

TRANSITION HOUSE, INC.
BOARD OF DIRECTOR'S MEETING
THURSDAY ● JANUARY 19, 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. Consideration of TH FY'22 Audit – **David Gandall, CPA**
6. Consideration of updates Bylaws & Articles of Incorporation – **Alex Towler-Bliss**
7. **President's Report** – Sara
8. **Treasurer's Report** – Rebecca

9. **Business**
 - a. Acceptance of Stacey's resignation from TH Board
 - b. Consideration of Executive Committee changes
 - c. Consideration of TH Financial Reports – **Rebecca**
 - d. Consideration of TH Salary Changes related to ARPA funding
 - e. Consideration of additional legal fee expenses for policy work
 - f. Consideration of proposed TH Strategic Plan – **Sara & Preston**
 - g. Consideration of establishing a TH Reserve Fund in FY'24

10. **Committee Reports**
11. **Board Activity Report** (*Board members report on their work related to Transition House fund raising, connections, etc. and their goals for the next month*) – **On Hold until March, 2023**
12. **Client Report**
13. **Staff Report**
14. **Executive Director's Report** – **Bonnie**
15. As May Arise
16. Adjourn Board meeting

Included: Board Agenda, Director's Report, Minutes from previous Board meeting (with Dec. Board materials); Monthly & Financial Reports; TH Audit FY'22; Preliminary Beyond Recovery Overview; Fund Raising updates

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.

| | | | |
|--|---|--|--|
|  Stacey Clement TH Board President School Security Regional Representative, Homeland Security |  Sara King, MPH, CHES TH Board Vice-President OU Health Science Center OU Law, Associate Director of the Center for Public Health Program |  Rebecca Delsigne TH Board Treasurer Branch Manager First Fidelity Bank |  Preston Court, M.Ed. TH Board Secretary Aquatics Assistant Coordinator University of Oklahoma |
|  Cary Bryant TH Board Past-President Lieutenant Norman Police Department |  Kelly Bergin TH Board Member Attorney Bergin Law Group |  Kris Glenn TH Board Member Director of Parking & Transportation University of Oklahoma |  Cordt Huneke TH Board Member IT Business Partner Boeing |
|  Marilyn Korhonen TH Board Member Director of Strategic Research Initiatives for Gallego 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 Licensed Professional Counselor & Supervisor |  Darlen Moore TH Board Member Real Estate Agent, Meraki |
|  Gerardo Ramirez-Perez OU Prior College of Business JC Penney TH Board Fellow |  Steve Boyer, MA, C-PRSS TH Client Representative |  Charla Young, LCSW Board Clinical Consultant | |

DIRECTOR'S REPORT FOR THE JANUARY 19, 2023 BOARD MEETING

ADMINISTRATIVE REPORT:

1. **Staff:**
 - TH Staff will use MLK Day to review the new Employee Handbook, and complete required ODMHSAS trainings – First Aid; CPR; Infectious Disease Control.
 - We have a new student from OU's Health Sciences Center – Michelle Sandoval. Sara will be supervising her internship with TH.
 - Amanda begins her internship at TH for her Masters in Clinical Mental Health Counseling from OU. Bob will be her supervisor for the internship. She'll be doing supportive counseling and work to develop Beyond Recovery and related group curriculum.
 - With the new initiative and our required reporting and on-going grants process, plus Bloomerang work, our staff work loads are very full. I'll be working hard to ensure that all of us stay well while moving forward with our exciting new projects, plus our routine heavy workloads this time of year.
2. **Board:**
 - Stacey has stepped down from the TH Board since she has accepted a new position in Colorado. Sara has been serving as Interim President. The Board will need to take action fill vacancy on Executive Committee since Stacey's resignation.
 - When Sara & I met with Alex, we discussed re-visiting 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 and Preston have been working hard to complete these – and we're close to having Amanda & I do a final review.
3. **COCMHC & GMH partnerships:** Amanda has done an excellent job connecting with staff from COCMHC (Central Oklahoma Community Mental Health Center) & GMH (Griffin Memorial Hospital). Amanda went to COCMHC and presented about TH and staff from GMH came to TH. We also have an improved connection with leadership at COCMHC since their leadership changes.
4. **Cleveland County Mental Health Task Force:** Discussion regarding concerns related to the deaths in jail. Identify ways to advocate appropriately for improvements in mental health crisis responses and overall treatment of persons with mental illness.
5. **TH Policy Work:**
 - **Bylaws & Governance:** Alex has been working on the Governance Policies. Sara and I met with Alex to review. Alex will be at the Board meeting to present proposed Bylaws and Articles of Incorporation (statement of work) modifications.
 - **Narcan Policy:** We have been notified by DMHSAS that we need a policy on Narcan & training, so Alex has developed a draft and we have training scheduled. We hope to be able to present this at the February Board meeting for a Board vote.
6. **Donor Tracking Tool - Bloomerang:** Ilene, Preston and I met with our Bloomerang representative 1/11/2023. They were delays in developing our database, so it may take a bit longer than planned to have this ready to go live. I would anticipate late March at the soonest – likely April or later.
7. **E-Team:** A meeting is scheduled for January 18 to meet with the E-Team and representatives from ODMHSAS regarding a possible new opportunity for TH. I've also been discussing ways to work with the E-Team to have the Beyond Recovery initiative evaluated as an evidenced based possible best practice. We have never done anything like this before, so I'm asking lots of questions.
8. **Beyond Recovery:** Included is an Overview of this initiative. We are looking forward to beginning this new opportunity for TH. Our Preliminary Statement regarding this project: *Transition House (TH) is exploring new ways to support an improved quality of life and increases in an overall sense of joy past the initial stages of recovery. Beyond Recovery is a project of working with those who have been able to live their best life beyond the reduction or elimination of symptoms of mental illness and abstinence from substance use and utilizing the knowledge gained to better assist the People of TH.*
9. **United Way:**
 - LOI's (Letters of Intent): Deadline is January 23, 2023. I've already begun work on both for TLP & COP. RFP's will be coming out in February.
 - Semi-Annual Reports: Staff has been working hard to complete the mid-year reports to UWN. Kaylee is learning the rather complex process related to COP reporting. This is very time consuming, but we're making good progress. Deadline is the end of January.
10. **New Transitionisms:** Just prior to the holiday break, I was able to develop some new Transitionisms. I've created some additional ones since I returned. I was also excited to finally figure out how to add these to our website. Here's the direct link: <https://www.thouse.org/transitionisms/project-one-f5w4d-jelxw>. I share these on our various social media platforms at least 5 times/week. These messages are inspired by TH People of TH.

FINANCE REPORT:

1. **Financial status/Bank Balance:** Bank Balance (**preliminary**) for end of Dec. 2022 = \$65,142.74
2. **Audit & Tax Returns:** TH's Audit & Tax Returns are completed. David Gandall, CPA, will be presenting to the Board for Board approval.
3. **ARPA:**
 - I submitted the City of Norman ARPA application for \$70,000. We are pursuing funding for a new initiative – Beyond Recovery. I've emailed the proposal including the proposed budget to the Board this month. The request supports efforts to create more competitive salaries for TH staff. For our new initiative to be successful, it's essential that we stabilize our Team. The RFP was approved for \$70,000 by City Council on 1/10/2023. TH Staff salaries need to be modified to be in compliance with the RFP. See attached ARPA Budget. These funds must be spent as indicated in the RFP, plus there are quarterly reporting requirements.
 - ARPA request to the OK Department of Commerce for \$50,000 has been submitted. We are awaiting the outcome on that request. I learned today that if approved, we will receive the full \$50,000 that was requested. This is in the review process now.
 - I just learned today about Employee Retention Credit. This is another ARPA related opportunity. I don't think we'll qualify, but I'm investigating.
4. **Increase in TH Rent:** Linda has changed the timing of when we sign our office & Drop-In Center lease to the first of the year. We did have a total increase of \$100/month. The offices that have been vacant are now filled with tenants so we're not as concerned about possibly having to relocate.

FUND RAISING:

1. **TH Fund Raising:** We did receive some nice donations over the holiday period (see included Fund Raising updates). We're looking forward to having Bloomerang up and running so we can do a better job of keeping Board updated on fund raising review.
2. **JBJ'23:** I have already begun talking with clients and prospective performers – one of whom is one of our social work students. We will need to be intentional with the development of the videos for the event to ensure that they align with the intended advocacy messages.

CLIENT REPORT:

1. **TL Program Census:** Census is 11, with 1 person moving out this week. We have someone new moving in next week.
2. **Challenges:** We had 2 clients test positive for COVID last week – concerned about other exposures, however so far, others who have tested showed negative. We followed extra precautions and hopefully that has helped to reduce potential spread. At this point, everyone is doing well... according to 1 client who tested positive... he's 98% recovered!
3. **Client Highlights:** Holidays were wonderful, and the Holiday Party was a hit! Creating fun, laughter and joy during the holidays is often hard, especially for the people we serve. For those who were a part of the holiday party – you witnessed the true joy. Not perfect, but so exciting to see. And now that the season is over, we're working to restore our norm and while getting everyone excited about more fun events. Next up – Valentine's Party! We have to remember, our work is not just recovery – it's about helping people learn that joy is possible.

Thanks to Everyone for Being a Part of Creating Joy!

Transition House, Inc., Monthly Report

Dec 2022

I. PEOPLE SERVED

| | | |
|---|--|-----------|
| A. Total # of (Unduplicated) Participants: | | 70 |
| B. Transitional Living Program (TLP) | | |
| 1. Number of Clients: | | 12 |
| 2. Details: | | |
| # of males: | | 9 |
| # of females: | | 3 |
| # employed: | | 5 |
| # volunteering outside of TH: | | 1 |
| # in school: | | 1 |
| # in crisis bed: | | 0 |
| 3. TL Days: | | 344 |

II. INCOME/EXPENDITURES

| | |
|-------------------------------|-------------|
| A. Total Income: | \$34,346.24 |
| B. Total Expenditures: | \$38,506.55 |
| C. TLP | |
| 1. Expenditures: | \$30,424.93 |
| 2. TLP Client Fees: | \$855 |
| 3. Cost/TLP Day: | \$88.44 |
| D. COP | |
| 1. Expenditures: | \$8,081.62 |
| 2. Cost/COP Contact: | \$34.24 |

C. Community Outreach Program (COP)

| | duplicated | unduplicated |
|-------------------------------|----------------|--------------|
| 1. Total # of Participants: | 74 | 58 |
| Drop-In: | 55 | |
| Activities: | 17 | |
| Community Wellness Project: | 2 | |
| Student Wellness Project: | 0 | |
| 2. Total # of Contacts: | 236 | |
| Drop-In: | 228 | |
| Activities: | 30 | |
| Community Wellness Project: | 2 | |
| Student Wellness Project: | 0 | |
| 3. Details: | | |
| Services: | # Participants | # Contacts |
| Supportive Counseling: | 0 | 0 |
| Crisis Intervention: | 1 | 1 |
| Grocery Shopping: | 0 | 0 |
| Community Living Support: | 7 | 15 |
| Social/Recreational: | 55 | 203 |
| Grocery Shopping/ Social: | 4 | 15 |
| Grocery Shopping/Com. Living: | 0 | 0 |
| Community Wellness: | 2 | 2 |
| Unduplicated Totals: | 58 | 236 |

IV. NARRATIVE

The holiday season is typically a very hard time of year for the people we serve. We work very hard to balance the joy of the season with mindfulness. Our staff did an amazing job balancing the challenges with the need to celebrate and have fun. Thanks to extra support from the OEC Foundation, plus extra gifts from Board members, TH was able to purchase lots of wonderful gifts for TLP & COP clients. From clients new to TH, to those who've been with TH for over 36 years, this holiday season was a time of connection, celebration, and joy. One person told us he hated the holidays - especially since a 'significant birthday' was right after the holidays. Staff went above and beyond to find the balance to support this person. One of our best indications that TH's efforts made a difference was that he actually came to the TH Holiday Party! This was a huge step. Though he didn't stay long - he did show up. He was also elated when he received a very special gift from TH - a new skateboard. I'm so grateful that our Team is so intentional with the gifts for the clients. It's so evident that they know our people well - and that extra effort with gifts at the holidays makes a difference. Thank You All for making the Holidays wonderful for the People of TH!

Beyond Recovery is a new initiative being developed at TH. As opportunities for additional funds have become available through ARPA funding streams, TH has applied for funding from City of Norman & State of Oklahoma. If approved, the intent is to focus on stabilizing staff through salary increases, expanding the services offered through TH, and studying the people who have been able to 'live beyond recovery' to better understand how TH can develop our services that will even better support people so they can live their best lives.

Though things have been busy with the holidays and several proposals were being written, I was able to take some time to create some new Transitionisms. We've learned a lot over the past year and Transitionisms are a way to share lessons learned at TH with the public. These are linked to TH's website: <https://www.thouse.org/initiatives-1>. Typically these are shared throughout the week on various social media platforms and provide clients of TH and community members with positive messages, inspiration and hope. This is a unique tool inspired by the works of Brene Brown and the People of Transition House. The first was posted in 2015 and we are close to having almost 300 Transitionisms. Thanks to the People of TH for educating and inspiring me.

A final gratitude for December... time for vacations and holiday breaks. We all needed this time to prepare for 2023! Thank You Team for working together to meet client needs while time off was taken!



Bonnie L. Perutzi, MHR, Executive Director
1/13/2023

Transition House, Inc., Monthly Report

| Dec 2022 | |
|--|-------------------------|
| V. HOURS OF DIRECT SERVICES: | 189.5 |
| A. Individual Basis (total hours): | 72.5 |
| 1. Daily Living: | 16 |
| 2. Pre-voc./Vocational: | 0 |
| 3. Social Skills: | 15 |
| 4. Crisis Intervention: | 6.5 |
| 5. Treatment/Rehab. Plans: | 27.5 |
| 6. Supportive Counseling: | 7.5 |
| B. Group Basis (total hours): | 74 |
| 1. Daily Living: | 49.5 |
| 2. Pre-voc/Vocational: | 1 |
| 3. Social Skills: | 23.5 |
| C. Com Outreach (total hours): | 37 |
| 1. Structured Activities: | 9.5 |
| 2. Drop-In: | 26.5 |
| 3. Community Wellness Project | 1 |
| 4. Student Wellness Project | 0 |
| D. Referrals/Screening/Interviewing (total hours): | 6 |
| VI. HOURS OF NON-DIRECT SERVICES: | 190 |
| 1. Consultation: | 123.5 |
| 2. Documentation & Activity Prep: | 52.5 |
| 3. Training: | 14 |
| 12/14- Medication Assisted Treatment: Does it have a place in the workforce? Amanda + Kaylee | |
| VII. HOURS OF ADMINISTRATIVE WORK: | 208 |
| 1. Meetings: | 15 |
| 2. Community Contacts: | 11.5 |
| 3. Administrative Duties: | 181.5 |
| <i>Guest Speaker (who, when)</i> | |
| VIII. SCREENING FOR T.H. PROGRAM: | |
| 1. Total #of Inquiries: | 27 |
| 2. Total #of Referrals Received: | 3 |
| 3. Total # Interviewed For Admission: | 0 |
| 4. Total # Accepted: | 1 |
| IX. DONATIONS to T.H.: | |
| 1. Volunteer Names: | Volunteers Hours |
| AJ Elmore | 0 |
| Mackenzey Cunningham | 0 |
| Peyton Armstrong | 3 |
| Hadassah Jones | 0 |
| Tyrese Chavez | 0 |
| Julie White | 4 |
| Mary Lee | 0.0 |
| <i>Total:</i> | 6.5 |
| 2. In-Kind Donations (List of Donors; Items Donated): | Estimated Value |
| Bob Moore - consultation | \$300 |
| Marylin Korhnen for holiday party | \$100 |
| Kristin Lazalier for holiday party | \$100 |
| Ilene Dicksion gift cards for clients | \$120 |
| Board members - Holiday Party supplies | \$100 |
| | |
| | |
| TOTAL: | \$720 |

Transition House FY'23 Monthly Financial Report

| TH INCOME: | | Admin: | FR: | TL: | COP: | Total: | Dec 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 | 8.33 | 11.67 | 240.10% |
| 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 | | | | | | (10.66) | (208.33) | 197.67 | 5.12% |
| Fund Raising Inc. | 20,500.00 | | | | | | 71.00 | 1,708.33 | (1,637.33) | 4.16% |
| FR Events - Total | 60.34 | 10.26 | 1.21 | 24.38 | 24.49 | 60.34 | 60.34 | 1,500.00 | (1,439.66) | 4.02% |
| DMHSAS | | | | | | | | | | |
| Unreimbursed services | (1,430.00) | | | | | | (1,430.00) | | (1,430.00) | 100.00% |
| **ODMHSAS contract-billed | 0.00 | | | | | | | | 0.00 | 0.00% |
| DMHSAS | 21,656.67 | 3,681.63 | 433.13 | 15,159.67 | 2,382.23 | 21,656.67 | 21,656.67 | 22,500.00 | (843.33) | 96.25% |
| Other Gov. Grants | 1,307.53 | 222.28 | 26.15 | 967.57 | 91.53 | 1,307.53 | 1,307.53 | 1,416.67 | (109.14) | 92.30% |
| 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 | 6,363.00 | 1,081.71 | 127.26 | 4,072.32 | 1,081.71 | 6,363.00 | 6,363.00 | 1,833.33 | 4,529.67 | 347.07% |
| Client/Participant Fees | 855.00 | 145.35 | 17.10 | 692.55 | 0.00 | 855.00 | 855.00 | 683.33 | 171.67 | 125.12% |
| Interest | 33.65 | 5.72 | 0.67 | 5.72 | 21.54 | 33.65 | 33.65 | 25.00 | 8.65 | 134.60% |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| TOTAL | 34,129.52 | 5,802.02 | 682.59 | 22,140.63 | 5,504.28 | 34,129.52 | 34,129.52 | 32,716.65 | 1,412.87 | 104.32% |
| TH EXPENSES: | | | | | | | | | | |
| Salaries | 17,223.71 | 2,928.03 | 344.47 | 11,023.17 | 2,928.03 | 17,223.71 | 17,223.71 | 18,286.67 | (1,062.96) | 94.19% |
| Employees Health, Dental, Life Ins. | 2,140.03 | 363.81 | 42.80 | 1,369.62 | 363.81 | 2,140.03 | 2,140.03 | 2,666.67 | (526.64) | 80.25% |
| 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 | 1,398.92 | 237.82 | 27.98 | 895.31 | 237.82 | 1,398.92 | 1,398.92 | 1,658.33 | (259.41) | 84.36% |
| Legal/Accounting | 8,579.50 | 1,458.52 | 171.59 | 5,490.88 | 1,458.52 | 8,579.50 | 8,579.50 | 833.33 | 7,746.17 | 1029.54% |
| Office Supplies | 75.50 | 12.84 | 1.51 | 48.32 | 12.84 | 75.50 | 75.50 | 166.67 | (91.17) | 45.30% |
| Telephone/Internet/Website | 338.44 | 57.53 | 6.77 | 216.60 | 57.53 | 338.44 | 338.44 | 375.00 | (36.56) | 90.25% |
| 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 | 1,014.68 | 172.50 | 20.29 | 649.40 | 172.50 | 1,014.68 | 1,014.68 | 1,000.00 | 14.68 | 101.47% |
| Household | 274.72 | 46.70 | 5.49 | 175.82 | 46.70 | 274.72 | 274.72 | 200.00 | 74.72 | 137.36% |
| Maint/Rep-Property | 479.31 | 81.48 | 9.59 | 306.76 | 81.48 | 479.31 | 479.31 | 83.33 | 395.98 | 575.20% |
| Maint/Rep-Equipment | 394.32 | 67.03 | 7.89 | 252.36 | 67.03 | 394.32 | 394.32 | 416.67 | (22.35) | 94.64% |
| Training/Development | 663.75 | 112.84 | 13.28 | 424.80 | 112.84 | 663.75 | 663.75 | 333.33 | 330.42 | 199.13% |
| Food | 273.36 | 46.47 | 5.47 | 174.95 | 46.47 | 273.36 | 273.36 | 166.67 | 106.69 | 164.01% |
| Client Supplies/Activities | 2,673.21 | 454.45 | 53.46 | 1,710.85 | 454.45 | 2,673.21 | 2,673.21 | 766.67 | 1,906.54 | 348.68% |
| Streaming Services | 24.98 | 4.25 | 0.50 | 15.99 | 4.25 | 24.98 | 24.98 | 20.83 | 4.15 | 119.92% |
| Vehicle - Gas | 48.89 | 8.31 | 0.98 | 31.29 | 8.31 | 48.89 | 48.89 | 166.67 | (117.78) | 29.33% |
| Vehicle - Maint/Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 208.33 | (208.33) | 0.00% |
| Vehicle- Insurance/Tag | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 233.33 | (233.33) | 0.00% |
| Dues & Subscriptions | 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 | 39,803.32 | 6,766.56 | 796.07 | 25,474.12 | 6,766.56 | 39,803.32 | 39,803.32 | 32,716.67 | 7,086.65 | 121.66% |
| Dif. Between Inc vs Exp: | (5,673.80) | (964.55) | (113.48) | (3,333.50) | (1,262.28) | (5,673.80) | (5,673.80) | (0.02) | (5,673.78) | ##### |
| Overall Program % | | 17% | 2% | 64% | 17% | 100% | Bank Balance | \$63,629.25 | | |

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 | 50.02 | 477.10 | 1053.82% |
| United Way/Norman | 22,999.98 | 3,910.00 | 460.00 | 7,290.07 | 11,339.91 | 22,999.98 | 22,999.98 | 23,000.02 | (0.04) | 100.00% |
| Fund Raising | | | | | | | | | 0.00 | 0.00% |
| Fund Raising Exp. | 2,500.00 | | | | | | (141.66) | (1,250.02) | 1,108.36 | 11.33% |
| Fund Raising Inc. | 20,500.00 | | | | | | 419.51 | 10,250.02 | (9,830.51) | 4.09% |
| FR Events - Total | 277.85 | 47.23 | 5.56 | 112.28 | 112.78 | 277.85 | 277.85 | 9,000.00 | (8,722.15) | 3.09% |
| DMHSAS | | | | | | | | | | |
| Unreimbursed services | (1,980.00) | | | | | | (1,980.00) | | (1,980.00) | 100.00% |
| **ODMHSAS contract-billed | 0.00 | | | | | | | | 0.00 | 0.00% |
| DMHSAS | 131,383.35 | 22,335.17 | 2,627.67 | 91,968.35 | 14,452.17 | 131,383.35 | 131,383.35 | 135,000.00 | (3,616.65) | 97.32% |
| Other Gov. Grants | 5,606.63 | 953.13 | 112.13 | 4,148.91 | 392.46 | 5,606.63 | 5,606.63 | 8,499.98 | (2,893.35) | 65.96% |
| Foundation Grants | 10,000.00 | 1,700.00 | 200.00 | 6,400.00 | 1,700.00 | 10,000.00 | 10,000.00 | 5,000.02 | 4,999.98 | 200.00% |
| Civic Clubs Donations/Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.02 | (500.02) | 0.00% |
| Donor Drive | 15,690.00 | 2,667.30 | 313.80 | 10,041.60 | 2,667.30 | 15,690.00 | 15,690.00 | 11,000.02 | 4,689.98 | 142.64% |
| Client/Participant Fees | 5,760.00 | 979.20 | 115.20 | 4,665.60 | 0.00 | 5,760.00 | 5,760.00 | 4,100.02 | 1,659.98 | 140.49% |
| Interest | 225.10 | 38.27 | 4.50 | 38.27 | 144.06 | 225.10 | 225.10 | 150.00 | 75.10 | 150.07% |
| Miscellaneous | 46.86 | 7.97 | 0.94 | 0.00 | 37.96 | 46.86 | 46.86 | 0.00 | 46.86 | 100.00% |
| TOTAL | 190,536.89 | 32,727.87 | 3,850.34 | 124,754.68 | 31,184.00 | 192,516.89 | 190,536.89 | 196,300.10 | (5,763.21) | 97.06% |
| TH EXPENSES: | | | | | | | | | | |
| Salaries | 120,563.77 | 20,495.84 | 2,411.28 | 77,160.81 | 20,495.84 | 120,563.77 | 120,563.77 | 109,719.98 | 10,843.79 | 109.88% |
| Employees Health, Dental, Life Ins. | 13,032.18 | 2,215.47 | 260.64 | 8,340.60 | 2,215.47 | 13,032.18 | 13,032.18 | 15,999.98 | (2,967.80) | 81.45% |
| Worker's Comp. | 4,407.00 | 749.19 | 88.14 | 2,820.48 | 749.19 | 4,407.00 | 4,407.00 | 2,499.98 | 1,907.02 | 176.28% |
| FICA/Pay.Tax/OES | 9,483.81 | 1,612.25 | 189.68 | 6,069.64 | 1,612.25 | 9,483.81 | 9,483.81 | 9,950.02 | (466.21) | 95.31% |
| Legal/Accounting | 10,134.50 | 1,722.87 | 202.69 | 6,486.08 | 1,722.87 | 10,134.50 | 10,134.50 | 5,000.02 | 5,134.48 | 202.69% |
| Office Supplies | 4,258.61 | 723.96 | 85.17 | 2,725.51 | 723.96 | 4,258.61 | 4,258.61 | 999.98 | 3,258.63 | 425.87% |
| Telephone/Internet/Website | 1,974.87 | 335.73 | 39.50 | 1,263.92 | 335.73 | 1,974.87 | 1,974.87 | 2,250.00 | (275.13) | 87.77% |
| Postage | 60.00 | 10.20 | 1.20 | 38.40 | 10.20 | 60.00 | 60.00 | 200.02 | (140.02) | 30.00% |
| Rent | 25,400.00 | 4,318.00 | 508.00 | 16,256.00 | 4,318.00 | 25,400.00 | 25,400.00 | 25,200.00 | 200.00 | 100.79% |
| Utilities | 6,758.20 | 1,148.89 | 135.16 | 4,325.25 | 1,148.89 | 6,758.20 | 6,758.20 | 6,000.00 | 758.20 | 112.64% |
| Household | 1,477.00 | 251.09 | 29.54 | 945.28 | 251.09 | 1,477.00 | 1,477.00 | 1,200.00 | 277.00 | 123.08% |
| Maint/Rep-Property | 732.81 | 124.58 | 14.66 | 469.00 | 124.58 | 732.81 | 732.81 | 500.02 | 232.79 | 146.56% |
| Maint/Rep-Equipment | 2,266.42 | 385.29 | 45.33 | 1,450.51 | 385.29 | 2,266.42 | 2,266.42 | 2,499.98 | (233.56) | 90.66% |
| Training/Development | 772.19 | 131.27 | 15.44 | 494.20 | 131.27 | 772.19 | 772.19 | 2,000.02 | (1,227.83) | 38.61% |
| Food | 1,038.65 | 176.57 | 20.77 | 664.74 | 176.57 | 1,038.65 | 1,038.65 | 999.98 | 38.67 | 103.87% |
| Client Supplies/Activities | 5,312.82 | 903.18 | 106.26 | 3,400.20 | 903.18 | 5,312.82 | 5,312.82 | 4,599.98 | 712.84 | 115.50% |
| Streaming Services | 249.88 | 42.48 | 5.00 | 159.92 | 42.48 | 249.88 | 249.88 | 125.02 | 124.86 | 199.87% |
| Vehicle - Gas | 460.36 | 78.26 | 9.21 | 294.63 | 78.26 | 460.36 | 460.36 | 999.98 | (539.62) | 46.04% |
| Vehicle - Maint/Repair | 120.55 | 20.49 | 2.41 | 77.15 | 20.49 | 120.55 | 120.55 | 1,250.02 | (1,129.47) | 9.64% |
| Vehicle- Insurance/Tag | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,400.02 | (1,400.02) | 0.00% |
| Dues & Subscriptions | 263.00 | 44.71 | 5.26 | 168.32 | 44.71 | 263.00 | 263.00 | 249.98 | 13.02 | 105.21% |
| Advertising | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.02 | (50.02) | 0.00% |
| General/Prof Liability | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,599.98 | (1,599.98) | 0.00% |
| Dir./Officers Liability | 2,003.00 | 340.51 | 40.06 | 1,281.92 | 340.51 | 2,003.00 | 2,003.00 | 1,005.00 | 998.00 | 199.30% |
| Other Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| TOTAL | 210,769.62 | 35,830.84 | 4,215.39 | 134,892.56 | 35,830.84 | 210,769.62 | 210,769.62 | 196,299.98 | 14,469.64 | 107.37% |
| Dif. Between Inc vs Exp: | (20,232.73) | (3,102.96) | (365.05) | (10,137.87) | (4,646.84) | (18,252.73) | (20,232.73) | 0.12 | (20,232.85) | ##### |
| Overall Program % | | 17% | 2% | 64% | 17% | 100% | 90.1306.51 | | | |

**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 six months ended December 31, 2022.

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

18-Jan-23

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

| | Dec 31, 22 | Dec 31, 21 | \$ Change | % Change |
|--|------------------|-------------------|-------------------|----------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 1012 · Armstrong Checking | 63,629.25 | 88,851.11 | -25,221.86 | -28.39% |
| Total Checking/Savings | 63,629.25 | 88,851.11 | -25,221.86 | -28.39% |
| Other Current Assets | | | | |
| 1055 · OKDMH contract receivable | 12,663.32 | 13,585.00 | -921.68 | -6.79% |
| 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 | 17,447.93 | 18,369.61 | -921.68 | -5.02% |
| Total Current Assets | 81,077.18 | 107,220.72 | -26,143.54 | -24.38% |
| 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 | 88,199.87 | 114,343.41 | -26,143.54 | -22.86% |
| 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 | | | | |
| 2601 · Loan payable, less current | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Long Term Liabilities | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Liabilities | 8,043.62 | 7,217.96 | 825.66 | 11.44% |
| 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 | -20,232.73 | -11,225.68 | -9,007.05 | -80.24% |
| Total Equity | 80,156.25 | 107,125.45 | -26,969.20 | -25.18% |
| TOTAL LIABILITIES & EQUITY | 88,199.87 | 114,343.41 | -26,143.54 | -22.86% |

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

| | <u>Jul '22-Dec '22</u> | <u>Jul '21-Dec '21</u> | <u>\$ Change</u> | <u>% Change</u> |
|---------------------------------------|--------------------------|--------------------------|-------------------------|-----------------------|
| Income | | | | |
| 4000 · Contributions | 527.12 | 5.19 | 521.93 | 10,056.46% |
| 4100 · United Way allocation | 22,999.98 | 21,250.02 | 1,749.96 | 8.24% |
| 4200 · Fund raising | | | | |
| 4201 · Fund raising expenses | -141.60 | -675.49 | 533.89 | 79.04% |
| 4200 · Fund raising - Other | 419.51 | 118.71 | 300.80 | 253.39% |
| Total 4200 · Fund raising | <u>277.91</u> | <u>-556.78</u> | <u>834.69</u> | <u>149.91%</u> |
| 5000 · ODMHSAS contract | | | | |
| 5001 · Unreimbursed contract services | -1,980.00 | 0.00 | -1,980.00 | -100.0% |
| 5000 · ODMHSAS contract - Other | 131,383.35 | 119,160.02 | 12,223.33 | 10.26% |
| Total 5000 · ODMHSAS contract | <u>129,403.35</u> | <u>119,160.02</u> | <u>10,243.33</u> | <u>8.6%</u> |
| 5500 · Other Gov. grants | 5,606.63 | 3,900.00 | 1,706.63 | 43.76% |
| 5501 · Foundation/Civic Club Grants | 10,000.00 | 10,000.00 | 0.00 | 0.0% |
| 5502 · Civic Club Donations | 0.00 | 0.00 | 0.00 | 0.0% |
| 6000 · Donor Drive | 15,690.00 | 19,883.15 | -4,193.15 | -21.09% |
| 6100 · Restricted Donations-Vehicle | 0.00 | 0.00 | 0.00 | 0.0% |
| 6200 · Participant fee | 5,760.00 | 1,883.00 | 3,877.00 | 205.9% |
| 6500 · Interest income | 225.10 | 256.66 | -31.56 | -12.3% |
| 6700 · Donated services & materials | 0.00 | 0.00 | 0.00 | 0.0% |
| 6900 · Miscellaneous revenues | 46.86 | 170.70 | -123.84 | -72.55% |
| Total Income | <u>190,536.95</u> | <u>175,951.96</u> | <u>14,584.99</u> | <u>8.29%</u> |
| Gross Profit | 190,536.95 | 175,951.96 | 14,584.99 | 8.29% |
| Expense | | | | |
| Management & General | 35,830.84 | 31,820.20 | 4,010.64 | 12.6% |
| Fundraising | 4,215.39 | 3,743.55 | 471.84 | 12.6% |
| Transitional Living | 134,892.56 | 119,793.69 | 15,098.87 | 12.6% |
| Community Outreach | 35,830.84 | 31,820.20 | 4,010.64 | 12.6% |
| Total Expense | <u>210,769.62</u> | <u>187,177.64</u> | <u>23,591.98</u> | <u>12.6%</u> |
| Net Income/(Loss) | <u><u>-20,232.67</u></u> | <u><u>-11,225.68</u></u> | <u><u>-9,006.99</u></u> | <u><u>-80.24%</u></u> |

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

| Expense | 2022 | | | | 2021 | | | | | |
|--|------------------|-----------------|---------------------|--------------------|-----------------------|------------------|-----------------|---------------------|--------------------|-----------------------|
| | Mgmt & General | Fundraising | Transitional Living | Community Outreach | Total Jul '22-Dec '22 | Mgmt & General | Fundraising | Transitional Living | Community Outreach | Total Jul '20-Dec '21 |
| 7000 · Salaries & wages | 20,495.84 | 2,411.28 | 77,160.81 | 20,495.84 | 120,563.77 | 17,776.31 | 2,091.33 | 66,922.57 | 17,776.31 | 104,566.52 |
| 7002 · Employee Health,Dental,Life Ins | 2,215.47 | 260.64 | 8,340.60 | 2,215.47 | 13,032.18 | 2,188.55 | 257.48 | 8,239.26 | 2,188.55 | 12,873.85 |
| 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 | 1,612.25 | 189.68 | 6,069.64 | 1,612.25 | 9,483.81 | 2,316.70 | 272.55 | 8,721.68 | 2,316.70 | 13,627.62 |
| 8000 · Legal & accounting | 1,722.87 | 202.69 | 6,486.08 | 1,722.87 | 10,134.50 | 979.20 | 115.20 | 3,686.40 | 979.20 | 5,760.00 |
| 8100 · Office supplies | 723.96 | 85.17 | 2,725.51 | 723.96 | 4,258.61 | 420.44 | 49.46 | 1,582.82 | 420.44 | 2,473.15 |
| 8200 · Telephone/Internet/Website | 335.73 | 39.50 | 1,263.92 | 335.73 | 1,974.87 | 287.38 | 33.81 | 1,081.91 | 287.38 | 1,690.49 |
| 8300 · Postage | 10.20 | 1.20 | 38.40 | 10.20 | 60.00 | 9.35 | 1.10 | 35.20 | 9.35 | 55.00 |
| 8400 · Rent | 4,318.00 | 508.00 | 16,256.00 | 4,318.00 | 25,400.00 | 3,876.00 | 456.00 | 14,592.00 | 3,876.00 | 22,800.00 |
| 8410 · Utilities | 1,148.89 | 135.16 | 4,325.25 | 1,148.89 | 6,758.20 | 907.77 | 106.80 | 3,417.50 | 907.77 | 5,339.85 |
| 8420 · Household expenses | 251.09 | 29.54 | 945.28 | 251.09 | 1,477.00 | 191.76 | 22.56 | 721.92 | 191.76 | 1,128.00 |
| 8430 · Property maintenance & repairs | 124.58 | 14.66 | 469.00 | 124.58 | 732.81 | 145.25 | 17.09 | 546.84 | 145.25 | 854.43 |
| 8500 · Equipment maintenance & repair | 385.29 | 45.33 | 1,450.51 | 385.29 | 2,266.42 | 414.64 | 48.78 | 1,561.00 | 414.64 | 2,439.07 |
| 8800 · Training & development | 131.27 | 15.44 | 494.20 | 131.27 | 772.19 | 78.46 | 9.23 | 295.36 | 78.46 | 461.50 |
| 8910 · Food | 176.57 | 20.77 | 664.74 | 176.57 | 1,038.65 | 184.88 | 21.75 | 696.00 | 184.88 | 1,087.50 |
| Total 8920 · Client Supplies/Activites | 903.18 | 106.26 | 3,400.20 | 903.18 | 5,312.82 | 627.99 | 73.88 | 2,364.21 | 627.99 | 3,694.08 |
| 8925 · Streaming Services | 42.48 | 5.00 | 159.92 | 42.48 | 249.88 | 24.46 | 2.88 | 92.08 | 24.46 | 143.88 |
| 8930 · Gasoline | 78.26 | 9.21 | 294.63 | 78.26 | 460.36 | 63.06 | 7.42 | 237.40 | 63.06 | 370.93 |
| 8940 · Vehicle maintenance & repair | 20.49 | 2.41 | 77.15 | 20.49 | 120.55 | 99.92 | 11.76 | 376.17 | 99.92 | 587.77 |
| 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 | 35,830.84 | 4,215.39 | 134,892.56 | 35,830.84 | 210,769.62 | 31,820.20 | 3,743.55 | 119,793.69 | 31,820.20 | 187,177.64 |

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

| | <u>Jul '21-Dec '22</u> | <u>Jul '20-Dec '21</u> |
|--|-------------------------|-------------------------|
| OPERATING ACTIVITIES | | |
| Net Income | -20,232.73 | -11,225.68 |
| Adjustments to reconcile Net Income to net cash provided by operations: | | |
| 1055 · OKDMH contract receivable | 5,706.67 | 2,585.00 |
| 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>-14,269.10</u> | <u>-8,640.68</u> |
| INVESTING ACTIVITIES | | |
| 1120 · Furniture & Equipment | 0.00 | 0.00 |
| 1130 · Accumulated Depreciation | 0.00 | 0.00 |
| Net cash provided by Investing Activities | <u>0.00</u> | <u>0.00</u> |
| FINANCING ACTIVITIES | | |
| 2601 · Loan Payable | 0.00 | 0.00 |
| 3001 · Unrestricted net assets | 0.00 | 0.00 |
| 3002 · Retained Earnings | 0.00 | 0.00 |
| Net cash provided by Financing Activities | <u>0.00</u> | <u>0.00</u> |
| Net cash increase for period | <u>-14,269.10</u> | <u>-8,640.68</u> |
| Cash at beginning of period | 77,898.35 | 97,491.79 |
| Cash at end of period | <u><u>63,629.25</u></u> | <u><u>88,851.11</u></u> |

Transition House FY'23 Monthly Financial Report Preliminary

| TH INCOME: | | Admin: | FR: | TL: | COP: | Total: | Dec 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 | | | | | | (10.66) | (208.33) | 197.67 | 5.12% |
| Fund Raising Inc. | 20,500.00 | | | | | | 71.00 | 1,708.33 | (1,637.33) | 4.16% |
| FR Events - Total | 60.34 | 10.26 | 1.21 | 24.38 | 24.49 | 60.34 | 60.34 | 1,500.00 | (1,439.66) | 4.02% |
| DMHSAS | | | | | | | | | | |
| Unreimbursed services | (1,430.00) | | | | | | (1,430.00) | | (1,430.00) | 100.00% |
| **ODMHSAS contract-billed | 0.00 | | | | | | | | 0.00 | 0.00% |
| DMHSAS | 21,656.67 | 3,681.63 | 433.13 | 15,159.67 | 2,382.23 | 21,656.67 | 21,656.67 | 22,500.00 | (843.33) | 96.25% |
| Other Gov. Grants | 1,307.53 | 222.28 | 26.15 | 967.57 | 91.53 | 1,307.53 | 1,307.53 | 1,416.67 | (109.14) | 92.30% |
| 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 | 6,363.00 | 1,081.71 | 127.26 | 4,072.32 | 1,081.71 | 6,363.00 | 6,363.00 | 1,833.33 | 4,529.67 | 347.07% |
| Client/Participant Fees | 855.00 | 145.35 | 17.10 | 692.55 | 0.00 | 855.00 | 855.00 | 683.33 | 171.67 | 125.12% |
| Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | (25.00) | 0.00% |
| Miscellaneous | 250.37 | 42.56 | 5.01 | 0.00 | 202.80 | 250.37 | 250.37 | 0.00 | 250.37 | 100.00% |
| TOTAL | 34,346.24 | 5,835.46 | 686.52 | 22,131.51 | 5,672.75 | 34,326.24 | 34,346.24 | 32,716.65 | 1,629.59 | 104.98% |
| TH EXPENSES: | | | | | | | | | | |
| Salaries | 17,223.71 | 2,928.03 | 344.47 | 11,023.17 | 2,928.03 | 17,223.71 | 17,223.71 | 18,286.67 | (1,062.96) | 94.19% |
| Employees Health, Dental, Life Ins. | 843.26 | 143.35 | 16.87 | 539.69 | 143.35 | 843.26 | 843.26 | 2,666.67 | (1,823.41) | 31.62% |
| 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 | 1,398.92 | 237.82 | 27.98 | 895.31 | 237.82 | 1,398.92 | 1,398.92 | 1,658.33 | (259.41) | 84.36% |
| Legal/Accounting | 8,579.50 | 1,458.52 | 171.59 | 5,490.88 | 1,458.52 | 8,579.50 | 8,579.50 | 833.33 | 7,746.17 | 1029.54% |
| Office Supplies | 75.50 | 12.84 | 1.51 | 48.32 | 12.84 | 75.50 | 75.50 | 166.67 | (91.17) | 45.30% |
| Telephone/Internet/Website | 338.44 | 57.53 | 6.77 | 216.60 | 57.53 | 338.44 | 338.44 | 375.00 | (36.56) | 90.25% |
| 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 | 1,014.68 | 172.50 | 20.29 | 649.40 | 172.50 | 1,014.68 | 1,014.68 | 1,000.00 | 14.68 | 101.47% |
| Household | 274.72 | 46.70 | 5.49 | 175.82 | 46.70 | 274.72 | 274.72 | 200.00 | 74.72 | 137.36% |
| Maint/Rep-Property | 479.31 | 81.48 | 9.59 | 306.76 | 81.48 | 479.31 | 479.31 | 83.33 | 395.98 | 575.20% |
| Maint/Rep-Equipment | 394.32 | 67.03 | 7.89 | 252.36 | 67.03 | 394.32 | 394.32 | 416.67 | (22.35) | 94.64% |
| Training/Development | 663.75 | 112.84 | 13.28 | 424.80 | 112.84 | 663.75 | 663.75 | 333.33 | 330.42 | 199.13% |
| Food | 273.36 | 46.47 | 5.47 | 174.95 | 46.47 | 273.36 | 273.36 | 166.67 | 106.69 | 164.01% |
| Client Supplies/Activities | 2,673.21 | 454.45 | 53.46 | 1,710.85 | 454.45 | 2,673.21 | 2,673.21 | 766.67 | 1,906.54 | 348.68% |
| Streaming Services | 24.98 | 4.25 | 0.50 | 15.99 | 4.25 | 24.98 | 24.98 | 20.83 | 4.15 | 119.92% |
| Vehicle - Gas | 48.89 | 8.31 | 0.98 | 31.29 | 8.31 | 48.89 | 48.89 | 166.67 | (117.78) | 29.33% |
| Vehicle - Maint/Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 208.33 | (208.33) | 0.00% |
| Vehicle- Insurance/Tag | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 233.33 | (233.33) | 0.00% |
| Dues & Subscriptions | 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 | 38,506.55 | 6,546.11 | 770.13 | 24,644.19 | 6,546.11 | 38,506.55 | 38,506.55 | 32,716.67 | 5,789.88 | 117.70% |
| Dif. Between Inc vs Exp: | (4,160.31) | (710.65) | (83.61) | (2,512.69) | (873.37) | (4,180.31) | (4,160.31) | (0.02) | (4,160.29) | ##### |
| Overall Program % | | 17% | 2% | 64% | 17% | 100% | Bank Balance | \$65,142.74 | | |

Transition House FY'23 Year to Date Financial Report - Preliminary

| TH INCOME: | | Admin: | FR: | TL: | COP: | Total: | Year to Date FY'23 | TH Budget FY'23 | \$ Over Budget | % of Budget |
|-------------------------------------|-------------------|------------------|-----------------|-------------------|------------------|-------------------|-----------------------|--------------------|-------------------|----------------|
| Contributions | 4,360.45 | 741.28 | 87.21 | 741.28 | 2,790.69 | 4,360.45 | 4,360.45 | 50.02 | 4,310.43 | 8717.41% |
| United Way/Norman | 19,166.65 | 3,258.33 | 383.33 | 6,075.06 | 9,449.93 | 19,166.65 | 19,166.65 | 23,000.02 | (3,833.37) | 83.33% |
| Fund Raising | | | | | | | | | 0.00 | 0.00% |
| Fund Raising Exp. | 2,500.00 | | | | | | (141.66) | (1,250.02) | 1,108.36 | 11.33% |
| Fund Raising Inc. | 20,500.00 | | | | | | 419.51 | 10,250.02 | (9,830.51) | 4.09% |
| FR Events - Total | 277.85 | 47.23 | 5.56 | 112.28 | 112.78 | 277.85 | 277.85 | 9,000.00 | (8,722.15) | 3.09% |
| DMHSAS | | | | | | | | | | |
| Unreimbursed services | (1,980.00) | | | | | | (1,980.00) | | (1,980.00) | 100.00% |
| **ODMHSAS contract-billed | 0.00 | | | | | | | | 0.00 | 0.00% |
| DMHSAS | 129,403.35 | 21,998.57 | 2,588.07 | 90,582.35 | 14,234.37 | 129,403.35 | 129,403.35 | 135,000.00 | (5,596.65) | 95.85% |
| Other Gov. Grants | 5,606.63 | 953.13 | 112.13 | 4,148.91 | 392.46 | 5,606.63 | 5,606.63 | 8,499.98 | (2,893.35) | 65.96% |
| Foundation Grants | 10,000.00 | 1,700.00 | 200.00 | 6,400.00 | 1,700.00 | 10,000.00 | 10,000.00 | 5,000.02 | 4,999.98 | 200.00% |
| Civic Clubs Donations/Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.02 | (500.02) | 0.00% |
| Donor Drive | 15,690.00 | 2,667.30 | 313.80 | 10,041.60 | 2,667.30 | 15,690.00 | 15,690.00 | 11,000.02 | 4,689.98 | 142.64% |
| Client/Participant Fees | 5,760.00 | 979.20 | 115.20 | 4,665.60 | 0.00 | 5,760.00 | 5,760.00 | 4,100.02 | 1,659.98 | 140.49% |
| Interest | 191.45 | 32.55 | 3.83 | 32.55 | 122.53 | 191.45 | 191.45 | 150.00 | 41.45 | 127.63% |
| Miscellaneous | 297.23 | 50.53 | 5.94 | 0.00 | 240.76 | 297.23 | 297.23 | 0.00 | 297.23 | 100.00% |
| TOTAL | 190,753.61 | 32,428.11 | 3,815.07 | 122,799.62 | 31,710.81 | 190,753.61 | 190,753.61 | 196,300.10 | (5,546.49) | 97.17% |
| TH EXPENSES: | | | | | | | | | | |
| Salaries | 120,563.77 | 20,495.84 | 2,411.28 | 77,160.81 | 20,495.84 | 120,563.77 | 120,563.77 | 109,719.98 | 10,843.79 | 109.88% |
| Employees Health, Dental, Life Ins. | 11,735.41 | 1,995.02 | 234.71 | 7,510.66 | 1,995.02 | 11,735.41 | 11,735.41 | 15,999.98 | (4,264.57) | 73.35% |
| Worker's Comp. | 4,407.00 | 749.19 | 88.14 | 2,820.48 | 749.19 | 4,407.00 | 4,407.00 | 2,499.98 | 1,907.02 | 176.28% |
| FICA/Pay.Tax/OES | 9,483.81 | 1,612.25 | 189.68 | 6,069.64 | 1,612.25 | 9,483.81 | 9,483.81 | 9,950.02 | (466.21) | 95.31% |
| Legal/Accounting | 10,134.50 | 1,722.87 | 202.69 | 6,486.08 | 1,722.87 | 10,134.50 | 10,134.50 | 5,000.02 | 5,134.48 | 202.69% |
| Office Supplies | 4,258.61 | 723.96 | 85.17 | 2,725.51 | 723.96 | 4,258.61 | 4,258.61 | 999.98 | 3,258.63 | 425.87% |
| Telephone/Internet/Website | 1,974.87 | 335.73 | 39.50 | 1,263.92 | 335.73 | 1,974.87 | 1,974.87 | 2,250.00 | (275.13) | 87.77% |
| Postage | 60.00 | 10.20 | 1.20 | 38.40 | 10.20 | 60.00 | 60.00 | 200.02 | (140.02) | 30.00% |
| Rent | 25,400.00 | 4,318.00 | 508.00 | 16,256.00 | 4,318.00 | 25,400.00 | 25,400.00 | 25,200.00 | 200.00 | 100.79% |
| Utilities | 6,758.20 | 1,148.89 | 135.16 | 4,325.25 | 1,148.89 | 6,758.20 | 6,758.20 | 6,000.00 | 758.20 | 112.64% |
| Household | 1,477.00 | 251.09 | 29.54 | 945.28 | 251.09 | 1,477.00 | 1,477.00 | 1,200.00 | 277.00 | 123.08% |
| Maint/Rep-Property | 732.81 | 124.58 | 14.66 | 469.00 | 124.58 | 732.81 | 732.81 | 500.02 | 232.79 | 146.56% |
| Maint/Rep-Equipment | 2,266.42 | 385.29 | 45.33 | 1,450.51 | 385.29 | 2,266.42 | 2,266.42 | 2,499.98 | (233.56) | 90.66% |
| Training/Development | 772.19 | 131.27 | 15.44 | 494.20 | 131.27 | 772.19 | 772.19 | 2,000.02 | (1,227.83) | 38.61% |
| Food | 1,038.65 | 176.57 | 20.77 | 664.74 | 176.57 | 1,038.65 | 1,038.65 | 999.98 | 38.67 | 103.87% |
| Client Supplies/Activities | 5,312.82 | 903.18 | 106.26 | 3,400.20 | 903.18 | 5,312.82 | 5,312.82 | 4,599.98 | 712.84 | 115.50% |
| Streaming Services | 249.88 | 42.48 | 5.00 | 159.92 | 42.48 | 249.88 | 249.88 | 125.02 | 124.86 | 199.87% |
| Vehicle - Gas | 460.36 | 78.26 | 9.21 | 294.63 | 78.26 | 460.36 | 460.36 | 999.98 | (539.62) | 46.04% |
| Vehicle - Maint/Repair | 120.55 | 20.49 | 2.41 | 77.15 | 20.49 | 120.55 | 120.55 | 1,250.02 | (1,129.47) | 9.64% |
| Vehicle- Insurance/Tag | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,400.02 | (1,400.02) | 0.00% |
| Dues & Subscriptions | 263.00 | 44.71 | 5.26 | 168.32 | 44.71 | 263.00 | 263.00 | 249.98 | 13.02 | 105.21% |
| Advertising | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.02 | (50.02) | 0.00% |
| General/Prof Liability | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,599.98 | (1,599.98) | 0.00% |
| Dir./Officers Liability | 2,003.00 | 340.51 | 40.06 | 1,281.92 | 340.51 | 2,003.00 | 2,003.00 | 1,005.00 | 998.00 | 199.30% |
| Other Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| TOTAL | 209,472.85 | 35,610.38 | 4,189.46 | 134,062.62 | 35,610.38 | 209,472.85 | 209,472.85 | 196,299.98 | 13,172.87 | 106.71% |
| Dif. Between Inc vs Exp: | (18,719.24) | (3,182.27) | (374.38) | (11,263.01) | (3,899.58) | (18,719.24) | (18,719.24) | 0.12 | (18,719.36) | ##### |
| Overall Program % | | 17% | 2% | 64% | 17% | 100% | 100% | | | |

Donor Drive FY'23

| Donor Drive FY'23 | | | | |
|-------------------|----------------------------|--|-----------------|------------------|
| | Name | Pledges & Other Payment Arrangement | Amount Rec'd | Date Rec'd |
| 1 | Bonnie & Stephanie Perutti | pledge - direct draft of \$42/paycheck | \$252 | 7,8,9,10,11,12 |
| 2 | Bridget Pekah | Pay pal recurring payment \$25.00 | \$300 | 7,8,9,10,11,12 |
| 3 | Ron & Velma House | pledge-direct draft of \$25/month | \$175 | 7,8,9,10,11,12,1 |
| 4 | Brook Buckmaster | Pay pal recurring payment \$40. | \$240 | 7,8,9,10,11,12 |
| 5 | Jeff & Diane Peters | pledge-direct draft of \$25/mo | \$150 | 7,8,9,10,11,12 |
| 6 | Shelley Pirkle | Pledge-direct deposit \$25.00 starting 9/15/17 | \$150 | 7,8,9,10,11,12 |
| 7 | Josh Edge | Pledge-direct deposit \$25.00 starting 3/15/20 | \$150 | 7,8,9,10,11,12 |
| 8 | Sophia Morren | Pledge-direct deposit \$25.00 starting 3/15/20 | \$150 | 7,8,9,10,11,12 |
| 9 | Erica Bird | Pledge-direct deposit \$25.00 starting 3/15/20 | \$150 | 7,8,9,10,11,12 |
| 10 | Kristen Lazalier | Pledge-direct deposit \$50.00 starting 2/1/21 | \$350 | 7,8,9,10,11,12,1 |
| 11 | Sara King | Pledge-direct deposit | \$255 | 7,8,9 |
| 12 | Amber Monks | Pledge-direct deposit | \$300 | 7,9,10 |
| 13 | Marilyn Korhonen | pledge-direct deposit | \$150 | 10,11,12 |
| 14 | Michael & Linda Marvin | Multiple gifts | \$550 | 7,8,9,10,11 |
| 15 | Facebook Donation | | \$1,390 | 6/1-6/15/22 |
| 16 | Facebook Donation | | \$265 | |
| 17 | Ken Zorger | | \$1,500 | 7/26/22 |
| 18 | Facebook Donation | | \$120 | 8/8/22 |
| 19 | Bonnie Dixon | | \$20 | 9/2/22 |
| 20 | Eric Jaquez | | \$5 | 10/27/22 |
| 21 | Shelba McGowen | | \$2,000 | 11/18/22 |
| 22 | Marilyn Korhonen | Holiday Party | \$100 | 12/1/22 |
| 23 | Kristen Lazalier | Holiday Party | \$100 | 12/1/22 |
| 24 | Kay & Don Holladay | | \$100 | 12/1/22 |
| 25 | Brinkley Family Foundation | | \$2,000 | 12/5/22 |
| 26 | Mark & Elizabeth Gillett | | \$2,000 | 12/20/22 |
| 27 | Facebook | | \$1,376 | 12/20/22 |
| 28 | Alicia Boscarelli | | \$250 | 12/29/22 |
| 29 | Sherry King | | \$500 | 12/30/22 |
| 30 | John Koons | | \$250 | 12/30/22 |
| | Page Total: | | \$15,298 | |

June Bug Jam 2023

| June Bug Jam FY'23 | | | | |
|--------------------|------------------|-------------------------------------|----------------|------------|
| | Name | Pledges & Other Payment Arrangement | Amount Rec'd | Date Rec'd |
| 1 | Marilyn Korhonen | pledge-direct deposit | \$63 | 10,11,12 |
| 2 | Mark Grossman | | \$1,500 | Jan 2023 |
| Page Total: | | | \$1,563 | |

Transition House's Beyond Recovery Project

BEYOND RECOVERY

Transition House (TH) is exploring new ways to support an improved quality of life and increases in an overall sense of joy past the initial stages of recovery. Beyond Recovery is a project of working with those who have been able to live their best life beyond the reduction or elimination of symptoms of mental illness and abstinence from substance use and utilizing the knowledge gained to better assist the People of TH.

Since 1982, Transition House has been providing essential housing, skills development, and support to people with serious mental illness and substance misuse issues. Through the Transitional Living Program (TLP), people are provided with opportunities to focus on recovery and restoration of essential life needs to move away from the negative impacts of active mental illness and substance misuse. People come to TH stating a desire to change. Though all who come to TH indicate they need change, the realities of the process and desire to actually change is not present for every person who comes to TH.

For those still 'negotiating' the process of change, we see:

- Resistant to program engagement
- Excuses
- Justifications
- Blaming
- Lying
- Avoidance
- Continuance of unhealthy life patterns – from unhealthy choices to unhealthy connections
- Shame
- Expectations that others will do for them

For those ready to embrace change and willing to do the work, we see:

- Commitment to change
- Hard work
- Willingness to accept personal responsibility and accountability
- Change in unhealthy, destructive behaviors and connections
- Willingness to continue even when faced with slips, relapses, and challenges
- Acceptance of imperfection
- Improvements in self-worth
- Increases in gratitude and joy
- Active listening
- Development of healthier connections and trust
- Willingness to ask for and receive support

The inspiration behind Beyond Recovery comes from people who are often involved with the Community Outreach Program (COP). Most have participated in the TLP and are now living in the community without the intensive structure of the TLP. Once people leave the TLP, life responsibilities ultimately rests with them to take what they have learned and continue their recovery and healing process.

Getting By Approach: For those whose primary focus is on the getting by, doing the expectations of the initial recovery process without fully embracing the process of change, they may experience some improvements in quality of life, but often they experience more struggles.

Transition House's Beyond Recovery Project

With those who focus on Getting By, we see:

- Increased struggles in community living
- Periods of relapse – starting with testing their ability to engage in unhealthy patterns of behavior with the belief that the results will be different from the past – often resulting in frequent misuse of substances
- Increases in symptoms of mental illness
- Reduction in self-worth

Healthy Life Change Approach: For those who continue to seek a different life and lifestyle, they may experience challenges, but do not remain immersed in them.

With those who focus on Healthy Change, we see:

- Increased gratitude and sense of joy
- Continuance of improvements in self-worth
- Acceptance of life challenges
- Continuance of personal responsibility and accountability
- Goals achieved and development of new goals
- Increases in respect and kindness towards self and others
- Overall improvements in quality of life
- A healthy sense of pride
- Willingness to support others in healthy ways

Beyond Recovery Strategies

1. Develop tools to further assess the traits and behaviors of those who embraced change
 - a. Develop a written assessment tool
 - b. Meet with clients to complete assessments
2. Work to better understand the importance of life beyond the initial recovery process
 - a. Meet with clients who are living healthier lives, request and document their thoughts, feedback, and traits related to their experiences with the recovery process and life after recovery
 - b. Meet with clients who still struggle with change and document their thoughts, feedback, and traits while exploring things that might help them become more willing to change
3. Develop an improved understanding of ways to help support those interested in change
 - a. Review and compile feedback from assessments and meetings
 - b. Begin documentation and development of ways to improve TH programs' structure
4. Explore ways that may help those in the 'negotiating' and/or 'getting by' phase of change
 - a. Review and compile feedback from those still struggling
 - b. Use their feedback to explore potential new approaches to help those still struggling
5. Develop curriculum for a Beyond Recovery group
 - a. Explore existing research on ways to work with people past the initial phases of recovery
 - b. Use feedback and research findings to develop curriculum
 - c. Ask clients who are interested to be involved in the curriculum development process
6. Develop new tools and strategies for working with people on an individual basis
 - a. Provide opportunities for supportive counseling at TH
 - b. Use feedback to develop additional approaches that can be used in
 - i. Recovery Coordinator individual meetings with TLP clients
 - ii. COP activities and individual contacts

Transition House ARPA Funding Request and Proposed Budget

Transition House ARPA Budget Request

| INCOME: | Proposed FY'23 Budget | Proposed FY'24 Budget | Proposed FY'25 Budget | Total ARPA Request |
|--------------------------|-----------------------|-----------------------|-----------------------|--------------------|
| Other Gov. Grants - ARPA | \$8,380 | \$21,660 | \$39,960 | \$70,000 |

| EXPENSES: | | | | |
|----------------------------------|----------------|-----------------|-----------------|-----------------|
| Salaries | \$7,280 | \$19,560 | \$36,560 | \$63,400 |
| FICA/Pay.Tax/OES | \$100 | \$1,100 | \$2,400 | \$3,600 |
| Food | \$500 | \$500 | \$500 | \$1,500 |
| Client Supplies/Activities | \$500 | \$500 | \$500 | \$1,500 |
| Total ARPA Grant Expenses | \$8,380 | \$21,660 | \$39,960 | \$70,000 |

Transition House ARPA Funding Request FY'23-FY'25 Proposed Budgets

| INCOME: | TH Budget FY'23 | Proposed FY'23 Budget | Proposed FY'24 Budget | Proposed FY'25 Budget | Total ARPA Request | | |
|-------------------------------------|--------------------|--------------------------|--------------------------|--------------------------|---------------------------|------------------|----------------------------|
| Contributions | \$100 | \$100 | \$100 | \$100 | | | |
| United Way/Norman | \$46,000 | \$46,000 | \$46,000 | \$46,000 | | | |
| Fund Raising Expense | | | | | | | |
| Fund Raising Income | | | | | | | |
| Fund Raising Events - Total | \$18,000 | \$18,000 | \$18,000 | \$18,000 | | | |
| DMHSAS | \$270,000 | \$270,000 | \$270,000 | \$270,000 | | | |
| Other Gov. Grants | \$17,000 | \$17,000 | \$17,000 | \$17,000 | | | |
| Other Gov. Grants - ARPA | | \$8,380 | \$21,660 | \$39,960 | \$70,000 | | |
| Foundation Grants | \$10,000 | \$10,000 | \$10,000 | \$10,000 | | | |
| Civic Club Donations/Grants | \$1,000 | \$1,000 | \$1,000 | \$1,000 | | | |
| Donor Drive | \$22,000 | \$22,000 | \$22,000 | \$22,000 | | | |
| Client/Participant Fees | \$8,200 | \$8,200 | \$8,200 | \$8,200 | | | |
| Interest | \$300 | \$300 | \$300 | \$300 | | | |
| Miscellaneous | \$0 | \$0 | \$0 | \$0 | | | |
| TOTAL | \$392,600 | \$400,980 | \$414,260 | \$432,560 | \$70,000 | | |
| EXPENSES: | | | | | | | |
| Salaries | \$219,440 | \$226,720 | \$239,000 | \$256,000 | \$63,400 | | |
| Employees Health, Dental, Life Ins. | \$32,000 | \$32,000 | \$32,000 | \$32,000 | | | |
| Worker's Comp. | \$5,000 | \$5,000 | \$5,000 | \$5,000 | | | |
| FICA/Pay.Tax/OES | \$19,900 | \$20,000 | \$21,000 | \$22,300 | \$3,600 | | |
| Legal/Accounting | \$10,000 | \$10,000 | \$10,000 | \$10,000 | | | |
| Office Supplies | \$2,000 | \$2,000 | \$2,000 | \$2,000 | | | |
| Telephone/Internet/Website | \$4,500 | \$4,500 | \$4,500 | \$4,500 | | | |
| Postage | \$400 | \$400 | \$400 | \$400 | | | |
| Rent | \$50,400 | \$50,400 | \$50,400 | \$50,400 | | | |
| Utilities | \$12,000 | \$12,000 | \$12,000 | \$12,000 | | | |
| Household | \$2,400 | \$2,400 | \$2,400 | \$2,400 | | | |
| Maint/Rep-Property | \$1,000 | \$1,000 | \$1,000 | \$1,000 | | | |
| Maint/Rep-Equipment | \$5,000 | \$5,000 | \$5,000 | \$5,000 | | | |
| Training/Development | \$4,000 | \$4,000 | \$4,000 | \$4,000 | | | |
| Food | \$2,000 | \$2,500 | \$2,500 | \$2,500 | \$1,500 | | |
| Client Supplies/Activities | \$9,200 | \$9,700 | \$9,700 | \$9,700 | \$1,500 | | |
| Streaming Services | \$250 | \$250 | \$250 | \$250 | | | |
| Vehicle - Gas | \$2,000 | \$2,000 | \$2,000 | \$2,000 | | | |
| Vehicle - Maint/Repair | \$2,500 | \$2,500 | \$2,500 | \$2,500 | | | |
| Vehicle- Insurance/Tag | \$2,800 | \$2,800 | \$2,800 | \$2,800 | | | |
| Dues & Subscriptions | \$500 | \$500 | \$500 | \$500 | | | |
| Advertising | \$100 | \$100 | \$100 | \$100 | | | |
| General/Prof Liability | \$3,200 | \$3,200 | \$3,200 | \$3,200 | | | |
| Dir./Officers Liability | \$2,010 | \$2,010 | \$2,010 | \$2,010 | | | |
| TOTAL | \$392,600 | \$400,980 | \$414,260 | \$432,560 | \$70,000 | | |
| Dif. Between Inc vs Exp: | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| General Program % | | | | | | | |
| Salaries: | FY'23 | FY'23 Modified | FY'24 Projected | FY'25 Projected | | | |
| Executive Director: | \$64,400 | \$65,200 | \$67,000 | \$68,000 | | | |
| Programs Director: | \$41,520 | \$43,260 | \$46,000 | \$59,000 | | | |
| TLP Recovery Coordinator: | \$36,000 | \$38,000 | \$41,000 | \$42,000 | | | |
| COP Recovery Coordinator: | \$36,000 | \$38,000 | \$41,000 | \$42,000 | | | |
| Business Manager: | \$41,520 | \$42,260 | \$44,000 | \$45,000 | | | |
| Total: | \$219,440 | \$226,720 | \$239,000 | \$256,000 | | | |
| | | 1st half of FY'23 | 2nd half of FY'23 | Total FY'23 | | | |
| Salaries: | FY'23 | FY'23 Modified | FY'23 Modified | FY'23 Modified | FY'24 Projected | FY'25 Projected | Difference FY'23- FY'25 |
| Executive Director: | \$64,400 | \$32,200 | \$33,000 | \$65,200 | \$67,000 | \$68,000 | \$3,600 |
| Programs Director: | \$41,520 | \$20,760 | \$22,500 | \$43,260 | \$46,000 | \$59,000 | \$17,480 |
| TLP Recovery Coordinator: | \$36,000 | \$18,000 | \$20,000 | \$38,000 | \$41,000 | \$42,000 | \$6,000 |
| COP Recovery Coordinator: | \$36,000 | \$18,000 | \$20,000 | \$38,000 | \$41,000 | \$42,000 | \$6,000 |
| Business Manager: | \$41,520 | \$20,760 | \$21,500 | \$42,260 | \$44,000 | \$45,000 | \$3,480 |
| Total: | \$219,440 | \$109,720 | \$117,000 | \$226,720 | \$239,000 | \$256,000 | \$36,560 |
| | | FY'23 | FY'24 | FY'25 | Total Salary increases | | |
| | | \$7,280 | \$19,560 | \$36,560 | \$63,400 | | |

