

TRANSITION HOUSE, INC.
BOARD OF DIRECTOR'S MEETING
THURSDAY ● MAY 18, 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
 - a. **Preliminary FY'24 Budget draft**
7. **Business**
 - a. Consideration of TH Financial Reports – **Rebecca**
 - b. Consideration of change to TH's Registered Agent to Transition House
 - c. Review of new Board forms that require Board signatures including approval for background checks
 - d. Review of Board Matrix
8. **Committee Reports:**
 - a. **Fund Raising - Kristen**
 - i. **JBJ'23 Sponsors**
 - ii. **JBJ'23 Production**
 - iii. **T-Shirts**
 - iv. **Silent Auction**
 - v. **Food for JBJ'23**
 - b. **Governance – Rebecca**
 - i. **Presentation of FY'24 Slate of Officers (will be voted on in June Annual meeting)**
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

Excused: Preston, Marilyn, Bob

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 Fidelity Bank	Kelly Bergin TH Board Secretary 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 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

Included: Board Agenda, Director's Report, Minutes from previous Board; Monthly & Financial Reports: Preliminary FY'24 Budget draft

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

- Included with May's Board information on the TH website are links to: Board forms, E-Team report & Beyond Recovery report

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

DIRECTOR'S REPORT FOR THE MAY 18, 2023 BOARD MEETING

ADMINISTRATIVE REPORT:

- Staff:**
 - Tyrese is settling into his position well.
 - Jack completed his time at TH.
 - We continue to work on staff care with time off, plus we did our first SWARA (Staff Wellness & Recovery Activity) at the end of April! It was a much-needed time together to have some fun!
- 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.
 - Proposed FY'24 Executive Committee Slate: remain the same – Sara King, President; Preston Court, VP; Rebecca Delsigne, Treasurer; Kelly Bergin, Secretary.
 - Reminder regarding Board annual gifts – we need 100% Board giving by June 30.
- Cleveland County Mental Health Task Force:** If you are interested in this Zoom meeting – they are at 1:30pm on Zoom on the 2nd Friday of each month.
- TH Policy Work:** TH needs to update our Registered Agent for the agency. I had been told that an individual needed to do this, but Alex informed us that the agency can become the Registered Agent. This change requires Board vote. I am currently listed as the Registered Agent - Bonnie Dunn (my name prior to my marriage).
- Donor Tracking Tool - Bloomerang:** Ilene is doing her best to get familiar with Bloomerang. She's making progress, but it's taking longer for her to get familiar with appropriate use of the tool. Adding this on top of her current job responsibilities has been a challenge. We discussed it and we think that once she's more comfortable with it, it will be a useful tool, but right now with all that's been going on, it's been an extra stressor. We'll get it working.
- E-Team Study:** E-Team report is completed – here's one of the links on the website: <https://www.thouse.org/impact>
- E-Team:** I'm continuing my discussions with Geneva regarding other funding opportunities.
- Beyond Recovery:** Michelle, our OUHSC intern, completed her report on the first phase. [Beyond Recovery Report](#). We have another OUHSC student doing internship this summer so hopefully work can continue with student support.
- United Way:** We should be hearing from UW I believe, at the end of this month regarding FY'24 funding levels.
- ONE Award:** We received the \$5,000 ONE Award check. This has given TH some nice visibility. I've sent a press release to the Norman Transcript and have an interview with Boyd St. Magazine. I've added information on the TH website homepage on the award, link to the press release, plus the video they created for TH. Thanks to Board members who have shared this information on social media as well. The Center for Non-Profit also did a spotlight on TH this week.
- DMHSAS site visit:** We had our annual DMHSAS site visit at the end of April. All went well and they continue to be impressed with our work.



FINANCE REPORT:

- Financial status/Bank Balance:** Preliminary Bank Balance for end of April 2023 = \$140,403.39 (this is before we received our ARPA & ONE Award funds). Please note that the attached Financial Reports are the Preliminary reports – we haven't received the adjusted reports from Summer yet.
- Preliminary FY'24 Budget:** Attached is the preliminary draft Budget for FY'24. The final draft of the Budget for FY'24 will come out with June Board materials and will be voted on at that time.
- ARPA:** ARPA request to the OK Department of Commerce for \$50,000 has arrived. As approved by the Board at the last meeting, \$10,000 of the \$50,000 check was used for staff bonuses. We'll continue our discussion regarding the use of the rest. It will be related to helping develop sustainable funding.
- SVSC grant:** TH will be applying for the SVSC (City of Norman Social & Voluntary Services Commission) grant. It should be coming out some time this month with a typically quick turnaround. These grants are for \$10,000 or less. We've typically received assistance to cover the Drop-In Center rent costs plus smaller related projects.

FUND RAISING:

- JBJ'23:** Thank You to our Fund Raising Committee for getting things moving forward on JBJ'23 Sponsorship drive. Here's the link to the most up-to-date information that is shared on the Google Doc: https://docs.google.com/spreadsheets/d/18LS2g1Fa7-pEwsv7aobRwtdFU6ph_Ua0e1YchQQIKTs/edit#gid=0
- Other JBJ'23 items:**
 - Performance Related:**
 - Kelley Lobb will be doing a special original song for JBJ. I believe she'll be doing the audio track and I'll be creating the video.
 - Kaylee is working with Jeremy, a COP client, on his original song for JBJ. Darnay had hoped to do another original song, but I think we're going to do a 'remix – update' of the original song he did 2 years ago.
 - Other performers sharing client stories include Tara Henry (Amy's Story); AJ Elmore (Ben's Story); Mackee Smith & Landon Goff (Chris' story).
 - TLP clients decided that they want to do something original for the show as a group.
 - Our special live performances at The Well are coming together. "Jenna the June Bug" will be working the audience as she makes her transformation throughout the Live show at The Well. We plan on having props on the tables so the audience can be a part of the show.
 - JBJ'23 Hosts:** Kaylee, Kris & I have had 1 meeting already and a 2nd meeting is set for May 23.
 - JBJ'23 Shirts:** T-shirts are in. Please pick yours up if you haven't done so.
 - Sponsors:** We have received \$14,818 of the \$15,568
 - Silent Auction:** We have received a couple of Silent Auction items (see the Google Doc). This was not in the original plan, so we'll need to put things together to make it work. If you'd like to help with this, please let me know.
 - Food for the Event:** There is a page on the Google Doc for Food for the event. We have ice and drinks, but no food at this time. Please let me know if you can help with this.

CLIENT REPORT:

- TL Program Census:** Census is 10. We were up to 12 for about a week.
- Challenges:** We had 2 client situations last week. One client was misusing his medication which resulted in a fall down the stairs at the apartments. He broke his ankles and injured his back and will not be able to return to the TLP. Another client – returning for his 3rd time in the program, relapsed essentially as soon as he moved into the TLP. As is common when we find out about a couple of people relapsing and/or misusing medications, we usually find out that there's even more 'secrets' being kept. We found out that since the holidays, all but 2 clients had challenges with relapse. As a team, staff has met with all clients to discuss their challenges and plans to change. We remain hopeful that there will be growth and learning from this period.
- Successes:** We now have 4 of our 10 clients employed at OU!
- Perspective:** We know with recovery, there will be slips, use and relapses. Long term success is about what is learned from these moments. When staff become aware of these situations, we'll be the first to admit frustration. What we do next is what is most important. We meet as a collective with the clients – listening, respecting, supporting, and empowering them to grow past this period in their process. Yes, it's easy to get frustrated, but our work is about staying determined and believing that each person is worth the effort and more than ever, we need to help them realize their self-worth so they can continue to work towards their goals of a better life.



Thank You for supporting us all as we work to help people live their best lives!

Transition House, Inc.
Minutes of Board of Directors
Thursday, April 20, 2023, at 5:30 PM
Meeting Location: Drop-in Center – 700 Asp, Suite 4, Norman, OK

1) **Call to order:** Sara called the meeting to order at 5:31 PM CST.
(5 members present at start of meeting for quorum.)

2) **Welcome and Introductions –**

Board Members Present

Sara King, President
Kelly Bergin, Secretary
Preston Court, Vice President
Kristen Lazalier
Cordt Huneke
Bob Moore

Board Members Absent

Kris Glenn
Marilyn Korhonen

Staff Present

Bonnie Peruttzi, Amanda Sherf

Kaylee Deisering, Tyrese Chavez, Jack Paden

3) **Consideration of the Agenda:** Motion made by Cordt and seconded by Kristen to pass the agenda for the April Board Meeting. Approved by all present. Motion passed.

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

5) **President's Report – Sara**

a. Bonuses from the ARPA grant - \$10,000 allocated for use this fiscal year for this purpose

- i. \$750 Tyrese
- ii. \$1,750 Kaylee & Ilene
- iii. \$2,500 Amanda
- iv. \$3,250 Bonnie

b. Motion to accept bonuses made by Cordt, seconded by Kristen. Approved by all present. Motion passed.

c. Cordt motions that the bonuses are contingent on receipt of funds. Kristen seconds. Approved by all present. Motion passed.

6) **Treasurer's Report – Rebecca**

a. Have received ARPA funds from City of Norman.

b. Motion to set aside \$40,000 as a reserve fund as of July 1, 2023 made by Cordt, seconded by Kelly. Approved by all present. Motion passed.

7) Business:

a. Consideration of TH Financial Reports

- i. ARPA funds come in over 2.5 years and that is impacting our balance sheets but we are aware of it.
- ii. Kelly motions to approve financial reports, Kristen seconds. Approved by all present. Motion passed.

b. Consideration of new TH Governance Policies & Procedures

- i. Background checks
 1. For Board members
 - a. Done once for each board member
 - b. At Board member's expense - \$15
 2. For volunteers
 - a. TH would cover the cost
- ii. Major life events: Cordt wonders if we want a policy to require stepping away from the Board if a major life event happens that would cloud that person's judgement.
 1. Will discuss with Alex
 2. Can always be added at a later date
- iii. The Governance policies are a living document – can be modified by the Board
- iv. Motion to adopt made by Cordt, seconded by Kristen. Approved by all present, motion passed.

c. Review of Board Matrix

- i. Board members present filled out the matrix with their personal info.

8) Committee Reports –

a. Fund Raising (Kristen) –

- i. JBJ'23 Sponsors: **Board members continue to work on getting sponsorship.**
- ii. JBJ'23 Production (Bonnie): Running in to issues with a lot of people being gone on the date of JBJ, so turning to using some virtual options. One song is done. Would like to involve more of the LGBTQ community in JBJ.
 1. Kaylee is going to be the live host
 2. Kris Glenn will be the online host and will handle the uploads
 3. **Board member to do:** could take photo of yourself with a message to clients on your hands (head-shot type photo) and that could be used in the imagery of the event.
 4. **Board member to do:** send animal pictures, going to do an “animals of Transition House” thing.
- iii. T-Shirts:
 1. Cost averages out to \$10/shirt
 2. Not “selling” shirts but taking donations for them

b. Governance (Rebecca)

- i. Marilyn has reached out to some potential Board members
- ii. Rebecca also working on it
- iii. **Board member to do:** Recruitment for the Board; keeping our current needs in mind

9) **Board Activity Report**

- a. Each Board member present gave an update

10) **Client Report** – Client report from Amanda

- a. 6 total clients will be employed at OU as of Monday (2 outreach and for 4 TL)
- b. 4 clients will be on extension by the end of May
- c. Last bed space will be filled by beginning of May

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

- a. Tyrese started, all glad he's here
- b. Jack's last day is next Friday

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

- a. Stabilizing staff is a big goal and that is looking up
- b. One Awards is this weekend – would like to get a little bit of press on that
 - i. Kristen can reach out to KGOU and OU Daily if Bonnie can put something together
 - ii. **Board to do:** push out what TH posts through our social media pages
- c. Working on Bloomerang training
- d. Glitches with website donations – SquareSpace is who hosts our website
- e. Would like to return to being intentional in doing thank-you gifts for sponsors
 - i. Gifts of Hope but also just thank-you cards
 - ii. **Exec committee will oversee this**
- f. Landlord has asked if we know of anyone who could donate work on the apartments; have had that work donated in the past.

13) **As May Arise** – N/A.

14) **Adjourn Board meeting:** Motion made by Preston and seconded by Kelly. Approved by all present, motion passed. Meeting adjourned at 6:32 PM.

Submitted by: Kelly Bergin, Secretary.

Sara King, Vice President

Kelly Bergin, Secretary

Board Members	Agenda	Minutes from March Meeting	Bonuses	Bonuses contingent on getting the funding	Emergency fund as of July 1	TH Financial Report	New governance policies & procedures	Adjournment
Sara King	Y	Y	Y	Y	Y	Y	Y	Y
Rebecca Delsigne	Y	Y	Y	Y	Y	Y	Y	Y
Preston Court	Y	M-Y	Y	Y	Y	Y	Y	M-Y
Kris Glenn								
Cordt Huneke	M-Y	S-Y	M-Y	M-Y	M-Y	Y	M-Y	Y
Kristen Lazalier	S-Y	Y	S-Y	S-Y	Y	S-Y	S-Y	Y
Bob Moore							Y	Y
Marilyn Korhonen								
Kelly Bergin	Y	Y	Y	Y	S-Y	M-Y	Y	S-Y

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

Transition House, Inc., Monthly Report

Apr 2023

I. PEOPLE SERVED

A. Total # of (Unduplicated) Participants:	53
B. Transitional Living Program (TLP)	
1. Number of Clients:	11
2. Details:	
# of males:	8
# of females:	3
# employed:	4
# volunteering outside of TH:	0
# in school:	0
# in crisis bed:	0
3. TL Days:	330

II. INCOME/EXPENDITURES

A. Total Income:	\$39,465.23
B. Total Expenditures:	\$32,225.63
C. TLP	
1. Expenditures:	\$25,462.23
2. TLP Client Fees:	\$895
3. Cost/TLP Day:	\$77.16
D. COP	
1. Expenditures:	\$6,763.40
2. Cost/COP Contact:	\$46.97

C. Community Outreach Program (COP)

	uplicated	unduplicated
1. Total # of Participants:	49	42
Drop-In:	40	
Activities:	7	
Community Wellness Project:	2	
Student Wellness Project:	0	
2. Total # of Contacts:	144	
Drop-In:	140	
Activities:	19	
Community Wellness Project:	2	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	4	4
Crisis Intervention:	2	3
Grocery Shopping:	2	2
Community Living Support:	12	29
Social/Recreational:	34	91
Grocery Shopping/ Social:	3	8
Grocery Shopping/Com. Living:	2	5
Community Wellness:	2	2
Unduplicated Totals:	42	144

IV. NARRATIVE

This month, we welcomed Tyrese Chavez as our new TH TLP Recovery Coordinator. Tyrese was an OU Psychology Student in the fall of 2022. We're so excited that Tyrese is a part of our Team!

At the end of April, Jack Paden wrapped up his time at TH as TLP RC. He begins his MSW program at OU in May. The process of staff transitions has had its share of challenges. A huge Thank You to our Staff for working together during this time to help keep things going smoothly while ensuring that clients remain our priority.

During April, we also were wrapping up our time with our 7 OU/OUHSC students. 1 student, Maria, will be returning to volunteer this summer and we'll be getting another OUHSC student. We're grateful for the opportunity to train students and have them be a part of our Team.

June Bug Jam 2023 planning excitement has been growing at TH. More than ever, the event will be focused on sharing client stories through music videos, while celebrating the People of TH. It will be a hybrid show again - with part of the event on Facebook & YouTube Live - with an in person watch party at The Well, June 3 at 7pm. Special Thanks to Kaylee for volunteering to represent 'client transformation' as one of the Hosts of JBJ'23. It's going to be lots of fun and I remain grateful that the clients continue to be the focus of this event.

Transition House was recognized as a finalist at the Center for Non-Profits ONE Awards. This was a huge honor for Transition House and we are very grateful for the recognition of the very important work that we do.

Transition House is very grateful for a report done by the OU E-Team on our agency. We have shared a copy of this report on our website on both the Impact page as well as Reports page. Again, we appreciate this gift and recognition of our unique organization and work. We look forward to continued opportunities to have our agency evaluated so we can continue to learn and grow from feedback opportunities.



Bonnie L. Peruttzi, MHR, Executive Director

5/11/2023

Transition House, Inc., Monthly Report

Apr 2023

Apr 2023	
V. HOURS OF DIRECT SERVICES:	236.5
A. Individual Basis (total hours):	113
1. Daily Living:	31
2. Pre-voc./Vocational:	6
3. Social Skills:	13
4. Crisis Intervention:	10.5
5. Treatment/Rehab. Plans:	26.5
6. Supportive Counseling:	26
B. Group Basis (total hours):	80.5
1. Daily Living:	52.5
2. Pre-voc/Vocational:	0
3. Social Skills:	28
C. Com Outreach (total hours):	32.5
1. Structured Activities:	11
2. Drop-In:	20.5
3. Community Wellness Project	1
4. Student Wellness Project	0
D. Referrals/Screening/Interviewing (total hours):	10.5
VI. HOURS OF NON-DIRECT SERVICES:	252
1. Consultation:	188.5
2. Documentation & Activity Prep:	35.5
3. Training:	28
VII. HOURS OF ADMINISTRATIVE WORK:	252.5
1. Meetings:	20
2. Community Contacts:	27
3. Administrative Duties:	205.5
<i>Guest Speaker (who, when)</i>	
VIII. SCREENING FOR T.H. PROGRAM:	
1. Total #of Inquiries:	39
2. Total #of Referrals Received: weren't taking new clients during staff transition. No female bedspace	2
3. Total # Interviewed For Admission: 1 cancelled	1
4. Total # Accepted:	0
IX. DONATIONS to T.H.:	
1. Volunteer Names:	Volunteers Hours
AJ Elmore	6
Mackenzey Cunningham	3
Peyton Armstrong	12
Hadassah Jones	6
Michelle Sandoval	27
Katie Green	22
Maria Enchave	13
Mary Lee	5.0
<i>Total:</i>	93
2. In-Kind Donations (List of Donors; Items Donated):	Estimated Value
Bob Moore - consultation	\$600
TOTAL:	\$600

Transition House FY'23 Monthly Financial Report

TH INCOME: Preliminary		Admin:	FR:	TL:	COP:	Total:	Apr 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								(208.33)	(208.33)	0.00%
Fund Raising Exp.	2,500.00						(1,023.13)	(208.33)	(814.80)	491.11%
Fund Raising Inc.	20,500.00						12,270.00	1,708.33	10,561.67	718.25%
FR Events - Total	11,246.87	1,911.97	224.94	4,544.88	4,565.08	11,246.87	11,246.87	1,500.00	9,746.87	749.79%
DMHSAS										
Unreimbursed services	0.00						0.00		0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	22,316.66	3,793.83	446.33	15,621.66	2,454.83	22,316.66	22,316.66	22,500.00	(183.34)	99.19%
Other Gov. Grants	593.37	100.87	11.87	439.09	41.54	593.37	593.37	1,416.67	(823.30)	41.89%
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	562.00	95.54	11.24	359.68	95.54	562.00	562.00	1,833.33	(1,271.33)	30.66%
Client/Participant Fees	895.00	152.15	17.90	724.95	0.00	895.00	895.00	683.33	211.67	130.98%
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	(25.00)	0.00%
Miscellaneous	18.00	3.06	0.36	0.00	14.58	18.00	18.00	0.00	18.00	100.00%
TOTAL	39,465.23	6,709.09	789.30	22,905.28	9,061.56	39,465.23	39,465.23	32,716.65	6,748.58	120.63%
TH EXPENSES:										
Salaries	20,948.70	3,561.28	418.97	13,407.17	3,561.28	20,948.70	20,948.70	18,286.67	2,662.03	114.56%
Employees Health, Dental, Life Ins.	2,192.35	372.70	43.85	1,403.10	372.70	2,192.35	2,192.35	2,666.67	(474.32)	82.21%
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	1,761.47	299.45	35.23	1,127.34	299.45	1,761.47	1,761.47	1,658.33	103.14	106.22%
Legal/Accounting	385.00	65.45	7.70	246.40	65.45	385.00	385.00	833.33	(448.33)	46.20%
Office Supplies	70.50	11.99	1.41	45.12	11.99	70.50	70.50	166.67	(96.17)	42.30%
Telephone/Internet/Website	309.17	52.56	6.18	197.87	52.56	309.17	309.17	375.00	(65.83)	82.45%
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	1,156.01	196.52	23.12	739.85	196.52	1,156.01	1,156.01	1,000.00	156.01	115.60%
Household	129.29	21.98	2.59	82.75	21.98	129.29	129.29	200.00	(70.71)	64.65%
Maint/Rep-Property	105.00	17.85	2.10	67.20	17.85	105.00	105.00	83.33	21.67	126.01%
Maint/Rep-Equipment	409.32	69.58	8.19	261.96	69.58	409.32	409.32	416.67	(7.35)	98.24%
Training/Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.33	(333.33)	0.00%
Food	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.67	(166.67)	0.00%
Client Supplies/Activities	341.78	58.10	6.84	218.74	58.10	341.78	341.78	766.67	(424.89)	44.58%
Streaming Services	25.98	4.42	0.52	16.63	4.42	25.98	25.98	20.83	5.15	124.72%
Vehicle - Gas	91.06	15.48	1.82	58.28	15.48	91.06	91.06	166.67	(75.61)	54.64%
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	32,225.63	5,478.36	644.51	20,624.40	5,478.36	32,225.63	32,225.63	32,716.67	(491.04)	98.50%
Dif. Between Inc vs Exp:	7,239.60	1,230.73	144.79	2,280.88	3,583.20	7,239.60	7,239.60	(0.02)	7,239.62	#####
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$140,403.39		

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	83.34	527.75	733.25%
United Way/Norman	38,333.30	6,516.66	766.67	12,150.12	18,899.85	38,333.30	38,333.30	38,333.34	(0.04)	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	2,500.00						(1,299.67)	(2,083.34)	783.67	62.38%
Fund Raising Inc.	20,500.00						15,181.51	17,083.34	(1,901.83)	88.87%
FR Events - Total	13,881.84	2,359.91	277.64	5,609.68	5,634.61	13,881.84	13,881.84	15,000.00	(1,118.16)	92.55%
DMHSAS										
Unreimbursed services	0.00								0.00	0.00%
**ODMHSAS contract-billed	0.00								0.00	0.00%
DMHSAS	221,365.01	37,632.05	4,427.30	154,955.51	24,350.15	221,365.01	221,365.01	225,000.00	(3,634.99)	98.38%
Other Gov. Grants:SVSC,ARPA	11,890.01	2,021.30	237.80	8,798.61	832.30	11,890.01	11,890.01	14,166.66	(2,276.65)	83.93%
Foundation Grants	10,000.00	1,700.00	200.00	6,400.00	1,700.00	10,000.00	10,000.00	8,333.34	1,666.66	120.00%
Civic Clubs Donations/Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	833.34	(833.34)	0.00%
Donor Drive	20,294.00	3,449.98	405.88	12,988.16	3,449.98	20,294.00	20,294.00	18,333.34	1,960.66	110.70%
Client/Participant Fees	9,328.00	1,585.76	186.56	7,555.68	0.00	9,328.00	9,328.00	6,833.34	2,494.66	136.51%
Interest	375.43	63.82	7.51	63.82	240.28	375.43	375.43	250.00	125.43	150.17%
Miscellaneous	246.95	41.98	4.94	0.00	200.03	246.95	246.95	0.00	246.95	100.00%
TOTAL	326,325.63	55,475.36	6,526.51	208,625.46	55,698.30	326,325.63	326,325.63	327,166.70	(841.07)	99.74%
TH EXPENSES:										
Salaries	194,474.70	33,060.70	3,889.49	124,463.81	33,060.70	194,474.70	194,474.70	182,866.66	11,608.04	106.35%
Employees Health, Dental, Life Ins.	20,378.81	3,464.40	407.58	13,042.44	3,464.40	20,378.81	20,378.81	26,666.66	(6,287.85)	76.42%
Worker's Comp.	4,407.00	749.19	88.14	2,820.48	749.19	4,407.00	4,407.00	4,166.66	240.34	105.77%
FICA/Pay.Tax/OES	15,631.47	2,657.35	312.63	10,004.14	2,657.35	15,631.47	15,631.47	16,583.34	(951.87)	94.26%
Legal/Accounting updates; TheraNest; Bloomerang)	12,171.75	2,069.20	243.44	7,789.92	2,069.20	12,171.75	12,171.75	8,333.34	3,838.41	146.06%
Telephone/Internet/Website	4,806.46	817.10	96.13	3,076.13	817.10	4,806.46	4,806.46	1,666.66	3,139.80	288.39%
Postage	3,232.89	549.59	64.66	2,069.05	549.59	3,232.89	3,232.89	3,750.00	(517.11)	86.21%
Postage	60.00	10.20	1.20	38.40	10.20	60.00	60.00	333.34	(273.34)	18.00%
Rent	42,500.00	7,225.00	850.00	27,200.00	7,225.00	42,500.00	42,500.00	42,000.00	500.00	101.19%
Utilities	11,720.02	1,992.40	234.40	7,500.81	1,992.40	11,720.02	11,720.02	10,000.00	1,720.02	117.20%
Household	2,078.08	353.27	41.56	1,329.97	353.27	2,078.08	2,078.08	2,000.00	78.08	103.90%
Maint/Rep-Property	837.81	142.43	16.76	536.20	142.43	837.81	837.81	833.34	4.47	100.54%
Maint/Rep-Equipment	4,287.85	728.93	85.76	2,744.22	728.93	4,287.85	4,287.85	4,166.66	121.19	102.91%
Training/Development	948.19	161.19	18.96	606.84	161.19	948.19	948.19	3,333.34	(2,385.15)	28.45%
Food	1,274.99	216.75	25.50	815.99	216.75	1,274.99	1,274.99	1,666.66	(391.67)	76.50%
Client Supplies/Activities	6,361.92	1,081.53	127.24	4,071.63	1,081.53	6,361.92	6,361.92	7,666.66	(1,304.74)	82.98%
Streaming Services	351.80	59.81	7.04	225.15	59.81	351.80	351.80	208.34	143.46	168.86%
Vehicle - Gas	773.92	131.57	15.48	495.31	131.57	773.92	773.92	1,666.66	(892.74)	46.44%
Vehicle - Maint/Repair	380.55	64.69	7.61	243.55	64.69	380.55	380.55	2,083.34	(1,702.79)	18.27%
Vehicle- Insurance/Tag	2,370.00	402.90	47.40	1,516.80	402.90	2,370.00	2,370.00	2,333.34	36.66	101.57%
Dues & Subscriptions	263.00	44.71	5.26	168.32	44.71	263.00	263.00	416.66	(153.66)	63.12%
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.34	(83.34)	0.00%
General/Prof Liability	3,125.00	531.25	62.50	2,000.00	531.25	3,125.00	3,125.00	2,666.66	458.34	117.19%
Dir./Officers Liability	2,003.00	340.51	40.06	1,281.92	340.51	2,003.00	2,003.00	1,675.00	328.00	119.58%
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	334,439.21	56,854.67	6,688.78	214,041.09	56,854.67	334,439.21	334,439.21	327,166.66	7,272.55	102.22%
Dif. Between Inc vs Exp:	(8,113.58)	(1,379.31)	(162.27)	(5,415.63)	(1,156.37)	(8,113.58)	(8,113.58)	0.04	(8,113.62)	#####
Overall Program %		17%	2%	64%	17%	100%	65,076.34			

Transition House FY'24 Proposed Budget

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	FY'24 Proposed Budget	TH Budget FY'23	\$ Over Budget	% of Budget	
Contributions	100.00	17.00	2.00	17.00	64.00	100.00	100.00	100.00	0.00	100.00%	
United Way/Norman	50,000.00	8,500.00	1,000.00	15,482.57	25,017.43	50,000.00	50,000.00	46,000.00	4,000.00	108.70%	
Fund Raising											
Fund Raising Exp.	2,500.00								0.00	0.00%	
Fund Raising Inc.	22,500.00								0.00	0.00%	
FR Events - Total	20,000.00	3,400.00	400.00	10,000.00	6,200.00	20,000.00	20,000.00	18,000.00	2,000.00	111.11%	
DMHSAS											
Unreimbursed services	0.00								0.00	0.00%	
**ODMHSAS contract-billed	0.00								0.00	0.00%	
DMHSAS	270,000.00	45,900.00	5,400.00	197,100.00	21,600.00	270,000.00	270,000.00	270,000.00	0.00	100.00%	
Other Gov. Grants(SVSC & ARPA)	48,660.00	8,272.20	973.20	24,330.00	15,084.60	48,660.00	48,660.00	17,000.00	31,660.00	286.24%	City State SVSC \$7000 ARPA \$21,660 ARPA \$20,000
Foundation Grants	10,000.00	1,700.00	200.00	6,400.00	1,700.00	10,000.00	10,000.00	10,000.00	0.00	100.00%	
Civic Clubs Donations/Grants	1,000.00	170.00	20.00	640.00	170.00	1,000.00	1,000.00	1,000.00	0.00	100.00%	
Donor Drive	22,000.00	3,740.00	440.00	14,080.00	3,740.00	22,000.00	22,000.00	22,000.00	0.00	100.00%	
Client/Participant Fees	9,000.00	1,530.00	180.00	7,290.00	0.00	9,000.00	9,000.00	8,200.00	800.00	109.76%	
Interest	440.00	74.80	8.80	74.80	281.60	440.00	440.00	300.00	140.00	146.67%	
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
TOTAL	431,200.00	73,304.00	8,624.00	275,414.37	73,857.63	431,200.00	431,200.00	392,600.00	38,600.00	109.83%	
TH EXPENSES:											
Salaries	244,000.00	41,480.00	4,880.00	156,160.00	41,480.00	244,000.00	244,000.00	219,440.00	24,560.00	111.19%	Salary increases plus \$5,000 extra for Holiday Bonuses
Employees Health, Dental, Life Ins.	32,000.00	5,440.00	640.00	20,480.00	5,440.00	32,000.00	32,000.00	32,000.00	0.00	100.00%	
Worker's Comp.	5,000.00	850.00	100.00	3,200.00	850.00	5,000.00	5,000.00	5,000.00	0.00	100.00%	
FICA/Pay. Tax/OES	21,000.00	3,570.00	420.00	13,440.00	3,570.00	21,000.00	21,000.00	19,900.00	1,100.00	105.53%	
Professional Services(Legal/Acct/Consultants)	16,700.00	2,839.00	334.00	10,688.00	2,839.00	16,700.00	16,700.00	10,000.00	6,700.00	167.00%	Accounting; Legal; Consulting fees; Bloomerang; TheraNest
Office Supplies (including QuickBook Payroll Exp)	3,000.00	510.00	60.00	1,920.00	510.00	3,000.00	3,000.00	2,000.00	1,000.00	150.00%	
Telephone/Internet/Website	4,500.00	765.00	90.00	2,880.00	765.00	4,500.00	4,500.00	4,500.00	0.00	100.00%	
Postage	400.00	68.00	8.00	256.00	68.00	400.00	400.00	400.00	0.00	100.00%	
Rent	52,800.00	8,976.00	1,056.00	33,792.00	8,976.00	52,800.00	52,800.00	50,400.00	2,400.00	104.76%	
Utilities	13,000.00	2,210.00	260.00	8,320.00	2,210.00	13,000.00	13,000.00	12,000.00	1,000.00	108.33%	
Household	2,800.00	476.00	56.00	1,792.00	476.00	2,800.00	2,800.00	2,400.00	400.00	116.67%	
Maint/Rep-Property	1,000.00	170.00	20.00	640.00	170.00	1,000.00	1,000.00	1,000.00	0.00	100.00%	
Maint/Rep-Equipment	5,000.00	850.00	100.00	3,200.00	850.00	5,000.00	5,000.00	5,000.00	0.00	100.00%	
Training/Development	4,000.00	680.00	80.00	2,560.00	680.00	4,000.00	4,000.00	4,000.00	0.00	100.00%	
Food	2,500.00	425.00	50.00	1,600.00	425.00	2,500.00	2,500.00	2,000.00	500.00	125.00%	
Client Supplies/Activities	9,700.00	1,649.00	194.00	6,208.00	1,649.00	9,700.00	9,700.00	9,200.00	500.00	105.44%	
Streaming Services (NetFlix & Zoom)	500.00	85.00	10.00	320.00	85.00	500.00	500.00	250.00	250.00	200.00%	
Vehicle - Gas	2,000.00	340.00	40.00	1,280.00	340.00	2,000.00	2,000.00	2,000.00	0.00	100.00%	
Vehicle - Maint/Repair	2,500.00	425.00	50.00	1,600.00	425.00	2,500.00	2,500.00	2,500.00	0.00	100.00%	
Vehicle- Insurance/Tag	2,800.00	476.00	56.00	1,792.00	476.00	2,800.00	2,800.00	2,800.00	0.00	100.00%	
Dues & Subscriptions	600.00	102.00	12.00	384.00	102.00	600.00	600.00	500.00	100.00	120.00%	
Advertising	100.00	17.00	2.00	64.00	17.00	100.00	100.00	100.00	0.00	100.00%	
General/Prof Liability	3,250.00	552.50	65.00	2,080.00	552.50	3,250.00	3,250.00	3,200.00	50.00	101.56%	
Dir./Officers Liability	2,050.00	348.50	41.00	1,312.00	348.50	2,050.00	2,050.00	2,010.00	40.00	101.99%	
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
TOTAL	431,200.00	73,304.00	8,624.00	275,968.00	73,304.00	431,200.00	431,200.00	392,600.00	38,600.00	109.83%	
Dif. Between Inc vs Exp:	0.00	0.00	0.00	(553.63)	553.63	0.00	0.00	0.00	0.00	0.00%	
Overall Program %		17%	2%	64%	17%	100%					

	FY'23	FY'24 Projected
Executive Director:	\$64,400	\$67,000
Programs Director:	\$41,520	\$46,000
TLP Recovery Coordinator:	\$36,000	\$41,000
COP Recovery Coordinator:	\$36,000	\$41,000
Business Manager:	\$41,520	\$44,000
Total:	\$219,440	\$239,000

Previous Year End Bank Balances	
FY'18	\$42,541
FY'19	\$43,919
FY'20	\$68,237
FY'21	\$97,492
FY'22	\$77,899
FY'23 - end of April	\$140,403

not including \$50,000 ARPA from State or ONE Award grant \$5,000

Thoughts on State ARPA funds:	
FY'23	\$10,000
FY'24	\$20,000
FY'25	\$20,000

Use a portion of these funds for an extra Staff bonus during the 4th quarter of FY'23