

TRANSITION HOUSE, INC.
BOARD OF DIRECTOR'S MEETING
THURSDAY ● APRIL 20, 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
6. **Treasurer's Report** – Rebecca
7. **Business**
 - a. Consideration of TH Financial Reports – **Rebecca**
 - b. **Consideration of new TH Governance Policies & Procedures**
 - c. Review of Board Matrix
8. **Committee Reports:**
 - a. **Fund Raising - Kristen**
 - i. **JBJ'23 Sponsors**
 - ii. **JBJ'23 Production**
 - iii. **T-Shirts**
 - b. **Governance - Rebecca**
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*)
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

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 – Annual Meeting**
- Thursday, July 20, 2023, 5:30pm
- No August Meeting
- Thursday, September 21, 2023, 5:30pm
- Thursday, October 19, 2023, 5:30pm
- Thursday, November 16, 2023, 5:30pm
- No December Meeting – TH Holiday Party/Open House – Thursday, December 21, 2023

Excused: Kris Glenn

TRANSITION HOUSE, INC., BOARD OF DIRECTORS <small>Our Vision: A community committed to connection, recovery, wellness, and joy. Our Mission: Changing Lives by Creating Pathways for Mental Wellness.</small>			
Sara King, MPH, CHES TH Board President Lecturer, Associate Director of the Bachelor of Public Health Program OUI 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 Federal Bank	Kelly Bergin TH Board Secretary Attorney Bergin Law Group
Kris Glenn TH Board Member Director Parking & Transportation University of Oklahoma	Cordt Huneke TH Board Member IT Business Partner Boeing	Marilyn Korhonen TH Board Member Director of Strategic Research Initiatives for Gallogly College of Engineering, University of Oklahoma	
Kristen Lazzler TH Board Member Principal Gifts Officer, The University of Oklahoma Foundation, Inc.	Bob Moore, LPC TH Board Member Licensed Professional Counselor		
		Steve Boyer, MA, C-PRSS TH Client Representative	Charla Young, LCSW Board Clinical Consultant

DIRECTOR'S REPORT FOR THE APRIL 20, 2023 BOARD MEETING

ADMINISTRATIVE REPORT:

1. **Staff:**
 - Tyrese started as the TLP Recovery Coordinator at the beginning of April. Amanda completed the Recovery Coordinator Training Manual and she's been doing an excellent job of training Tyrese.
 - Jack is back starting at the beginning of April, but continues to have health issues, so he's not here full time.
 - We're doing our best to take care of staff during this extra challenging time – taking turns having time off. Ilene and I (and soon Amanda) have built up vacation to the use it or lose it stage, so we're taking time as best we can so we don't lose earned leave. Staff is exhausted trying to keep up.
2. **Board:**
 - Reminder: Board needs to be intentional with recruitment. We're approaching Annual Meeting time and it would be nice to bring in our candidates during the June Annual Meeting.
 - Reminder regarding Board annual gifts – we need 100% Board giving by June 30.
3. **Cleveland County Mental Health Task Force:** This month we have a speaker from the VA.
4. **TH Policy Work:**
 - **Governance:** Executive Committee has been reviewing the Governance Policies that Alex prepared for TH. They will be presenting recommendations to the Board related to these policies.
5. **Donor Tracking Tool - Bloomerang:** We are approaching the set up completion phase of this project. We've had some delays, but hopefully we'll have thing ready to begin to use soon.
6. **E-Team Study:** Cayton from the E-Team is working on the report from the study on our clients. We hope to have the report by the end of April.
7. **E-Team:** I have a meeting tentatively scheduled with Geneva & Clifford from the E-Team. I'm asking for their thoughts on possible SAMSHA grant opportunities/partnerships with others to help increase sustainable revenue for TH.
8. **Beyond Recovery:** I met with the clients a couple of times about Beyond Recovery. Received some good feedback. Michelle, our student from Health Sciences Center, is working on a paper that we can use as a report on the project so far.
9. **United Way:** A huge Thank You to Sara and Bob for joining me for the presentation to the UW Impact Council. I think it went really well.
10. **TH Apartments:**
 - Bedbugs are back so that's being treated this week.
 - I had an opportunity to talk with Dean Harrington, the property owner. We discussed me writing a grant to Norman Rotary to see if they'll help with costs for flooring replacement. We hope that removing the very old carpet will help to reduce the recurrence of bedbugs. Dean has a plan for work on the apartments while trying to keep TH's rent cost down. This will require either TH helping with writing grants for some work that needs to be done and/or getting major discounts/donations. We currently pay \$662.50 / unit (we have 4) for the apartments our clients live in while in the TLP. This is well below fair market value for rent, and we are very grateful for Dean's willingness to work with us to keep rent as low as possible while making necessary improvements at the apartments. The major needs: Remove popcorn ceiling and painting; cabinet replacement; flooring. If you have connections with any resources who might consider a donation – major reduction in costs – please let me know.

FINANCE REPORT:

1. **Financial status/Bank Balance:** Preliminary Bank Balance for end of March 2023 = \$132,385.41. Please note that the attached Financial Reports are the Preliminary reports – we haven't received the adjusted reports from Summer yet.
2. **DMHSAS funding:** Staff is working hard to maintain census in the TLP but with the staff shortage/transitions, we made the decision not to take any new clients into the TLP until later in April. We're doing the best we can, but it's been challenging.
3. **ARPA:** ARPA request to the OK Department of Commerce for \$50,000 has been approved. We're waiting on the \$50,000 check. I've met with the Finance Committee to discuss plans for best use of these funds.

FUND RAISING:

1. **TH Fund Raising:** Thank You to our Fund Raising Committee for getting things moving forward on JBJ'23 Sponsorship drive.
2. **JBJ'23:**
 - **Performance Related:**
 - Still haven't heard back from Kelley Lobb – I will follow up. I know this is a very busy time for her now.
 - We have 2 clients who want to do their own music – Darnay & Jeremy.
 - Other performers sharing client stories include Tara Henry (Amy's Story); AJ Elmore (Noah's Story); Mackee Smith & Landon Goff (Chris' story)
 - Our special live performances at The Well are not coming together as hoped – several people are unavailable to perform in person – so we're working on some alternative plans. One exciting alternative plan is our very own Preston will be singing one of the songs at The Well!
 - **JBJ'23 Hosts:** Kaylee has expressed interest in doing something special as our in-person Live Host. Kris and I met to discuss him helping with the on-line part of JBJ'23.
 - **JBJ'23 Shirts:** T-shirts arrived on schedule at the beginning of April! We've already been distributing them to clients, volunteers, and staff. Please remember to pick your up at the Board meeting (and/or before of after it you're not at the meeting).
 - **Sponsors:** I have updated the website & social media with our confirmed sponsors. We have received \$2,947 with another \$10,000 pending from our 2 Presenting Sponsors. We are very grateful for the on-going gifts from Nim & Roy as presenting sponsors and continue to honor their requests to remain anonymous as Sponsors. We are grateful for all who have and plan on contributing to JBJ'23!



CLIENT REPORT:

1. **TL Program Census:** Census is 11.
2. **Challenges:** I continue to be so proud of the way our staff handles challenges. They are a part of life at TH – sometimes more challenging than others. Overall, challenges are handled respectfully and encourage client problem solving and communication. Listening to some client comments recently, it's obvious that they are learning and growing!
3. **Successes:** We currently have 3 of our 11 clients employed at OU! One has been there for a few months, the other about a month and the latest is completing the hiring process. We are so proud of them and they are so proud to have a good job with a 'real' employer... including benefits.
4. **Client Highlights:** We have 2 current TLP clients working with singer/songwriters to create their music videos for JBJ'23! At this point, I we have 3 COP clients who will be a part of JBJ'23 – 2 writing their own stories and the 3rd collaborating with singer/songwriters. It's so courageous and empowering. We're looking forward to each unique work that will be shared at JBJ'23.

Thank You for Believing In and Investing in the People of Transition House!

Transition House, Inc.
Minutes of Board of Directors
Thursday, March 16, 2023, at 5:30 PM
Meeting Location: Drop-in Center – 700 Asp, Suite 4, Norman, OK

- 1) **Call to order:** Preston called the meeting to order at 5:34 PM CST. Marilyn moves to call meeting to order, Cordt seconds. Approved by all present. Motion passed.
(5 members present at start of meeting for quorum.)
- 2) **Welcome and Introductions – Special Guests = Shawnie Rich and Sherry Hunt**

Board Members Present

Kelly Bergin, Secretary
Preston Court, Vice President
Bob Moore
Marilyn Korhonen
Cordt Huneke

Board Members Absent

Kris Glenn
Kristen Lazalier
Sara King, President
Rebecca Delsigne, Treasurer

Staff

Bonnie Peruttzi, Amanda Sherf

Chris Crooks, Client Representative

- 3) **Consideration of the Agenda:** Motion made by Marilyn and seconded by Cordt to pass the agenda for the March Board Meeting. Approved by all present. Motion passed.
- 4) **Consideration of last meeting's Minutes:** Motion made by Marilyn and seconded by Cordt to approve the minutes of the February meeting. Approved by all present. Motion passed.
- 5) **President's Report – Preston (in Sara's absence)**
 - a. **Update on Jack:** He is taking unpaid leave through April. Staff is preparing and planning to handle client needs even if he is unable to return then.
 - b. **Board Matrix Forms:** Passed out individual board matrix form for all to see. We will be working on that over the next month.
 - c. **Update on JBJ Fundraising:** See notes below in committee section.
- 6) **Treasurer's Report – Bonnie (in Rebecca's absence)**
 - a. Packet has been updated on the website.
 - b. Got additional funds from United Way that makes it look like we got two months at once – we did not, just how it came in.
 - c. We are in a good place financially; higher balance than we've ever had (roughly \$140,000 in the bank); part of that is ARPA money that will be spent over the next couple years.
 - i. Cannot use ARPA funds for the reserve, but may help make the reserve possible along with remaining PPP funds.

- d. Bonnie is following up on Dept of Commerce funds (\$50,000); should've gotten them in January; we met the criteria, should get it but just hasn't been dispersed yet.
- e. We are not taking on anybody new to fill the empty bed right now (currently at 11); will not fill until Tyrese is trained so probably mid to late April; means a small financial hit but cannot overstress the staff that are already spread thin.

7) **Business:**

- a. **Consideration of TH Financial Reports** – Marilyn motion to approve Treasurer's Report, Cordt second. Approved by all present, motion passed.

8) **Committee Reports –**

- a. Fund Raising (Preston/Bonnie on behalf of Kristen) –
 - i. JBJ'23 Sponsors: Preston has made a spreadsheet in Google docs and shared with all Board members to track JBJ fundraising efforts.
 - 1. **Asked that every Board Member add 5 contacts to that spreadsheet of individuals they intend to reach out to (by today)** and then update the spreadsheet as those individuals and organizations are contacted.
 - 2. Bonnie says there are lots of past sponsors that haven't been contacted yet; Preston sent out the list of past sponsors to all of us during the meeting.
 - 3. Banks are a good place to start, they have a budget for giving.
 - 4. McFarland is very familiar with us; Bonnie can't remember if they've donated or not.
 - ii. Numbers
 - 1. Expenses for JBJ = \$2,000-3,0000
 - 2. Goal for fundraising = \$20,0000
 - iii. JBJ'23 Production – **Second page of the spreadsheet Preston made are individual needs that we can all sign up for** (i.e. drinks, snacks, etc).
 - 1. Bonnie has ideas for performers; some clients past/present are interested but Bonnie is giving space to make sure they're ready.
 - iv. JBJ'23 T-shirts – Shirt will be black or a dark color with this year's design in white.
 - 1. We had a lot of leftover shirts from last year, need to decide how many to order this year.
 - a. We believe we ordered 100 shirts last year; consensus is to order 100 again this year (or whatever the breakpoint is in price, if it's near 100).
 - 2. OK to tell individual donors that if they donate they get a shirt.
- b. Governance (Bonnie/Preston for Rebecca) – intentional recruitment.
 - i. Board is currently at 9, minimum per new bylaws is 7.
 - ii. Board is OU heavy right now, not really a huge problem but do want to be mindful of it.
 - iii. Wishlist:

1. People with strong financial backgrounds
 2. People with strong mental health backgrounds
 3. Norman PD
 4. Diversity
- iv. Cannot have anyone from OK Dept of Mental Health & Substance Abuse Services due to contract.

9) **Board Activity Report**

- a. Each Board Member present gave an update on their plans and goals for the next month.

10) **Client Report** – Client report from Chris.

11) **Staff Report** – Update from Amanda.

- a. Tyrese starts April 1st; first day here is April 3rd.

12) **Executive Director's Report** – Bonnie gave update.

- a. The hiring market is difficult, we were lucky to get Tyrese.
- b. Goal = staff retention; Kaylee will hit 1 year May 1st.
- c. Beyond Recovery is making progress in program development.
- d. United Way presentation is two weeks from Wednesday.
 - i. United Way gave good feedback on goals and how much work TH does with minimal staff.
- e. If we got a board member that's an LCSW they could help with supervising students – but they would have to do a lot of paperwork, not sure that is worthwhile.
- f. E-Team has started their study.

13) **As May Arise** – N/A.

14) **Adjourn Board meeting:** Motion made by Marilyn and seconded by Cordt. Approved by all present. Meeting adjourned at 7:05 PM.

Submitted by: Kelly Bergin, Secretary.

Preston Court, Vice-President

Kelly Bergin, Secretary

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

Board Members	Call to Order	Agenda	Minutes	Consideration of TH Financial Reports/Approval of Treasurer's Report	Adjournment
Sara King					
Rebecca Delsigne					
Preston Court	Y	Y	Y	Y	Y
Kris Glenn					
Cordt Huneke	S-Y	S-Y	S-Y	S-Y	S-Y
Kristen Lazalier					
Bob Moore	Y	Y	Y	Y	Y
Marilyn Korhonen	M-Y	M-Y	M-Y	M-Y	M-Y
Kelly Bergin	Y	Y	Y	Y	Y

Transition House, Inc., Monthly Report

Mar 2023

I. PEOPLE SERVED

A. Total # of (Unduplicated) Participants:		55
B. Transitional Living Program (TLP)		
1. Number of Clients:		12
2. Details:		
# of males:		9
# of females:		3
# employed:		4
# volunteering outside of TH:		0
# in school:		0
# in crisis bed:		0
3. TL Days:		343

II. INCOME/EXPENDITURES

A. Total Income:		\$30,992.76
B. Total Expenditures:		\$30,988.76
C. TLP		
1. Expenditures:		\$24,484.95
2. TLP Client Fees:		\$1,195.00
3. Cost/TLP Day:		\$71.38
D. COP		
1. Expenditures:		\$6,503.81
2. Cost/COP Contact:		\$32.85

C. Community Outreach Program (COP)

	duplicated	unduplicated
1. Total # of Participants:	50	43
Drop-In:	43	
Activities:	7	
Community Wellness Project:	0	
Student Wellness Project:	0	
2. Total # of Contacts:	198	
Drop-In:	197	
Activities:	20	
Community Wellness Project:	0	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	1	1
Crisis Intervention:	0	0
Grocery Shopping:	1	1
Community Living Support:	12	27
Social/Recreational:	43	154
Grocery Shopping/ Social:	4	9
Grocery Shopping/Com. Living:	3	6
Community Wellness:	0	0
Unduplicated Totals:	43	198

IV. NARRATIVE

It's easy to feel like we've been in staff transitions for a long time, because we have been. On a bright note, this transition process has lead to us hiring a former TH OU Psychology student, Tyrese Chavez, as our new TLP Recovery Coordinator. In addition to his experience as a student at TH, Tyrese worked at Cedar Ridge. We're very grateful he has joined our team and we're hopeful that our current team can be with us for a long time! Jack will be with our team through the end of April and then he'll be returning to OU to complete his MSW.



With health issues and staff transitions, we've essentially been operating as a 4 person staff for too long. A HUGE THANK YOU to our staff who have gone well above and beyond to meet client needs and keep things operating as well as possible during this challenging period. We're all looking forward to settling into more 'normal' staffing levels at TH.

I'm very proud of the excellent work being done by our clients and staff. Despite the barriers, staff continues to work to support clients in achieving their goals. We see successes in different ways at TH. Through a challenging client situation, we've seen clients come together in support of each other to ensure the focus at TH remains on achieving goals and providing support rather than being caught up in chaos. We've also see clients achieving employment goals. During the month of March, a second client became employed at OU - and during April, a third client became employed at OU. Three TLP clients employed full time at OU is huge and we're so happy for them. We also have COP clients who are employed at OU - 1 part time for over 15 year and others full time. This means in addition to good employment, they are now receiving benefits including retirement. They've talked about what it means to them to have things some have never even dreamed possible for themselves. We recognize that not every client will be able to be employed, but for those who can, we're so happy they have done the hard work to get good jobs with benefits. Again, a big Thank You to the staff for going way above and beyond to support people through this process. It's very stressful for many and the staff did a fantastic job of teaching coping skills while providing extra support when needed. Thank You All!

Work on Beyond Recovery continues. We are thankful for support from our OU students on this initiative. We're learning quickly that a big part of this process is identifying things that our staff does 'above and beyond' that helps clients achieve their goals and live their best life.



In addition to everything else we've been doing, work on JBJ'23 is well underway. We're excited to have our shirts early this year. The client stories that will be told once again through music videos at this event are being developed. June 3 will be here soon!

Bonnie L. Perutzi, MHR, Executive Director
4/13/2023

Transition House, Inc., Monthly Report

Mar 2023

Mar 2023	
V. HOURS OF DIRECT SERVICES:	227
A. Individual Basis (total hours):	112
1. Daily Living:	24
2. Pre-voc./Vocational:	5.5
3. Social Skills:	16
4. Crisis Intervention:	22
5. Treatment/Rehab. Plans:	13.5
6. Supportive Counseling:	31
B. Group Basis (total hours):	75
1. Daily Living:	50
2. Pre-voc/Vocational:	0.5
3. Social Skills:	24.5
C. Com Outreach (total hours):	38.5
1. Structured Activities:	6.5
2. Drop-In:	32
3. Community Wellness Project	0
4. Student Wellness Project	0
D. Referrals/Screening/Interviewing (total hours):	1.5
VI. HOURS OF NON-DIRECT SERVICES:	251.5
1. Consultation:	166
2. Documentation & Activity Prep:	61
3. Training:	24.5
Narcan training - Sam Jenkins - DMHSAS - Ilene & Kaylee 3/10/23	
VII. HOURS OF ADMINISTRATIVE WORK:	272
1. Meetings:	18
2. Community Contacts:	17
3. Administrative Duties:	237
<i>Guest Speaker (who, when)</i>	
VIII. SCREENING FOR T.H. PROGRAM:	
1. Total #of Inquiries:	41
2. Total #of Referrals Received:	6
3. Total # Interviewed For Admission:	0
4. Total # Accepted:	0
IX. DONATIONS to T.H.:	
1. Volunteer Names:	Volunteers Hours
AJ Elmore	12
Mackenzey Cunningham	9
Peyton Armstrong	3
Hadassah Jones	0
Michelle Sandoval	31
Katie Green	17
Maria Enchave	8
Mary Lee	6.0
<i>Total:</i>	86
2. In-Kind Donations (List of Donors; Items Donated):	Estimated Value
Bob Moore - consultation	\$600
Donations from St. Thomas More reverse collection	\$350
TOTAL:	\$950

Transition House FY'23 Monthly Financial Report

TH INCOME: Preliminary		Admin:	FR:	TL:	COP:	Total:	Mar FR FY'23	TH Budget FY'23	\$ Over Budget	% of Budget
Contributions	21.00	3.57	0.42	3.57	13.44	21.00	21.00	8.33	12.67	252.10%
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						(7.90)	(208.33)	200.43	3.79%
Fund Raising Inc.	20,500.00						971.00	1,708.33	(737.33)	56.84%
FR Events - Total	963.10	163.73	19.26	389.19	390.92	963.10	963.10	1,500.00	(536.90)	64.21%
DMHSAS										
Unreimbursed services	0.00						0.00		0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	23,031.66	3,915.38	460.63	16,122.16	2,533.48	23,031.66	23,031.66	22,500.00	531.66	102.36%
Other Gov. Grants	1,396.67	237.43	27.93	1,033.54	97.77	1,396.67	1,396.67	1,416.67	(20.00)	98.59%
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	552.00	93.84	11.04	353.28	93.84	552.00	552.00	1,833.33	(1,281.33)	30.11%
Client/Participant Fees	1,195.00	203.15	23.90	967.95	0.00	1,195.00	1,195.00	683.33	511.67	174.88%
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	(25.00)	0.00%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	30,992.76	5,268.77	619.86	20,084.70	5,019.43	30,992.76	30,992.76	32,716.65	(1,723.89)	94.73%
TH EXPENSES:										
Salaries	15,872.82	2,698.38	317.46	10,158.60	2,698.38	15,872.82	15,872.82	18,286.67	(2,413.85)	86.80%
Employees Health, Dental, Life Ins.	853.58	145.11	17.07	546.29	145.11	853.58	853.58	2,666.67	(1,813.09)	32.01%
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	1,494.20	254.01	29.88	956.29	254.01	1,494.20	1,494.20	1,658.33	(164.13)	90.10%
Legal/Accounting	75.00	12.75	1.50	48.00	12.75	75.00	75.00	833.33	(758.33)	9.00%
Office Supplies	98.01	16.66	1.96	62.73	16.66	98.01	98.01	166.67	(68.66)	58.81%
Telephone/Internet/Website	309.42	52.60	6.19	198.03	52.60	309.42	309.42	375.00	(65.58)	82.51%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.33	(33.33)	0.00%
Rent	4,300.00	731.00	86.00	2,752.00	731.00	4,300.00	4,300.00	4,200.00	100.00	102.38%
Utilities	1,316.43	223.79	26.33	842.52	223.79	1,316.43	1,316.43	1,000.00	316.43	131.64%
Household	266.88	45.37	5.34	170.80	45.37	266.88	266.88	200.00	66.88	133.44%
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	406.52	69.11	8.13	260.17	69.11	406.52	406.52	416.67	(10.15)	97.56%
Training/Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.33	(333.33)	0.00%
Food	114.01	19.38	2.28	72.97	19.38	114.01	114.01	166.67	(52.66)	68.41%
Client Supplies/Activities	293.13	49.83	5.86	187.60	49.83	293.13	293.13	766.67	(473.54)	38.23%
Streaming Services	25.98	4.42	0.52	16.63	4.42	25.98	25.98	20.83	5.15	124.72%
Vehicle - Gas	67.78	11.52	1.36	43.38	11.52	67.78	67.78	166.67	(98.89)	40.67%
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	2,370.00	402.90	47.40	1,516.80	402.90	2,370.00	2,370.00	233.33	2,136.67	1015.73%
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	3,125.00	531.25	62.50	2,000.00	531.25	3,125.00	3,125.00	266.67	2,858.33	1171.86%
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	30,988.76	5,268.09	619.78	19,832.81	5,268.09	30,988.76	30,988.76	32,716.67	(1,727.91)	94.72%
Dif. Between Inc vs Exp:	4.00	0.68	0.08	251.89	(248.65)	4.00	4.00	(0.02)	4.02	#####
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$132,385.41		

Transition House FY'23 Year to Date Financial Report

TH INCOME: Preliminary		Admin:	FR:	TL:	COP:	Total:	Year to Date FY'23	TH Budget FY'23	\$ Over Budget	% of Budget
Contributions	611.09	103.89	12.22	103.89	391.10	611.09	611.09	75.01	536.08	814.68%
United Way/Norman	34,499.97	5,864.99	690.00	10,935.11	17,009.87	34,499.97	34,499.97	34,500.01	(0.04)	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	2,500.00						(276.54)	(1,875.01)	1,598.47	14.75%
Fund Raising Inc.	20,500.00						2,911.51	15,375.01	(12,463.50)	18.94%
FR Events - Total	2,634.97	447.94	52.70	1,064.80	1,069.53	2,634.97	2,634.97	13,500.00	(10,865.03)	19.52%
DMHSAS										
Unreimbursed services	0.00								0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	199,048.35	33,838.22	3,980.97	139,333.85	21,895.32	199,048.35	199,048.35	202,500.00	(3,451.65)	98.30%
Other Gov. Grants:SVSC,ARPA	11,296.64	1,920.43	225.93	8,359.51	790.76	11,296.64	11,296.64	12,749.99	(1,453.35)	88.60%
Foundation Grants	10,000.00	1,700.00	200.00	6,400.00	1,700.00	10,000.00	10,000.00	7,500.01	2,499.99	133.33%
Civic Clubs Donations/Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.01	(750.01)	0.00%
Donor Drive	19,732.00	3,354.44	394.64	12,628.48	3,354.44	19,732.00	19,732.00	16,500.01	3,231.99	119.59%
Client/Participant Fees	8,433.00	1,433.61	168.66	6,830.73	0.00	8,433.00	8,433.00	6,150.01	2,282.99	137.12%
Interest	312.05	53.05	6.24	53.05	199.71	312.05	312.05	225.00	87.05	138.69%
Miscellaneous	228.95	38.92	4.58	0.00	185.45	228.95	228.95	0.00	228.95	100.00%
TOTAL	286,797.02	48,755.49	5,735.94	185,709.41	46,596.18	286,797.02	286,797.02	294,450.05	(7,653.03)	97.40%
TH EXPENSES:										
Salaries	173,526.00	29,499.42	3,470.52	111,056.64	29,499.42	173,526.00	173,526.00	164,579.99	8,946.01	105.44%
Employees Health, Dental, Life Ins.	18,186.46	3,091.70	363.73	11,639.33	3,091.70	18,186.46	18,186.46	23,999.99	(5,813.53)	75.78%
Worker's Comp.	4,407.00	749.19	88.14	2,820.48	749.19	4,407.00	4,407.00	3,749.99	657.01	117.52%
FICA/Pay.Tax/OES	13,870.00	2,357.90	277.40	8,876.80	2,357.90	13,870.00	13,870.00	14,925.01	(1,055.01)	92.93%
Legal/Accounting	11,786.75	2,003.75	235.74	7,543.52	2,003.75	11,786.75	11,786.75	7,500.01	4,286.74	157.16%
Office Supplies(includes: Payroll updates; TheraNest; Bloomerang)	4,735.96	805.11	94.72	3,031.01	805.11	4,735.96	4,735.96	1,499.99	3,235.97	315.73%
Telephone/Internet/Website	2,923.72	497.03	58.47	1,871.18	497.03	2,923.72	2,923.72	3,375.00	(451.28)	86.63%
Postage	60.00	10.20	1.20	38.40	10.20	60.00	60.00	300.01	(240.01)	20.00%
Rent	38,200.00	6,494.00	764.00	24,448.00	6,494.00	38,200.00	38,200.00	37,800.00	400.00	101.06%
Utilities	10,564.01	1,795.88	211.28	6,760.97	1,795.88	10,564.01	10,564.01	9,000.00	1,564.01	117.38%
Household	1,948.79	331.29	38.98	1,247.23	331.29	1,948.79	1,948.79	1,800.00	148.79	108.27%
Maint/Rep-Property	732.81	124.58	14.66	469.00	124.58	732.81	732.81	750.01	(17.20)	97.71%
Maint/Rep-Equipment	3,878.53	659.35	77.57	2,482.26	659.35	3,878.53	3,878.53	3,749.99	128.54	103.43%
Training/Development	948.19	161.19	18.96	606.84	161.19	948.19	948.19	3,000.01	(2,051.82)	31.61%
Food	1,274.99	216.75	25.50	815.99	216.75	1,274.99	1,274.99	1,499.99	(225.00)	85.00%
Client Supplies/Activities	6,020.14	1,023.42	120.40	3,852.89	1,023.42	6,020.14	6,020.14	6,899.99	(879.85)	87.25%
Streaming Services	325.82	55.39	6.52	208.52	55.39	325.82	325.82	187.51	138.31	173.76%
Vehicle - Gas	682.86	116.09	13.66	437.03	116.09	682.86	682.86	1,499.99	(817.13)	45.52%
Vehicle - Maint/Repair	380.55	64.69	7.61	243.55	64.69	380.55	380.55	1,875.01	(1,494.46)	20.30%
Vehicle- Insurance/Tag	2,370.00	402.90	47.40	1,516.80	402.90	2,370.00	2,370.00	2,100.01	269.99	112.86%
Dues & Subscriptions	263.00	44.71	5.26	168.32	44.71	263.00	263.00	374.99	(111.99)	70.14%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.01	(75.01)	0.00%
General/Prof Liability	3,125.00	531.25	62.50	2,000.00	531.25	3,125.00	3,125.00	2,399.99	725.01	130.21%
Dir./Officers Liability	2,003.00	340.51	40.06	1,281.92	340.51	2,003.00	2,003.00	1,507.50	495.50	132.87%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	302,213.58	51,376.31	6,044.27	193,416.69	51,376.31	302,213.58	302,213.58	294,449.99	7,763.59	102.64%
Dif. Between Inc vs Exp:	(15,416.56)	(2,620.82)	(308.33)	(7,707.28)	(4,780.13)	(15,416.56)	(15,416.56)	0.06	(15,416.62)	#####
Overall Program %		17%	2%	64%	17%	100%	59,010.00			