

TRANSITION HOUSE, INC.
BOARD OF DIRECTOR'S INFORMATION
NOVEMBER 16, 2023

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. **Client Report** - TBA
6. **President's Report** – Sara
7. **Treasurer's Report** – Rebecca
8. **Governance**
 - a. Board Recruitment
9. **Business**
 - a. Acceptance Rahil's resignation from the Board
 - b. Consideration of Liz McKown for Board
 - c. Consideration of the Treasurer's Report
 - d. Consideration of Staff Holiday Bonuses
 - e. Consideration of JBJ t-shirts order quantity
 - f. **FY'24 Donor Drive**
 - g. Holiday Party/Open House – Dec. 21, 3-5pm in the Drop-In Center
10. **Fund Raising**
 - a. **BJJ'24 – Saturday, June 1, 2024, at The Well**
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*)
12. **Staff Report**
13. **Executive Director's Report** – Bonnie
14. As May Arise
15. Adjourn Board meeting

Included: Director's Report, Minutes from previous Board meeting; Monthly & Financial Reports,

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

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, 3-5pm**

Excused:

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

 Sara King, MPH, CHES <small>TH Board President Lecturer, Associate Director of the Bachelor of Public Health Program OU Health Science Center</small>	 Preston Court, M.Ed. <small>TH Board Vice-President Assistant Director of Student Affairs Administration University of Oklahoma</small>	 Rebecca Deligne <small>TH Board Treasurer Branch Manager First Fidelity Bank</small>	 Kelly Bergin <small>TH Board Secretary Attorney Bergin Law Group</small>
 Kris Glenn <small>TH Board Member Director Parking & Transportation University of Oklahoma</small>	 Cordt Huneke <small>TH Board Member IT Business Partner Boeing</small>	 Marilyn Korhonen, <small>MBA, EdD TH Board Member Director of Strategic Research Innovates for Orling College of Engineering, University of Oklahoma</small>	
 Kristen Lazaller <small>TH Board Member Principal Gifts Officer, The University of Oklahoma Foundation, Inc.</small>			
 Gavin King <small>OU Price College Board Fellow</small>	 Steve Boyer, MA, C-PRSS <small>TH Client Representative</small>	 Charla Young, LCSW <small>Board Clinical Consultant</small>	

DIRECTOR'S REPORT FOR THE NOVEMBER 16, 2023

ADMINISTRATIVE REPORT:

1. Staff:

- We've incorporated a monthly review of our Goals into our weekly Staff meetings. We are working to stay mindful and intentional with our goals.
- The Oklahoma Department of Mental Health and Substance Abuse Services is combining two conferences, Justice & Recovery Conference and Prevention & Recovery Conference - Momentum: Prevention, Justice, Recovery on December 5 -7, 2023. Clinical Staff & I will be attending.
- We've been discussing our next steps in our agency's growth & development and how it relates to our staff. We have an outstanding foundation to work with in this current team. Now we're being intentional in helping staff develop professionally through various training opportunities. The above-mentioned conference is one component. We're also looking at a possible training in Feb/March with Alex related to culture/connection development. We have not used our training budget as much since COVID so we're excited about some new opportunities for our Staff development.
- I want to commend our staff on doing a wonderful job kicking the holiday season off at TH. The Halloween Party was lots of fun. Teaching healthy fun can be one of the hardest parts of our job. Our staff is doing a great job balancing connection and playfulness with mindfulness of the challenges that our clients face – especially during the Holiday season.



2. Board:

- Elizabeth McKown is ready to join our Board.
 - Preston has been in contact with Jacey Goerlitz regarding our Board – hopefully she'll be ready to be presented as a candidate in January.
3. Cleveland County Mental Health Task Force: Meetings are cancelled for Nov. & Dec. We'll start back in January.
 4. TH Policy Work: Amanda and Alex are making excellent progress on Clinical Policies and Procedures. Once the entire set of documents are complete, they will be submitted to the Board for review and approval. This is being developed with input from the clinical team and clients, which is an excellent approach. We're also going to include further development related to what our agency's culture means in our work and create related documents.
 5. Donor Tracking Tool - Bloomerang: Our Social Work Student Stephanie has been working with Ilene on Bloomerang. She's had some experience working with this when she worked at the Virtue Center.
 6. TH's Vision for Growth: As people see our work, outcomes, and overall success – we repeatedly respond to questions about future growth. As additional ARPA funds (County) are becoming available through UWN, we're exploring the possibility of working with the OU E-Team to expand our evaluation process with them, begin exploring becoming an Evidenced Based Preferred/Best Practice – then if all goes well, we examine our course for development. As a firm believer of building on a solid foundation, we have quality Staff & Board, policy work is evolving and opportunities are presenting themselves for TH to at least explore our next steps. As we've discussed this with Staff, consensus is developing Community Outreach services.
 7. TH Shirts: TH shirts, etc., should be ready for pick up on 11/10/2023. Next will be the JBJ shirts.
 8. Board Retreat: Thank You Board for working together to create a wonderful retreat. I am especially excited about the strong bonds and connections that advanced during this time.

FINANCE REPORT:

1. Financial status/Bank Balance: Bank Balance for end of October 2023 = \$148,767.23. Since the first of the fiscal year, we've had extra expense in household (including some new mattresses); van repair; property maintenance/repair (including additional lighting & Ring security cameras). We're still behind with DMHSAS funds but with the census filling up, that should improve. Client fees are also down, but that will start picking up as clients become employed and at least 1 will start receiving SSI benefits.
2. Staff Holiday Bonuses: FYI, this year we budgeted an extra \$5,000 in salary that can be used for Staff Bonuses. The Board determines whether bonuses are given and the amount for each staff member.
3. United Way: UWN campaign is still going on. Reminder, **blackout period for UWN funded agencies is September 15 – November 15.**

FUND RAISING:

1. Donor Drive for FY'24: Sara & I talked about the Donor Drive. She'll be working with the Board to kick this off hopefully in December.
2. BJJ'24: BJJ'24 is set for June 1, 2024 at The Well. I think the 2 primary committees need to be Sponsor Drive and Production. We do have a couple of Norman High students who may be interested in serving on Production.

CLIENT REPORT:

1. TL Program Census: Census is 12!
2. TLP Completions: Since July 1, 5 people have completed the Transitional Living Program (TLP) and with the 2 others preparing to move into their own places soon, that will bring us up to 7! We're very proud of the clients for setting their goals and working hard!
3. Benefits Awarded: 2 clients were just notified that they would start receiving SSI. One is a COP client, the other TLP. The COP client has been trying since I believe 2017.
4. Challenges: We still have some who are struggling with sobriety. Staff are doing our best to be supportive while setting limits and holding people accountable. A major barrier is the inability to get drug testing done when we suspect someone is using. I have an email out to Tiajuan at DMHSAS to see if we can somehow get testing done. I'm hesitant to try and do this at TH. For some time, clients have recommended that testing be done if we suspect someone is using.
5. Successes: In addition to the people completing the TLP, we have others who are securing employment. Most who had jobs have already moved into their own places, but 2 of our newer clients just found out they got jobs today.
6. Holiday Party/Open House: I hope the Board and others can attend our annual Holiday Party/Open House. This is the final big event of the Holiday Season and an opportunity to directly connect with the people you are helping. Staff purchase gifts for TLP & COP clients and it's a wonderful celebration with lots of connection and celebration. For many, it is their best holiday experience, so we work extra hard to make this a special event. The event is the 3rd Thursday of Dec. (21st) from 3-5.



Thanks to You, People are Living Their Best Life!

Transition House, Inc.
Minutes of Board of Directors
Thursday, October 19th, 2023, at 5:30 PM
Meeting Location: Drop-in Center – 700 Asp, Suite 2, Norman, OK

- 1) **Call to order:** Sara called the meeting to order at 5:31 PM CST.
(5 members present at start of meeting – quorum achieved.)
- 2) **Welcome and Introductions –**

Board Members Present

Kelly Bergin, Secretary
Marilyn Korhonen
Sara King, President
Cordt Huneke
Rebecca Delsigne, Treasurer

Gavin King, Board Fellow

Board Members Absent

Preston Court, Vice President (excused)
Kristen Lazalier (excused)
Kris Glenn
Rahill Khalili

Staff Present

Bonnie Peruttzi, Amanda Sherf

Clients Present

Noel Dominguez

- 3) **Consideration of the Agenda:** Marilyn motions to approve the Agenda, Cordt second, no opposition.
- 4) **Consideration of September's meeting minutes:** Cordt motion to approve the September meeting minutes, Marilyn second, no opposition.
- 5) **Presentation of TH Audit –** David Gandall, CPA, DWG, Inc. (by Zoom)
 - a. TH achieved an unqualified audit = highest possible opinion
 - b. We follow all of our policies, no exception found
 - c. Balance sheet looks good
 - d. Cashflow is up; had positive cashflow from JBJ
 - e. Marilyn motion to approve the audit, Cordt second, no opposition.
 - f. Cordt motion to approve all necessary tax forms, Marilyn second, no opposition.
- 6) **Client Report –** Noel
 - a. Noel shared his experience in the Norman community at large and at Transition House
- 7) **President's Report –** Sara
 - a. TH Board Retreat
 - i. November 3rd at Pioneer Library
 - ii. Start at 9:30; can't get in to set up until 9:00

- iii. Midway Deli is going to sponsor lunch – we will send out an email to get Board Member’s sandwich orders so we can submit them at least 24 hours in advance
- iv. Kelly is going to bring beverages
- b. Substitute speaker – Gail Blaylock not available
 - i. Bonnie suggests Tiajuan Walker from ODMHSAS to fill in that community resource hole
 - ii. Bonnie will share his contact info and Sara will reach out to him
- c. United Way Health Impact Council visit yesterday
 - i. 4 members attended, exec Board attended, went well

8) Treasurer’s Report – Rebecca

- a. Balance in for Sept 2023 is \$155,143.29
- b. Goal = keep it up
 - i. Will require more donations and grants
- c. United Way Health Impact Council member let us know yesterday that there are additional ARPA funds that United Way will have to give out to United Way partners only; probably approximately 20 that will apply; funds do have to be expended by FY’25 and need must be related to COVID
- d. All signature cards for the various accounts have been switched over to the new exec
- e. Marilyn moves to approve, Cordt seconds, no opposition

9) Governance – Sara

- a. Develop a Board Recruitment Plan
- b. Review of Board Matrix
 - i. Gavin has been working on the review of the board matrix; he’ll have it for the board retreat for us to use as a tool for more intentional board recruitment
- c. Marilyn has a lead on a Norman resident who has a background in homeless services – Marilyn will follow up with that person/connect them to Bonnie

10) Business

- a. Consideration of Audit report - Done
- b. Consideration of Treasurer’s Report - Done
- c. Transition House & JBJ t-shirts
 - i. Consideration to cover costs of hoodies/long sleeve shirts
 - 1. Regular shirts = Bella Canvas = just front
 - 2. JBJ shirts = Gildan = front and bank
 - 3. 100 shirts (either type) = \$1,000-\$1,200
 - ii. Further consideration related to JBJ shirt/logo design
 - 1. JBJ final design still pending, awaiting input from the shirt design people
 - iii. 90 regular shirts + 5 hoodies + 5 long sleeves for staff = \$74.22 more than just ordering 100 shirts

- iv. Marilyn motion to purchase regular TH shirts + long sleeves + hoodies for staff and to also purchase of 100 shirts for JBJ'24 once design finalized, Rebecca second, none opposed
 - v. **If anyone wants a specific shirt style/color, let Bonnie know**
 - d. Decision regarding FY'24 Donor Drive
 - i. We have some good, consistent monthly donors
 - ii. JBJ'24 is an isolated event, not a donor drive so much
 - 1. Don't want to be approaching the same people twice
 - iii. Tabled to discuss more at the Board retreat
- 11) **Fundraising** – (Kristen absent)
- a. JBJ'24 Saturday June 1st, 2024 at The Well – **mark your calendars**
- 12) **Board Activity Report**
- a. None
- 13) **Staff Report** – Amanda
- a. Kaylee is back
 - b. TLP program will be full on Tuesday
 - c. Still working on policy update
 - d. Got connected to Karen Walker-Dodge at OIDS – planning a resource fair with her and a few others
 - i. Used to happen through Continuum of Care pre-COVID about once per quarter, haven't really happened yet
 - ii. Provide services like birth certificates, IDs, etc. like a one-stop shop
 - iii. January 19th from 1-5pm at the central Norman library (Redbud Room)
- 14) **Executive Director's Report** – Bonnie
- a. Bonnie is brainstorming on the potential for additional ARPA funds
 - i. Issue for ARPA funds is they have to be used by end of FY'25
 - b. We are getting good press for our outcomes, it has made it to the Norman Mayor, Bonnie will be meeting with him in the future
 - c. Steve Boyer = client representative; he hopes to rejoin us eventually but has been unable to because of health issues; we will keep him as our client representative, still a big supporter of TH – **will do a card for him at the Board retreat, Kelly will get one**
- 15) **As May Arise**
- 16) **Adjourn Board meeting:** Cordt motion to adjourn, Marilyn seconded, no opposition.
Meeting adjourned at 6:46PM.

Submitted by: Kelly Bergin, Secretary.

Sara King, President

Kelly Bergin, Secretary

Board Members	Agenda	Minutes from Sept Meeting	TH Audit	Tax Forms	Treasurer's Report	Shirts	Adjournment
Sara King	Y	Y	Y	Y	Y	Y	Y
Rebecca Delsigne	Y	Y	Y	Y	Y	S-Y	Y
Preston Court							
Kris Glenn							
Cordt Huneke	S-Y	M-Y	Y	M-Y	S-Y	Y	M-Y
Kristen Lazalier							
Marilyn Korhonen	M-Y	S-Y	M-Y	S-Y	M-Y	M-Y	S-Y
Kelly Bergin	Y	Y	Y	Y	Y	Y	Y
Rahill Khalili							

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

Transition House, Inc., Monthly Report

Oct 2023

I. PEOPLE SERVED

A. Total # of (Unduplicated) Participants:		45
B. Transitional Living Program (TLP)		
1. Number of Clients:		14
2. Details:		
# of males:		10
# of females:		4
# employed:		2
# volunteering outside of TH:		1
# in school:		2
# in crisis bed:		0
3. TL Days:		325

II. INCOME/EXPENDITURES

A. Total Income:	\$29,862.14
B. Total Expenditures:	\$33,214.89
C. TLP	
1. Expenditures:	\$26,243.86
2. TLP Client Fees:	\$74.00
3. Cost/TLP Day:	\$80.75
D. COP	
1. Expenditures:	\$6,971.03
2. Cost/COP Contact:	\$54.89

C. Community Outreach Program (COP)

	duplicated	unduplicated
1. Total # of Participants:	43	31
Drop-In:	31	
Activities:	10	
Community Wellness Project:	2	
Student Wellness Project:	0	
2. Total # of Contacts:	127	
Drop-In:	125	
Activities:	34	
Community Wellness Project:	0	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	2	3
Crisis Intervention:	1	1
Grocery Shopping:	0	0
Community Living Support:	14	29
Social/Recreational:	25	82
Grocery Shopping/ Social:	4	10
Grocery Shopping/Com. Living:	1	2
Community Wellness:	0	0
Unduplicated Totals:	31	127

IV. NARRATIVE

October kicks off the Holiday season at Transition House. We recognize the importance of providing extra support during this time while empowering connection and play. Staff and clients worked together to create a fun-filled Halloween celebration that included a variety of games with prizes - many of which were stress-reduction tools. It takes a lot of creativity and planning to make events like this fun and healing. Great job everyone!

The Halloween party is the kick off for the season. Staff works hard with the clients to help create new holiday traditions. Even though some clients may not attend events for whatever reason, they often reflect on the fun and joy that they experience during this season at TH. The other side of this reality is that for some, no matter what opportunities are available, this still is a time of struggle. We remain mindful of working to juggle and balance creating fun celebrations while recognizing that some clients will simply need more support during this time.

Community networking continues to be an important part of the work of TH. In addition to the Mental Health Task Force, Continuum of Care, CCM and more - the newest opportunity involves partnering with staff from OIDS and others to plan and develop another Norman Resource Fair scheduled for mid-January. Pre-pandemic, these Fairs were important tools that helped to provide connections and resources for clients in a more efficient manner. I am grateful that TH can be active in helping to restore this opportunity not only for TH clients, but many others in our community. Thanks Amanda for going above and beyond!

Amanda has been working closely with our attorney, Alex Towler, in the further development of TH's clinical policies and procedures. This is a big undertaking and I'm very grateful for their work. Care is taken to include input from clients and other staff as each policy is reviewed, evaluated and updated.

TH had our site visit from the United Way of Norman. Feedback was very positive. We continue to be asked why TH doesn't expand since we have such good outcomes. We recognize that more isn't always better when it comes to intensive mental health services. With that, we're also willing to examine ways that TH can develop while not compromising client services. We continue to be in communication with Geneva from OU's E-Team to discuss the possibility of TH working to become an Evidence Based Preferred/Best Practice. We've talked about this before but never really looked into what this will involve. For TH, if healthy growth is in our future, we want to do it from a solid foundation. We feel exploring this possibility can provide a step in the right direction. Once again, TH is 'Daring Greatly' as we explore possibilities!



Bonnie L. Peruzzi, MHR, Executive Director

11/10/2023

Transition House, Inc., Monthly Report

Oct 2023

Oct 2023	
V. HOURS OF DIRECT SERVICES:	250.5
A. Individual Basis (total hours):	87.5
1. Daily Living:	27.5
2. Pre-voc./Vocational:	7
3. Social Skills:	9
4. Crisis Intervention:	6
5. Treatment/Rehab. Plans:	20
6. Supportive Counseling:	18
B. Group Basis (total hours):	103
1. Daily Living:	61
2. Pre-voc/Vocational:	8
3. Social Skills:	34
C. Com Outreach (total hours):	29.5
1. Structured Activities:	8
2. Drop-In:	21.5
3. Community Wellness Project	0
4. Student Wellness Project	0
D. Referrals/Screening/Interviewing (total hours):	30.5
VI. HOURS OF NON-DIRECT SERVICES:	239
1. Consultation:	130.5
2. Documentation & Activity Prep:	103.5
3. Training:	5
Amanda:10/31- Dream clock training (DIE)	1.5
VII. HOURS OF ADMINISTRATIVE WORK:	250.5
1. Meetings:	16
2. Community Contacts:	23.5
3. Administrative Duties:	211
<i>Guest Speaker (who, when)</i>	
VIII. SCREENING FOR T.H. PROGRAM:	
1. Total #of Inquiries:	32
2. Total #of Referrals Received:	11
3. Total # Interviewed For Admission:	5
4. Total # Accepted: 4 moved in - 1 did not	5
IX. DONATIONS to T.H.:	
1. Volunteer Names:	Volunteers Hours
Stephanie Miller	31.5
	0
Mary Lee	3
Ali Bush	11.5
Diasy Looper	7
	0
	0
<i>Total:</i>	53
2. In-Kind Donations (List of Donors; Items Donated):	Estimated Value
Menstrual products - Community Cycles	\$100
TOTAL:	\$100

Transition House FY'24 Monthly Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	Oct FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	0.00	8.33	(8.33)	0.00%
United Way/Norman	\$4,312	\$733	\$86	\$1,383	\$2,110	\$4,312	4,312.00	4,312.00	0.00	100.00%
Fund Raising										
Fund Raising Exp.	\$2,500						-12.95	-208.33	195.38	6.22%
Fund Raising Inc.	\$22,500						0.00	1,875.00	(1,875.00)	0.00%
FR Events - Total	-\$13	-\$2	\$0	-\$6	-\$4	-\$13	-12.95	1,666.67	(1,679.62)	-0.78%
DMHSAS										
Unreimbursed services	-\$1,705						-1,705.00		(1,705.00)	100.00%
**ODMHSAS contract-billed	\$22,042						22,041.67	\$22,500	(458.33)	97.96%
DMHSAS	\$20,337	\$3,457	\$407	\$14,846	\$1,627	\$20,337	20,336.67	\$22,500	(2,163.33)	90.39%
Other Gov. Grants(SVSC & ARPA)	\$3,816	\$649	\$76	\$1,964	\$1,127	\$3,816	3,816.36	\$4,055	(238.64)	94.12%
Foundation Grants	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$833	(833.33)	0.00%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$83	(83.33)	0.00%
Donor Drive	\$1,267	\$215	\$25	\$811	\$215	\$1,267	1,267.00	\$1,833	(566.33)	69.11%
Client/Participant Fees	\$74	\$13	\$1	\$60	\$0	\$74	74.00	\$683	(609.33)	10.83%
Interest	\$69	\$12	\$1	\$12	\$44	\$69	69.06	\$41	27.73	167.09%
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$0	0.00	0.00%
TOTAL	\$29,862	\$5,077	\$597	\$19,069	\$5,119	\$29,862	29,862.14	\$36,017	(6,154.51)	82.91%
TH EXPENSES: Preliminary										
Salaries	\$19,917	\$3,386	\$398	\$12,747	\$3,386	\$19,917	19,916.66	20,333.33	(416.67)	97.95%
Employees Health, Dental, Life Ins.	\$2,593	\$441	\$52	\$1,660	\$441	\$2,593	2,593.17	2,666.67	(73.50)	97.24%
Worker's Comp.	\$0	\$0	\$0	\$0	\$0	\$0	0.00	416.67	(416.67)	0.00%
FICA/Pay.Tax/OES	\$1,570	\$267	\$31	\$1,005	\$267	\$1,570	1,569.89	1,750.00	(180.11)	89.71%
Professional Services(Legal/Acct/Consultants)	\$385	\$65	\$8	\$246	\$65	\$385	385.00	1,391.67	(1,006.67)	27.67%
Office Supplies (including QuickBook Payroll Exp)	\$747	\$127	\$15	\$478	\$127	\$747	747.48	250.00	497.48	298.99%
Telephone/Internet/Website	\$310	\$53	\$6	\$198	\$53	\$310	309.59	375.00	(65.41)	82.56%
Postage	\$4	\$1	\$0	\$3	\$1	\$4	4.23	33.33	(29.10)	12.69%
Rent	\$4,510	\$767	\$90	\$2,886	\$767	\$4,510	4,510.00	4,416.67	93.33	102.11%
Utilities	\$1,078	\$183	\$22	\$690	\$183	\$1,078	1,078.19	1,083.33	(5.14)	99.53%
Household	\$127	\$22	\$3	\$81	\$22	\$127	126.65	233.33	(106.68)	54.28%
Maint/Rep-Property	\$308	\$52	\$6	\$197	\$52	\$308	308.39	83.33	225.06	370.08%
Maint/Rep-Equipment	\$480	\$82	\$10	\$307	\$82	\$480	479.63	416.67	62.96	115.11%
Training/Development	\$0	\$0	\$0	\$0	\$0	\$0	0.00	333.33	(333.33)	0.00%
Food	\$116	\$20	\$2	\$74	\$20	\$116	116.28	208.33	(92.05)	55.82%
Client Supplies/Activities	\$791	\$134	\$16	\$506	\$134	\$791	790.96	875.00	(84.04)	90.40%
Streaming Services (NetFlix & Zoom)	\$26	\$4	\$1	\$17	\$4	\$26	25.98	41.67	(15.69)	62.35%
Vehicle - Gas	\$185	\$31	\$4	\$119	\$31	\$185	185.29	166.67	18.62	111.17%
Vehicle - Maint/Repair	\$68	\$11	\$1	\$43	\$11	\$68	67.50	208.33	(140.83)	32.40%
Vehicle- Insurance/Tag	\$0	\$0	\$0	\$0	\$0	\$0	0.00	233.33	(233.33)	0.00%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	0.00	50.00	(50.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	0.00	8.33	(8.33)	0.00%
General/Prof Liability	\$0	\$0	\$0	\$0	\$0	\$0	0.00	270.83	(270.83)	0.00%
Dir./Officers Liability	\$0	\$0	\$0	\$0	\$0	\$0	0.00	170.83	(170.83)	0.00%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0.00	0.00	0.00	0.00%
TOTAL	\$33,215	\$5,647	\$664	\$21,258	\$5,647	\$33,215	33,214.89	\$36,016.65	(2,801.76)	92.22%
Dif. Between Inc vs Exp:	-\$3,353	-\$570	-\$67	-\$2,188	-\$528	-\$3,353	-3,352.75	0.00	(3,352.75)	100.00%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$148,767.23		

Transition House FY'24 Year to Date Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	Year to Date FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$33.36	(33.36)	0.00%
United Way/Norman	\$17,248	\$2,932	\$345	\$5,532	\$8,439	\$17,248	\$17,248.00	\$17,248.00	0.00	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	\$2,500						-\$115.07	-\$833.36	718.29	13.81%
Fund Raising Inc.	\$22,500						\$292.00	\$7,500.00	(7,208.00)	3.89%
FR Events - Total	\$177	\$30	\$4	\$88	\$55	\$177	\$176.93	\$6,666.64	(6,489.71)	2.65%
DMHSAS										
Unreimbursed services	-\$1,705						-\$1,705.00		(1,705.00)	100.00%
**ODMHSAS contract-billed	\$85,857						\$85,856.68	\$90,000.00	(4,143.32)	95.40%
DMHSAS	\$84,152	\$14,306	\$1,683	\$61,431	\$6,732	\$84,152	\$84,151.68	\$90,000.00	(5,848.32)	93.50%
Other Gov. Grants(SVSC & ARPA)	\$14,231	\$2,419	\$285	\$7,326	\$4,202	\$14,231	\$14,231.34	\$16,220.00	(1,988.66)	87.74%
Foundation Grants	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	\$10,000.00	\$3,333.36	6,666.64	300.00%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$333.36	(333.36)	0.00%
Donor Drive	\$5,663	\$963	\$113	\$3,624	\$963	\$5,663	\$5,663.00	\$7,333.36	(1,670.36)	77.22%
Client/Participant Fees	\$659	\$112	\$13	\$534	\$0	\$659	\$659.00	\$2,733.36	(2,074.36)	24.11%
Interest	\$291	\$49	\$6	\$49	\$186	\$291	\$291.01	\$165.36	125.65	175.99%
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0.00	0.00	0.00%
TOTAL	\$132,421	\$22,512	\$2,648	\$84,985	\$22,276	\$132,421	\$132,420.96	\$144,066.80	(11,645.84)	91.92%
TH EXPENSES: Preliminary										
Salaries	\$79,667	\$13,543	\$1,593	\$50,987	\$13,543	\$79,667	\$79,666.64	\$81,333.36	(1,666.72)	97.95%
Employees Health, Dental, Life Ins.	\$10,373	\$1,763	\$207	\$6,639	\$1,763	\$10,373	\$10,372.68	\$10,666.64	(293.96)	97.24%
Worker's Comp.	\$3,985	\$677	\$80	\$2,550	\$677	\$3,985	\$3,985.00	\$1,666.64	2,318.36	239.10%
FICA/Pay.Tax/OES	\$6,769	\$1,151	\$135	\$4,332	\$1,151	\$6,769	\$6,768.57	\$7,000.00	(231.43)	96.69%
Professional Services(Legal/Acct/Consultants)	\$7,268	\$1,235	\$145	\$4,651	\$1,235	\$7,268	\$7,267.50	\$5,566.64	1,700.86	130.56%
Office Supplies (including QuickBook Payroll Exp)	\$1,299	\$221	\$26	\$832	\$221	\$1,299	\$1,299.25	\$1,000.00	299.25	129.93%
Telephone/Internet/Website	\$1,188	\$202	\$24	\$760	\$202	\$1,188	\$1,188.18	\$1,500.00	(311.82)	79.21%
Postage	\$70	\$12	\$1	\$45	\$12	\$70	\$70.23	\$133.36	(63.13)	52.66%
Rent	\$18,040	\$3,067	\$361	\$11,546	\$3,067	\$18,040	\$18,040.00	\$17,666.64	373.36	102.11%
Utilities	\$5,226	\$888	\$105	\$3,345	\$888	\$5,226	\$5,226.39	\$4,333.36	893.03	120.61%
Household (includes new mattresses)	\$2,640	\$449	\$53	\$1,690	\$449	\$2,640	\$2,640.29	\$933.36	1,706.93	282.88%
Maint/Rep-Property(includes Ring cameras)	\$1,944	\$331	\$39	\$1,244	\$331	\$1,944	\$1,944.40	\$333.36	1,611.04	583.27%
Maint/Rep-Equipment	\$1,808	\$307	\$36	\$1,157	\$307	\$1,808	\$1,807.73	\$1,666.64	141.09	108.47%
Training/Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$1,333.36	(1,333.36)	0.00%
Food	\$288	\$49	\$6	\$184	\$49	\$288	\$287.65	\$833.36	(545.71)	34.52%
Client Supplies/Activities	\$2,242	\$381	\$45	\$1,435	\$381	\$2,242	\$2,242.40	\$3,500.00	(1,257.60)	64.07%
Streaming Services (NetFlix & Zoom)	\$78	\$13	\$2	\$50	\$13	\$78	\$77.94	\$166.64	(88.70)	46.77%
Vehicle - Gas	\$454	\$77	\$9	\$291	\$77	\$454	\$454.48	\$666.64	(212.16)	68.18%
Vehicle - Maint/Repair	\$1,961	\$333	\$39	\$1,255	\$333	\$1,961	\$1,960.63	\$833.36	1,127.27	235.27%
Vehicle- Insurance/Tag	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$933.36	(933.36)	0.00%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$200.00	(200.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$33.36	(33.36)	0.00%
General/Prof Liability	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$1,083.36	(1,083.36)	0.00%
Dir./Officers Liability	\$2,032	\$345	\$41	\$1,300	\$345	\$2,032	\$2,032.00	\$683.36	1,348.64	297.35%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0.00	0.00	0.00%
TOTAL	\$147,332	\$25,046	\$2,947	\$94,292	\$25,046	\$147,332	\$147,331.96	\$144,066.80	3,265.16	102.27%
Dif. Between Inc vs Exp:	-\$14,911	-\$2,535	-\$298	-\$9,308	-\$2,770	-\$14,911	-\$11,501.00	\$0.00	(11,501.00)	100.00%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$148,767.23		

**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 four months ended October 31, 2023.

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

9-Nov-23

Transition House, Inc.
Balance Sheet Prev Year Comparison
As of October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1012 · Armstrong Checking	148,742.23	84,384.19	64,358.04	76.27%
Total Checking/Savings	148,742.23	84,384.19	64,358.04	76.27%
Other Current Assets				
1055 · OKDMH contract receivable	20,171.66	20,074.99	96.67	0.48%
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	24,956.27	24,859.60	96.67	0.39%
Total Current Assets	173,698.50	109,243.79	64,454.71	59.0%
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	180,821.19	116,366.48	64,454.71	55.39%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · FICA taxes payable	94.05	-64.79	158.84	245.16%
			0.00	0.0%
			0.00	0.0%
			0.00	0.0%
			0.00	0.0%
2205 · MC taxes payable	23.99	-13.15	37.14	282.43%
2210 · FIT WH payable	96.00	16.00	80.00	500.0%
2220 · OK WH taxes payable	29.00	-11.00	40.00	363.64%
2230 · United Way WH payable	8.00	10.00	-2.00	-20.0%
2240 · Accrued vacation payable	7,792.58	7,792.58	0.00	0.0%
Total Other Current Liabilities	8,043.62	7,729.64	313.98	4.06%
Total Current Liabilities	8,043.62	7,729.64	313.98	4.06%
Long Term Liabilities				
2402 · Deferred ARPA Grant Revenue	87,733.34	0.00	87,733.34	100.0%
Total Long Term Liabilities	87,733.34	0.00	87,733.34	100.0%
Total Liabilities	95,776.96	7,729.64	88,047.32	1,139.09%
Equity				
3001 · Unrestricted net assets	-3,434.86	36,565.14	-40,000.00	-109.39%
3002 · Retained Earnings	59,223.42	63,823.84	-4,600.42	-7.21%
			0.00	0.0%
3004 · Reserve Fund	40,000.00	0.00	40,000.00	100.0%
Net Income	-10,744.33	8,247.86	-18,992.19	-230.27%
Total Equity	85,044.23	108,636.84	-23,592.61	-21.72%
TOTAL LIABILITIES & EQUITY	180,821.19	116,366.48	64,454.71	55.39%

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

	<u>Jul '23-Oct '23</u>	<u>Jul '22-Oct '22</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
4000 · Contributions	0.00	213.94	-213.94	-100.0%
4100 · United Way allocation	17,248.00	15,333.32	1,914.68	12.49%
4101 · ARPA Grant Revenue	13,886.64	0.00	13,886.64	100.0%
4200 · Fund raising				
4201 · Fund raising expenses	-115.07	-85.92	-29.15	-33.93%
4200 · Fund raising - Other	292.00	348.51	-56.51	-16.22%
Total 4200 · Fund raising	<u>176.93</u>	<u>262.59</u>	<u>-85.66</u>	<u>-32.62%</u>
5000 · ODMHSAS contract				
5001 · Unreimbursed contract services	-1,705.00	0.00	-1,705.00	-100.0%
5000 · ODMHSAS contract - Other	90,023.35	90,091.68	-68.33	-0.08%
Total 5000 · ODMHSAS contract	<u>88,318.35</u>	<u>90,091.68</u>	<u>-1,773.33</u>	<u>-1.97%</u>
5500 · Other Gov. grants	344.70	3,549.10	-3,204.40	-90.29%
5501 · Foundation/Civic Club Grants	10,000.00	10,000.00	0.00	0.0%
6000 · Donor Drive	5,663.00	6,840.00	-1,177.00	-17.21%
6200 · Participant fee	659.00	3,758.00	-3,099.00	-82.46%
6500 · Interest income	291.01	151.96	139.05	91.5%
6700 · Donated services & materials	0.00	0.00	0.00	0.0%
6900 · Miscellaneous revenues	0.00	28.86	-28.86	-100.0%
Total Income	<u>136,587.63</u>	<u>130,229.45</u>	<u>6,358.18</u>	<u>4.88%</u>
Gross Profit	<u>136,587.63</u>	<u>130,229.45</u>	<u>6,358.18</u>	<u>4.88%</u>
Expense				
Management & General	25,046.43	20,736.87	4,309.56	20.78%
Fundraising	2,946.64	2,439.63	507.01	20.78%
Transitional Living	94,292.45	78,068.22	16,224.24	20.78%
Community Outreach	25,046.43	20,736.87	4,309.56	20.78%
Total Expense	<u>147,331.96</u>	<u>121,981.59</u>	<u>25,350.37</u>	<u>20.78%</u>
Net Income/(Loss)	<u><u>-10,744.33</u></u>	<u><u>8,247.86</u></u>	<u><u>-18,992.19</u></u>	<u><u>-230.27%</u></u>

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

Expense	Mgmt &		Transitional	Communituy	Total	Mgmt &		Transitional	Communituy	Total
	General	Fundraising	Living	Outreach	Jul '23-Oct '23	General	Fundraising	Living	Outreach	Jul '22-Oct '22
7000 · Salaries & wages	13,543.33	1,593.33	50,986.65	13,543.33	79,666.64	11,990.49	1,410.65	45,140.68	11,990.49	70,532.31
7002 · Employee Health,Dental,Life Ins	1,763.36	207.45	6,638.52	1,763.36	10,372.68	1,479.70	174.08	5,570.64	1,479.70	8,704.12
7003 · Workers' comp	677.45	79.70	2,550.40	677.45	3,985.00	749.19	88.14	2,820.48	749.19	4,407.00
7004 · FICA/MC/OESC	1,150.66	135.37	4,331.88	1,150.66	6,768.57	961.59	113.13	3,620.10	961.59	5,656.40
8000 · Legal & accounting	1,235.48	145.35	4,651.20	1,235.48	7,267.50	113.69	13.38	428.00	113.69	668.75
8100 · Office supplies	220.87	25.99	831.52	220.87	1,299.25	246.54	29.00	928.13	246.54	1,450.21
8200 · Telephone/Interner/Website	201.99	23.76	760.44	201.99	1,188.18	214.68	25.26	808.22	214.68	1,262.84
8300 · Postage	11.94	1.40	44.95	11.94	70.23	10.20	1.20	38.40	10.20	60.00
8400 · Rent	3,066.80	360.80	11,545.60	3,066.80	18,040.00	2,890.00	340.00	10,880.00	2,890.00	17,000.00
8410 · Utilities	888.49	104.53	3,344.89	888.49	5,226.39	822.53	96.77	3,096.58	822.53	4,838.40
8420 · Household expenses	705.45	82.99	2,655.81	705.45	4,149.70	82.20	9.67	309.45	82.20	483.51
8430 · Property maintenance & repairs	73.95	8.70	278.39	73.95	434.99	43.10	5.07	162.24	43.10	253.50
8500 · Equipment maintenance & repair	307.31	36.15	1,156.95	307.31	1,807.73	257.96	30.35	971.14	257.96	1,517.40
8800 · Training & development	-	-	-	-	-	-	-	-	-	-
8910 · Food	48.90	5.75	184.10	48.90	287.65	106.71	12.55	401.75	106.71	627.73
Total 8920 · Client Supplies/Activites	381.21	44.85	1,435.14	381.21	2,242.40	298.83	35.16	1,125.00	298.83	1,757.82
8925 · Streaming Services	13.25	1.56	49.88	13.25	77.94	16.99	2.00	63.95	16.99	99.92
8930 · Gasoline	77.26	9.09	290.87	77.26	454.48	47.28	5.56	178.00	47.28	278.13
8940 · Vehicle maintenance & repair	333.31	39.21	1,254.80	333.31	1,960.63	19.98	2.35	75.23	19.98	117.55
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	345.44	40.64	1,300.48	345.44	2,032.00	340.51	40.06	1,281.92	340.51	2,003.00
9500 · Depreciation	-	-	-	-	-	-	-	-	-	-
9710 · Other expenses	-	-	-	-	-	-	-	-	-	-
Total Expense	25,046.43	2,946.64	94,292.45	25,046.43	147,331.96	20,736.87	2,439.63	78,068.22	20,736.87	121,981.59

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

	Jul '23-Oct '23	Jul '22-Oct '22
OPERATING ACTIVITIES		
Net Income	-10,744.33	8,247.86
Adjustments to reconcile Net Income to net cash provided by operations:		
1055 · OKDMH contract receivable	-4,771.67	-1,705.00
1060 · Prepaid Insurance	0.00	0.00
2200 · FICA taxes payable	0.00	-64.87
2205 · MC taxes payable	0.00	-13.15
2210 · FIT WH payable	0.00	16.00
2215 · TSA payable	0.00	0.00
2220 · OK WH taxes payable	0.00	6.00
2230 · United Way WH payable	0.00	-1.00
2240 · Accrued Vacation payable	0.00	0.00
2401 · Deferred grant revenue	0.00	0.00
Net cash provided by Operating Activities	-15,516.00	6,485.84
INVESTING ACTIVITIES		
1120 · Furniture & Equipment	0.00	0.00
1130 · Accumulated Depreciation	0.00	0.00
Net cash provided by Investing Activities	0.00	0.00
FINANCING ACTIVITIES		
2402 · Deferred ARPA Grant Revenue	-13,886.64	0.00
Net cash provided by Financing Activities	-13,886.64	0.00
Net cash increase for period	-29,402.64	6,485.84
Cash at beginning of period	178,144.87	77,898.35
Cash at end of period	148,742.23	84,384.19