18,983.95		
4. Special Events	12,345.68		
5. Legacies & Bequests	0.00		
6. Foundation Income	7,901.23		
7. Agency Auxiliaries & Clubs	790.12		
8. Allocated by Unassoc. FR Org.	0.00		
9. Fees & Grants from Gov. Agy	261,024.69		
10. Membership Dues	0.00		
11. Program Fees & Net Incidental	9,000.00		
12. Sales to Public	0.00		
13. Investment Income	92.35		
14. Miscellaneous Revenue	0.00		
15.			
16.			
17.			
18. TOTAL INCOME (1 through 17)	331,851.85	0.00	0.00
EXPENSES			
19. Salaries & Wages	188,839.51		
20. Employee Benefits	29,234.57		
21. Payroll Taxes	16,592.59		
22. PAYROLL SUBTTL (20 through 22)	234,666.67	0.00	0.00
23. Professional Fees	8,691.36		
24. Supplies	2,765.43		
25. Telephone	3,555.56		
26. Postage	316.05		
27. Occupancy	54,676.54		
28. Outside Printing & Artwork	0.00		
29. Transportation	5,372.84		
30. Conf., Conventions & Mtgs	3,160.49		
31. Subscriptions/Prof Pubs	0.00		
32. Specific Assistance to Indiv	10,034.57		
33. Membership Dues	395.06		
34. Awards & Grants	0.00		
35. Rental/Maintenance of Equip	3,950.62		
36. Insurance	4,187.65		
37. Equipment Acquisition	0.00		
38. Miscellaneous Expenses	79.01		
39.	0.00		
40.			
41. OPER EXP. SUBTTL (24 through 41)	97,185.19	0.00	0.00
42. Payments to Affiliated Org			
43. TOTAL EXPENSES	331,851.85	0.00	0.00
44. EXCESS (DEFICIT) (line 19 - Line 44)	(0.00)	0.00	0.00

PROGRAM Budget, FY24
United Way of Norman

Organization: Transition House, Inc.
Program: Community Outreach Program
Date: 9-Feb-23

Program Financial Proposed/Actual Budget for FY2024	FY 2024 Proposed	Actual Budget Mid-year	Actual Budget End of Year
REVENUE			
1. Allocated by this United Way	35,086.17		
2. All other United Ways	0.00		
3. Contributions	5,116.05		
4. Special Events	7,654.32		
5. Legacies & Bequests	0.00		
6. Foundation Income	2,098.77		
7. Agency Auxiliaries & Clubs	209.88		
8. Allocated by Unassoc. FR Org.	0.00		
9. Fees & Grants from Gov. Agy	37,635.31		
10. Membership Dues	0.00		
11. Program Fees & Net Incidental	0.00		
12. Sales to Public	0.00		
13. Investment Income	347.65		
14. Miscellaneous Revenue	0.00		
15.			
16.			
17.			
18. TOTAL INCOME (1 through 17)	88,148.15	0.00	0.00
EXPENSES			
19. Salaries & Wages	50,160.49		
20. Employee Benefits	7,765.43		
21. Payroll Taxes	4,407.41		
22. PAYROLL SUBTTL (20 through 22)	62,333.33	0.00	0.00
23. Professional Fees	2,308.64		
24. Supplies	734.57		
25. Telephone	944.44		
26. Postage	83.95		
27. Occupancy	14,523.46		
28. Outside Printing & Artwork	0.00		
29. Transportation	1,427.16		
30. Conf., Conventions & Mtgs	839.51		
31. Subscriptions/Prof Pubs	0.00		
32. Specific Assistance to Indiv	2,665.43		
33. Membership Dues	104.94		
34. Awards & Grants	0.00		
35. Rental/Maintenance of Equip	1,049.38		
36. Insurance	1,112.35		
37. Equipment Acquisition	0.00		
38. Miscellaneous Expenses	20.99		
39.	0.00		
40.			
41. OPER EXP. SUBTTL (24 through 41)	25,814.81	0.00	0.00
42. Payments to Affiliated Org			
43. TOTAL EXPENSES	88,148.15	0.00	0.00
44. EXCESS (DEFICIT) (line 19 - Line 44)	0.00	0.00	0.00