

**TRANSITION HOUSE, INC.**  
**BOARD OF DIRECTOR'S INFORMATION**  
**MARCH 21, 2024**

**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** – Nolan
6. **TH Retirement Plans options Report** – Beth Lewis
7. **President's Report** – Sara
  - a. **TH Vision/Development of a Strategic Plan**
8. **Treasurer's Report** – Rebecca
9. **Governance**
  - a. Board Recruitment
10. **Business**
  - a. Consideration of the Treasurer's Report
  - b. Consideration of Prospective Board member
  - c. Consideration of the new Sexual Abuse & Misconduct policies
  - d. Volunteers to be “TH Ambassadors” – delivering Gifts of Hope to donors
11. **Fund Raising**
  - a. **Sponsor Committee** – Kristen
  - b. **Production Committee** - Liz
12. **Board Activity Report** (*Board members report on their work related to Transition House fund raising, connections, etc. and their goals for the next month*)
13. **Staff Report**
14. **Executive Director's Report** – Bonnie
15. As May Arise
16. Adjourn Board meeting

**Excused:**

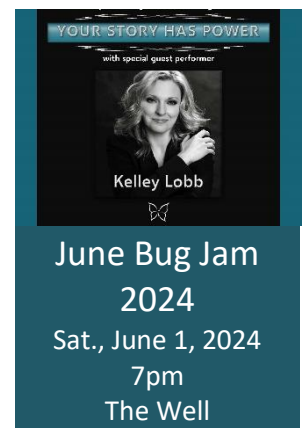


**Included:** Director's Report, Minutes from previous Board meeting; Monthly & Financial Reports; updated draft budget for FY'25-FY'27 for ARPA request; updated Employee Handbook with new Sexual Abuse & Misconduct policy

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

**TH Board Meetings for 2024**

- Thursday, January 18, 2024, 5:30pm
- Thursday, February 15, 2024, 5:30pm
- Thursday, March 21, 2024, 5:30pm
- Thursday, April 18, 2024, 5:30pm
- Thursday, May 16, 2024, 5:30pm
- **Thursday, June 20, 2024, 5:30pm – Annual Meeting**
- Thursday, July 18, 2024, 5:30pm
- **No August Meeting**
- Thursday, September 19, 2024, 5:30pm
- Thursday, October 17, 2024, 5:30pm
- Thursday, November 21, 2024, 5:30pm
- No **December Meeting – TH Holiday Party/Open House – Thursday, December 19, 2024, 3-5pm**



## DIRECTOR'S REPORT FOR MARCH 21, 2024

### ADMINISTRATIVE REPORT:

#### 1. **Staff:**

- I am once again encountering losing Vacation Leave time as well as Personal Holidays. I've scheduled leave from March 25-27 and hope to take April 25-29 off. The challenges are June Bug Jam work, plus the ARPA grant. (I've been told the ARPA grant opens April 16 and closes April 30.) I need to complete the ARPA grant as soon as it opens so I can take my April leave. Taking leave in May will likely be really challenging. I'm doing my best to manage this, but given the number of hours I accrue because of my longevity (24 hours of Vacation/month with a 120 hour cap), I've found myself in this position over the past several years, along with losing 3 Personal Holidays. I usually can't take a full week off until July 4<sup>th</sup> week. I'm doing my best to manage this situation.
- Kaylee just returned from her medical leave and this procedure went smoother than the last. Tyrese just had some time off and has more scheduled in April. Amanda is on vacation March 13 – 19. Ilene has scheduled blocks of time so she doesn't lose her leave, typically taking at least 3 days/month.
- Mandy is scheduled to begin as the TH clinical consultant on April 1. We are very grateful and look forward to having routine consultation with Mandy!
- One of our former OU student volunteers, Hima Patel, stopped by TH for a visit. She is now in her 2<sup>nd</sup> year of PA school and doing a rotation at Griffin Memorial Hospital. It's always exciting to see our former student volunteers doing so well.

#### 2. **Board:**

- We will have 1 guest at the March Board meeting who are prospective Board candidate: Jacey Goerlitz. Jacey is Preston's friend who works for the Oklahoma Foodbank. She has expressed an interest in learning more about our Board and becoming a Board member.
  - We need to continue Board recruitment. In particular, we need someone else with finance/accounting expertise – often someone with a banking background. It would be nice to have someone training so when Rebecca completes her term as Treasurer, someone will be well prepared.
  - Impact Statements: Just a reminder to get your TH Impact Statement to me if you haven't already done so.
3. **Cleveland County Mental Health Task Force:** Next meeting is set for April 12. We have the new ODMHSAS Commissioner, Allie Friesen, at the May 10 Mental Health Task Force meeting. Here's the Zoom Link: <https://us06web.zoom.us/j/5390027589> - which should be the same for each meeting.
  4. **Job Fair:** Job Fair is scheduled for April 10 from 3-6pm at The Well. Amanda has been working with others to make this event happen.
  5. **TH Policy Work:** When we were doing our renewal for our General and Professional Insurance, we realized that we did not have a specific policy that addressed Sexual Abuse & Misconduct. We reached out to Alex and she worked with Amanda and I to get this policy developed and included in our Employee Handbook. Board does need to approved this policy. This will also be included in the TH Emergency Policies and Procedures that Amanda is developing with Alex. The other clinical policies work has been delayed as Amanda has had to focus her attention on covering clinical scheduling gaps.
  6. **Donor Tracking Tool - Bloomerang:** Having help from Gavin and Stephanie (our Social Work Student) has helped Ilene make significant progress on Bloomerang. We are grateful to all for their work on this.
  7. **DMHSAS Site Visit:** Our DMHSAS site visit is being scheduled for early April. Tentative date is Thursday, April 11.
  8. **Work with the E-Team:** I'm continuing my discussions with Geneva regarding the ARPA grant and other opportunities for Transition House. The support of the E-Team makes a big difference and we are very grateful.
  9. **TH & JBJ Shirts:** The JBJ shirts are a hit! We are almost out of JBJ shirts and may need to do a re-order.
  10. **Transitions – TH newsletter:** The newest TH newsletter is complete and on the TH website. You can view it at <https://www.thouse.org/newsletters>.

### FINANCE REPORT:

1. **Financial status/Bank Balance:** Bank Balance for end of February 2024 = \$134,735.53.
2. **DMHSAS Billing:** Great news – we are just \$476.65 short of balancing our revenue from our ODMHSAS contract. Our primary fee for service contract requires TH to bill for people in the TLP. Since the pandemic, we have lost significant revenue in this area because of the client census. Amanda and the staff have worked hard to build the census appropriately and with that, we've been able to make better use of the available funds through this contract. The bad news with this contract is if we exceed billing – there is a cap, but if we fall short, we simply don't get the revenue. The cap on the contract for fee for service is \$220,000 (paying \$55/transitional living day of service since 2000). In FY'23, we were short -\$3,355.00. In FY'22, we were short -\$34,045. In FY'21, we were short -\$39,961.65. In FY'20, we were short -\$5,365. Getting a PPP loan at the beginning of the pandemic helped to offset some of those losses. The ARPA funds have helped as well. Our hope is these losses will help with our next ARPA application.
3. **United Way:** We are awaiting the finalized schedule for our United Way RFP's presentation to the Impact Councils. Total request is \$60,000 for TLP & COP. This presentation is tentatively set for April 4 early morning.
4. **ARPA Grant:** I have continued to work with staff and Geneva on the strategies for the upcoming ARPA grant. I've included the most recent draft budget which puts our request close to \$300,000. The newest revision includes having a Matching Retirement plan for employees.
5. **Potential Retirement Plan:** Beth Lewis will be at our Board meeting and will present options for lower cost Matching Retirement Plan for staff. I have worked with Beth for several years and have personally invested in a retirement plan. More and more non-profits are offering Retirement Plan options for staff so I think it's time for us to consider this option. In the past, the staff have been offered the option of Retirement Plan or raise – and taking the raise was preferred. For TH to stay competitive, we have to challenge ourselves in this area. The big challenge of course is the funding for this.

### FUND RAISING:

1. **Donor Drive for FY'24:** Kick off was Dec. 15, 2023! Thank you all for your work on this! We need to keep this drive going. We're slowly seeing increases in reoccurring donations which helps.
2. **BJJ'24:** BJJ'24 is set for June 1, 2024 at The Well. Committee work is making progress. We do have confirmation that Dr. Kelley Lobb will be performing her original song "Your Story" at The Well at BJJ!
3. **Thank You Notes:** In Gifts of Hope, Mary Lee has been helping clients create watercolor Thank You notes. Ilene is generating a list of donors (from Bloomerang) so we can start our Thank You's back up. I would also like to see 1-2 Board members delivering Gifts of Hope. The pandemic slowed down our sharing of these gifts and I'd like to see that happening more consistently again.

### CLIENT REPORT:

1. **TL Program Census:** Census is 11. We had been full, but one person left the program. Amanda will be screening for that opening when she returns.
2. **Challenges:** We're seeing several clients having challenges with budgeting. It's not always easy to talk about budgeting when their only resource is food stamps, but we're going to work in this area more intentionally. We'll be reaching out to Rebecca and other interested Board members to help be guest speakers for groups related to budgeting.
3. **Successes:** Quieter voices are being heard! It's easy for those struggling to consume a lot of our attention, time, and energy. We're in a period now when things are not as hectic and quieter voices are being heard. We're able to celebrate the seemingly little successes along with the more significant achievements. One client was able to phase up in Mental Health Court without being hospitalized, a first for him! A couple of clients have expressed interest in sharing their stories at BJJ! I am excited to see this interest. This is courageous and hard to do, but people are feeling safe. It matters.

*Together, we're creating a safe space for people to flourish & find their path to their best life!*



# TRANSITION HOUSE IMPACT



## *You Give Strength, Hope & Direction*

I want to thank you all for your care, support, time and accountability you give to us. All of your hard work is appreciated and recognized. Without you guys and the program, I'm not sure where I would be in my life. You all have given me hope and a new outlook on life and my ability to recover from everything.

Thank you all so much for all you do. You give Strength, Hope and Direction to us all.

Nolan, Client



Changing Lives by Creating Pathways for Mental Wellness  
[www.thouse.org](http://www.thouse.org)

## **Feedback from Staff:**

During Staff Meeting on 3/14/2024, Staff was asked about what they thought made a difference in the work they do with the People of TH. Here's their thoughts:

### **What makes the work of TH so unique:**

- Relationships
- Feeling safe with RC's and not judged
- Actively Listening to clients and letting them talk
- Tailor program based on their needs – personalized approach
- Having time for fun – creating more opportunities for fun and comfort
- Creating a 'family like' environment
- Staff being honest and vulnerable with clients – being real – increases respect
- Staff taking personal responsibility and accountability
- Staff being willing to admit when something doesn't go well or if they did something wrong
- Advocacy and being the clients' biggest supporter – lots of positive reinforcement
- Staff Cares about each person

**Transition House, Inc.**  
**Minutes of Board of Directors**  
**Thursday, February 24<sup>th</sup>, 2024, 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.  
(7 members present at start of meeting – quorum achieved.)
- 2) **Welcome and Introductions –**

**Board Members Present**

Sara King, President  
Marilyn Korhonen  
Kristen Lazalier  
Preston Court, Vice President  
Gavin King, Board Fellow  
Kelly Bergin, Secretary  
Cordt Huneke  
Kris Glenn

**Board Members Absent**

Rebecca Delsigne, Treasurer (excused)  
Liz McKown (excused)

Prospective Board Members: Bill Scanlon, Mandy Mallory

Guests: Geneva Stretch, OU E-Team

**Staff Present**

Bonnie Peruttzi, Amanda Sherf, Kaylee Wesson

**Clients Present**

Staci

- 3) **Welcome and Introductions**
- 4) **Consideration of the Agenda:** Kristen motions to approve the meeting agenda, seconded by Preston, no opposition.
- 5) **Consideration of January's meeting minutes:** Kelly motions to approve the meeting minutes, seconded by Preston, no opposition.
- 6) **Client Report –**
  - a. Staci provided an update on her journey at TH and the community that she has found here. Thank you, Staci!
- 7) **Community Partner Report – John Koons**
  - a. Previous franchise agreement has expired
  - b. Franchise agreement allows OG&E to access municipal property to be able to access infrastructure immediately in the event of an emergency

- c. Agreement has nothing to do with raising or lowering rates; not about choosing a different electrical provider; not about renewable energy, trimming trees, etc.
- d. OK Supreme Court has found consistently that a franchise agreement is necessary; Oklahoma State Constitution requires a vote to approve the franchise agreement
- e. It was voted on previously but failed – they’re operating under expired agreement but can’t keep doing that forever

**8) OU E-Team – Geneva Stretch**

- a. E-Team assesses, through Systems of Care, the community and individual impact and shows how programs actually save taxpayer dollars
  - i. They have developed additional systems to collect data and to accomplish tasks, like shuttling people to the correct mobile response team
- b. They are also evaluators for OCCY; creating a database for them
- c. The E-Team was impressed with what TH is doing and the impact on individual clients
  - i. The E-Team can be a grant-writing resource also; they write the grant and write themselves in to fund the evaluation
  - ii. They do participatory evaluation; would keep us involved and discuss the data as we go, not just bring results at the end
- d. Goal is to get TH designated as an evidence-based practice
  - i. Bonnie hopes external evaluation will help us increase our funding from ODMHSAS
    - 1. They will help document outcomes and that will help us sustain
- e. Board motioned to go forward with the planned use of ARPA funds last month; working with E-Team was part of that

**9) President’s Report – Sara**

- a. TH Vision/Development of a Strategic Plan
  - i. Sara and Preston are still working on it, more updates to come later

**10) Treasurer’s Report – Bonnie (Rebecca Out)**

- a. Got one \$5,000 check; match is coming for it
- b. Costs for medications have gone up for clients; added to our expenses in an unpredictable way
- c. Preston motion to approve, Cordt second, no opposition.

**11) Governance**

- a. Board Recruitment
  - i. Mandy Mallory and Bill Scanlon told us a little about themselves

**12) Business**

- a. Consideration of Treasurer’s Report
- b. Consideration of Prospective Board Members – both Mandy and Bill are willing to join us!
  - i. Preston motions, Kris seconds, no opposition.

**13) Fundraising –**

- a. Sponsor Committee – Kristen
  - i. Has met
  - ii. Tom Cooper has joined the JBJ sponsorship committee
  - iii. Everyone use the spreadsheet for JBJ fundraising
- b. Production Committee – Sara (for Liz)
  - i. Hasn't met yet but will be meeting soon

**14) Board Activity Report**

- a. None

**15) Staff Report – Amanda**

- a. Amanda has been recognized to be on the TAC; we need to promote this, this shows TH is being recognized as having staff who are experts in the field who can provide expertise to other agencies (go Amanda!)
- b. Beds are full
- c. Gene has graduated!
- d. Resource fair was very successful, same group is now organizing a job fair with other agencies that will be in April
- e. Kaylee goes out on medical leave for three weeks starting Monday; she will do some remote work during that time
  - i. Tyrese will also be gone for one week during that timeframe due to having a planned vacation

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

- a. Fundraising needs to continue – keep working on it

**17) As May Arise**

- a. None

**18) Adjourn Board meeting:** Kris motion to adjourn, Marilyn seconded, no opposition.

Meeting adjourned at 7:16 PM.

Submitted by: Kelly Bergin, Secretary.

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**Sara King, President**

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**Kelly Bergin, Secretary**

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

Board Members	Agenda	Minutes from Jan Meeting	Treasurer's Report	Prospective Board Members Mandy and Bill	Adjournment
Sara King	Y	Y	Y	Y	Y
Rebecca Delsigne					
Preston Court	S-Y	S-Y	M-Y	M-Y	Y
Kris Glenn			Y	S-Y	M-Y
Cordt Huneke			S-Y	Y	Y
Kristen Lazalier	M-Y	Y	Y	Y	Y
Marilyn Korhonen	Y	Y	Y	Y	S-Y
Kelly Bergin	Y	M-Y	Y	Y	Y
Liz McKown					



# Transition House, Inc., Monthly Report

Feb 2024

## I. PEOPLE SERVED

<b>A. Total # of (Unduplicated) Participants:</b>		<b>47</b>
<b>B. Transitional Living Program (TLP)</b>		
1. Number of Clients:		13
2. Details:		
# of males:		10
# of females:		3
# employed:		1
# volunteering outside of TH:		0
# in school:		0
# in crisis bed:		0
3. TL Days:		346

## II. INCOME/EXPENDITURES

<b>A. Total Income:</b>	\$37,872.67
<b>B. Total Expenditures:</b>	\$31,439.87
<b>C. TLP</b>	
1. Expenditures:	\$24,841.38
2. TLP Client Fees:	\$1,054
3. Cost/TLP Day:	\$71.80
<b>D. COP</b>	
1. Expenditures:	\$6,598.49
2. Cost/COP Contact:	\$48.88

## C. Community Outreach Program (COP)

	duplicated	unduplicated
1. Total # of Participants:	43	34
Drop-In:	33	
Activities:	9	
Community Wellness Project:	1	
Student Wellness Project:	0	
2. Total # of Contacts:	135	
Drop-In:	132	
Activities:	21	
Community Wellness Project:	2	
Student Wellness Project:	0	
3. Details:		
Services:	# Participants	# Contacts
Supportive Counseling:	3	5
Crisis Intervention:	0	0
Grocery Shopping:	0	0
Community Living Support:	8	9
Social/Recreational:	33	101
Grocery Shopping/ Social:	6	16
Grocery Shopping/Com. Living:	2	2
Community Wellness:	1	2
<b>Unduplicated Totals:</b>	<b>34</b>	<b>135</b>

## IV. NARRATIVE

February means time for funding proposals. This includes our RFP's for United Way of Norman for our TLP & COP, along with our request for continuing our ODMHSAS contracts. With this work, we take time to look ahead at our agency needs with hopes that funds will be available to support our agency in a manner that allows us to continue to provide high quality, low cost services. We continue to be very grateful for all of the funders who support the important work of TH and the People of TH.

This month we had the opportunity to celebrate one client's TLP completion. Celebrating successes is important at TH. Each client makes their own decision as to how they wish to be recognized. We are grateful that Gene was willing to share his achievements in a more public manner. We are so proud of his very hard work to overcome major challenges. Gene is living in his own apartment now and is employed. He was also recently recognized as the first Employee of the Month at the Noun Hotel. All of us are so very proud of this achievement. As he said, he didn't even think he could get a job and hold it, so being recognized in this way was significant for him.

We also celebrated another recent TLP graduate achievement. Tatyon was a Special Guest Speaker at the Rainbow Youth Project's 2024 *Bold Pathways Awards*. Speaking at this event was very courageous and we are so very proud of her achievements. She even shared that a member of the Project was interested in having her speak at other events nationally.

Each of these clients represent outcomes of hard work and willingness to work to find and live their best lives. Each journey is unique. I am very proud of our staff for going above and beyond to support each person in their healing journey while celebrating throughout the process.

This month we welcome our new OU Psychology students, Mya and Miriam. They join our other students, Stephanie, OU School of Social Work, and Jack from OUHSC. Our Board Fellow Gavin has expanded his volunteer time with TH and has been helping Ilene with Bloomerang - our new donor database. Each student has unique gifts that help to support the work of TH while they have opportunities to expand their knowledge. We are grateful for all TH students!

In mid-February, Kaylee, COP Recovery Coordinator, went on medical leave for part 2 of 4 surgeries. With these, she's working remote some, but typically out of the office at least 3 weeks. Thanks to our Team for working together to manage during this time.



*Bonnie L. Perutzi, MHR, Executive Director*  
3/11/2024



## Transition House, Inc., Monthly Report

Feb 2024

Feb 2024	
<b>V. HOURS OF DIRECT SERVICES:</b>	<b>267</b>
<b>A. Individual Basis (total hours):</b>	<b>114.5</b>
1. Daily Living:	53
2. Pre-voc./Vocational:	15
3. Social Skills:	11
4. Crisis Intervention:	3.5
5. Treatment/Rehab. Plans:	20.5
6. Supportive Counseling:	11.5
<b>B. Group Basis (total hours):</b>	<b>91</b>
1. Daily Living:	71
2. Pre-voc/Vocational:	2
3. Social Skills:	18
<b>C. Com Outreach (total hours):</b>	<b>59</b>
1. Structured Activities:	19.5
2. Drop-In:	37.5
3. Community Wellness Project:	2
4. Student Wellness Project:	0
<b>D. Referrals/Screening/Interviewing (total hours):</b>	<b>2.5</b>
<b>VI. HOURS OF NON-DIRECT SERVICES:</b>	<b>256</b>
1. Consultation:	187.5
2. Documentation & Activity Prep:	67
3. Training:	1.5
	1.5
<b>VII. HOURS OF ADMINISTRATIVE WORK:</b>	<b>278.5</b>
1. Meetings:	23.5
2. Community Contacts:	27
3. Administrative Duties:	228
<i>Guest Speaker (who, when)</i>	
<b>VIII. SCREENING FOR T.H. PROGRAM:</b>	
1. Total #of Inquiries:	23
2. Total #of Referrals Received:	1
3. Total # Interviewed For Admission:	0
4. Total # Accepted: (interviewed in Jan)	1
<b>IX. DONATIONS to T.H.:</b>	
<b>1. Volunteer Names:</b>	<b>Volunteers Hours</b>
Mary Lee	7
Jack Hartgrave	32
Mya Cobb	23.5
Miriam Copeland	9
Gavin King	7
Stephanie Miller	22
<i>Total:</i>	<b>100.5</b>
<b>2. In-Kind Donations (List of Donors; Items Donated):</b>	<b>Estimated Value</b>
Becky H - purses	\$50
<b>TOTAL:</b>	<b>\$50</b>

## Transition House FY'24 Monthly Financial Report

TH INCOME:		Admin:	FR:	TL:	COP:	Total:	FEB FR FY'24	TH Budget FY'24	\$ Over Budget	% of Budget
Contributions	\$112	\$19	\$2	\$19	\$72	\$112	111.78	8.33	103.45	1341.90%
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						-46.37	-208.33	161.96	22.26%
Fund Raising Inc.	\$22,500						5,132.94	1,875.00	3,257.94	273.76%
FR Events - Total	\$5,087	\$865	\$102	\$2,543	\$1,577	\$5,087	5,086.57	1,666.67	3,419.90	305.19%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$0								0.00	0.00%
DMHSAS	\$23,197	\$3,943	\$464	\$16,934	\$1,856	\$23,197	23,196.67	\$22,500	696.67	103.10%
Other Gov. Grants(SVSC & ARPA)	\$3,529	\$600	\$71	\$1,816	\$1,042	\$3,529	3,528.76	\$4,055	(526.24)	87.02%
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	\$525	\$89	\$11	\$336	\$89	\$525	525.30	\$1,833	(1,308.03)	28.65%
Client/Participant Fees	\$1,054	\$179	\$21	\$854	\$0	\$1,054	1,053.90	\$683	370.57	154.23%
Interest	\$58	\$10	\$1	\$10	\$37	\$58	57.69	\$41	16.36	139.58%
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	0.00	\$0	0.00	0.00%
<b>TOTAL</b>	<b>\$37,873</b>	<b>\$6,438</b>	<b>\$757</b>	<b>\$23,895</b>	<b>\$6,782</b>	<b>\$37,873</b>	<b>37,872.67</b>	<b>\$36,017</b>	<b>1,856.02</b>	<b>105.15%</b>
<b>TH EXPENSES:</b>										
Salaries	\$19,214	\$3,266	\$384	\$12,297	\$3,266	\$19,214	19,213.54	20,333.33	(1,119.79)	94.49%
Employees Health, Dental, Life Ins.	\$2,625	\$446	\$53	\$1,680	\$446	\$2,625	2,625.11	2,666.67	(41.56)	98.44%
Worker's Comp.	\$0	\$0	\$0	\$0	\$0	\$0	0.00	416.67	(416.67)	0.00%
FICA/Pay.Tax/OES	\$1,470	\$250	\$29	\$941	\$250	\$1,470	1,469.84	1,750.00	(280.16)	83.99%
Professional Services(Legal/Acct/Consultants)	\$75	\$13	\$2	\$48	\$13	\$75	75.00	1,391.67	(1,316.67)	5.39%
Office Supplies (including QuickBook Payroll Exp)	\$253	\$43	\$5	\$162	\$43	\$253	253.06	250.00	3.06	101.22%
Telephone/Internet/Website	\$375	\$64	\$8	\$240	\$64	\$375	375.09	375.00	0.09	100.02%
Postage	\$15	\$3	\$0	\$10	\$3	\$15	14.98	33.33	(18.35)	44.94%
Rent	\$4,510	\$767	\$90	\$2,886	\$767	\$4,510	4,510.00	4,416.67	93.33	102.11%
Utilities	\$1,276	\$217	\$26	\$817	\$217	\$1,276	1,275.98	1,083.33	192.65	117.78%
Household	\$375	\$64	\$7	\$240	\$64	\$375	374.62	233.33	141.29	160.55%
Maint/Rep-Property	\$0	\$0	\$0	\$0	\$0	\$0	0.00	83.33	(83.33)	0.00%
Maint/Rep-Equipment	\$470	\$80	\$9	\$301	\$80	\$470	470.41	416.67	53.74	112.90%
Training/Development	\$26	\$4	\$1	\$17	\$4	\$26	26.00	333.33	(307.33)	7.80%
Food	\$45	\$8	\$1	\$29	\$8	\$45	44.82	208.33	(163.51)	21.51%
Client Supplies/Activities	\$502	\$85	\$10	\$321	\$85	\$502	501.83	875.00	(373.17)	57.35%
Streaming Services (NetFlix & Zoom)	\$28	\$5	\$1	\$18	\$5	\$28	27.98	41.67	(13.69)	67.15%
Vehicle - Gas	\$182	\$31	\$4	\$116	\$31	\$182	181.61	166.67	14.94	108.96%
Vehicle - Maint/Repair	\$0	\$0	\$0	\$0	\$0	\$0	0.00	208.33	(208.33)	0.00%
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%
<b>TOTAL</b>	<b>\$31,440</b>	<b>\$5,345</b>	<b>\$629</b>	<b>\$20,122</b>	<b>\$5,345</b>	<b>\$31,440</b>	<b>31,439.87</b>	<b>36,016.65</b>	<b>(4,576.78)</b>	<b>87.29%</b>
Dif. Between Inc vs Exp:	\$6,433	\$1,094	\$129	\$3,774	\$1,437	\$6,433	6,432.80	0.00	6,432.80	100.00%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$134,735.53		

## 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	\$112	\$19	\$2	\$19	\$72	\$112	\$111.78	\$66.68	45.10	167.64%
United Way/Norman	\$34,496	\$5,864	\$690	\$11,065	\$16,877	\$34,496	\$34,496.00	\$34,496.00	0.00	100.00%
Fund Raising									0.00	0.00%
Fund Raising Exp.	\$2,500						-\$1,523.55	-\$1,666.68	143.13	91.41%
Fund Raising Inc.	\$22,500						\$5,869.94	\$15,000.00	(9,130.06)	39.13%
FR Events - Total	\$4,346	\$739	\$87	\$2,173	\$1,347	\$4,346	\$4,346.39	\$13,333.32	(8,986.93)	32.60%
DMHSAS										
Unreimbursed services	\$0								0.00	0.00%
**ODMHSAS contract-billed	\$179,523						\$179,523.35	\$180,000.00	(476.65)	99.74%
DMHSAS	\$179,523	\$30,519	\$3,590	\$131,052	\$14,362	\$179,523	\$179,523.35	\$180,000.00	(476.65)	99.74%
Other Gov. Grants(SVSC & ARPA)	\$28,330	\$4,816	\$567	\$14,583	\$8,364	\$28,330	\$28,329.75	\$32,440.00	(4,110.25)	87.33%
Foundation Grants	\$10,000	\$1,700	\$200	\$6,400	\$1,700	\$10,000	\$10,000.00	\$6,666.68	3,333.32	150.00%
Civic Clubs Donations/Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$666.68	(666.68)	0.00%
Donor Drive	\$15,224	\$2,588	\$304	\$9,744	\$2,588	\$15,224	\$15,224.30	\$14,666.68	557.62	103.80%
Client/Participant Fees	\$5,652	\$961	\$113	\$4,578	\$0	\$5,652	\$5,651.90	\$5,466.68	185.22	103.39%
Interest	\$533	\$91	\$11	\$91	\$341	\$533	\$532.75	\$330.68	202.07	161.11%
Miscellaneous	\$18	\$3	\$0	\$0	\$15	\$18	\$18.00	\$0.00	18.00	100.00%
<b>TOTAL</b>	<b>\$278,234</b>	<b>\$47,300</b>	<b>\$5,565</b>	<b>\$179,704</b>	<b>\$45,666</b>	<b>\$278,234</b>	<b>\$278,234.22</b>	<b>\$288,133.40</b>	<b>(9,899.18)</b>	<b>96.56%</b>
<b>TH EXPENSES:</b>										
Salaries	\$166,630	\$28,327	\$3,333	\$106,643	\$28,327	\$166,630	\$166,630.16	\$162,666.68	3,963.48	102.44%
Employees Health, Dental, Life Ins.	\$20,809	\$3,538	\$416	\$13,318	\$3,538	\$20,809	\$20,809.24	\$21,333.32	(524.08)	97.54%
Worker's Comp.	\$3,985	\$677	\$80	\$2,550	\$677	\$3,985	\$3,985.00	\$3,333.32	651.68	119.55%
FICA/Pay.Tax/OES	\$13,421	\$2,282	\$268	\$8,590	\$2,282	\$13,421	\$13,421.28	\$14,000.00	(578.72)	95.87%
Professional Services(Legal/Acct/Consultants)	\$8,190	\$1,392	\$164	\$5,242	\$1,392	\$8,190	\$8,190.00	\$11,133.32	(2,943.32)	73.56%
Office Supplies (including QuickBook Payroll Exp)	\$3,370	\$573	\$67	\$2,157	\$573	\$3,370	\$3,369.86	\$2,000.00	1,369.86	168.49%
Telephone/Internet/Website	\$2,627	\$447	\$53	\$1,681	\$447	\$2,627	\$2,626.77	\$3,000.00	(373.23)	87.56%
Postage	\$85	\$14	\$2	\$55	\$14	\$85	\$85.21	\$266.68	(181.47)	31.95%
Rent	\$36,080	\$6,134	\$722	\$23,091	\$6,134	\$36,080	\$36,080.00	\$35,333.32	746.68	102.11%
Utilities	\$9,366	\$1,592	\$187	\$5,994	\$1,592	\$9,366	\$9,365.87	\$8,666.68	699.19	108.07%
Household (includes new mattresses)	\$4,034	\$686	\$81	\$2,582	\$686	\$4,034	\$4,034.41	\$1,866.68	2,167.73	216.13%
Maint/Rep-Property(includes Ring cameras)	\$2,432	\$414	\$49	\$1,557	\$414	\$2,432	\$2,432.40	\$666.68	1,765.72	364.85%
Maint/Rep-Equipment	\$3,680	\$626	\$74	\$2,355	\$626	\$3,680	\$3,679.96	\$3,333.32	346.64	110.40%
Training/Development	\$1,712	\$291	\$34	\$1,096	\$291	\$1,712	\$1,712.00	\$2,666.68	(954.68)	64.20%
Food	\$909	\$154	\$18	\$582	\$154	\$909	\$908.69	\$1,666.68	(757.99)	54.52%
Client Supplies/Activities	\$7,203	\$1,225	\$144	\$4,610	\$1,225	\$7,203	\$7,203.19	\$7,000.00	203.19	102.90%
Streaming Services (NetFlix & Zoom)	\$222	\$38	\$4	\$142	\$38	\$222	\$221.83	\$333.32	(111.49)	66.55%
Vehicle - Gas	\$850	\$144	\$17	\$544	\$144	\$850	\$849.89	\$1,333.32	(483.43)	63.74%
Vehicle - Maint/Repair	\$2,768	\$470	\$55	\$1,771	\$470	\$2,768	\$2,767.52	\$1,666.68	1,100.84	166.05%
Vehicle- Insurance/Tag	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$1,866.68	(1,866.68)	0.00%
Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$400.00	(400.00)	0.00%
Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$66.68	(66.68)	0.00%
General/Prof Liability	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$2,166.68	(2,166.68)	0.00%
Dir./Officers Liability	\$2,032	\$345	\$41	\$1,300	\$345	\$2,032	\$2,032.00	\$1,366.68	665.32	148.68%
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00	\$0.00	0.00	0.00%
<b>TOTAL</b>	<b>\$290,405</b>	<b>\$49,369</b>	<b>\$5,808</b>	<b>\$185,859</b>	<b>\$49,369</b>	<b>\$290,405</b>	<b>\$290,405.28</b>	<b>\$288,133.40</b>	<b>2,271.88</b>	<b>100.79%</b>
Dif. Between Inc vs Exp:	-\$12,171	-\$2,069	-\$243	-\$6,156	-\$3,703	-\$12,171	-\$12,171.06	\$0.00	(12,171.06)	100.00%
Overall Program %		17%	2%	64%	17%	100%	Bank Balance	\$134,735.53		

**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 eight months ended February 29, 2024.

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

**6-Mar-24**

**Transition House, Inc.**  
**Balance Sheet Prev Year Comparison**  
As of February 29, 2024

	Feb 29, 24	Feb 28, 23	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1012 · Armstrong Checking	134,735.53	141,419.92	-6,684.39	-4.73%
<b>Total Checking/Savings</b>	<b>134,735.53</b>	<b>141,419.92</b>	<b>-6,684.39</b>	<b>-4.73%</b>
<b>Other Current Assets</b>				
1055 · OKDMH contract receivable	18,864.99	16,169.99	2,695.00	16.67%
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%
<b>Total Other Current Assets</b>	<b>23,649.60</b>	<b>20,954.60</b>	<b>2,695.00</b>	<b>12.86%</b>
<b>Total Current Assets</b>	<b>158,385.13</b>	<b>162,374.52</b>	<b>-3,989.39</b>	<b>-2.46%</b>
<b>Fixed Assets</b>				
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%
<b>Total Fixed Assets</b>	<b>7,122.69</b>	<b>7,122.69</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b><u>165,507.82</u></b>	<b><u>169,497.21</u></b>	<b><u>-3,989.39</u></b>	<b><u>-2.35%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
2200 · FICA taxes payable	94.05	2,350.39	-2,256.34	-96.0%
2205 · MC taxes payable	23.99	551.69	-527.70	-95.65%
2210 · FIT WH payable	96.00	1,552.00	-1,456.00	-93.81%
2215 · TSA payable	0.00	100.00		
2220 · OK WH taxes payable	29.00	590.00	-561.00	-95.09%
2230 · United Way WH payable	8.00	218.80	-210.80	-96.34%
2240 · Accrued vacation payable	7,792.58	7,792.58	0.00	0.0%
<b>Total Other Current Liabilities</b>	<b>8,043.62</b>	<b>13,155.46</b>	<b>-5,111.84</b>	<b>-38.86%</b>
<b>Total Current Liabilities</b>	<b>8,043.62</b>	<b>13,155.46</b>	<b>-5,111.84</b>	<b>-38.86%</b>
<b>Long Term Liabilities</b>				
2402 · Deferred ARPA Grant Revenue	73,846.70	67,206.66	6,640.04	9.88%
<b>Total Long Term Liabilities</b>	<b>73,846.70</b>	<b>67,206.66</b>	<b>6,640.04</b>	<b>9.88%</b>
<b>Total Liabilities</b>	<b>81,890.32</b>	<b>80,362.12</b>	<b>1,528.20</b>	<b>1.9%</b>
<b>Equity</b>				
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%
<b>Net Income</b>	<b>-12,171.06</b>	<b>-11,253.89</b>	<b>-917.17</b>	<b>-8.15%</b>
<b>Total Equity</b>	<b>83,617.50</b>	<b>89,135.09</b>	<b>-5,517.59</b>	<b>-6.19%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>165,507.82</u></b>	<b><u>169,497.21</u></b>	<b><u>-3,989.39</u></b>	<b><u>-2.35%</u></b>

## Transition House, Inc. Profit & Loss Prev Year Comparison July 1, 2023 - February 29, 2024

	<u>Jul '23-Feb '24</u>	<u>Jul '22-Feb '23</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
4000 · Contributions	111.78	590.09	-478.31	-81.06%
4100 · United Way allocation	34,496.00	30,666.64	3,829.36	12.49%
4101 · ARPA Grant Revenue	27,773.28	2,793.34	24,979.94	894.27%
4200 · Fund raising				
4201 · Fund raising expenses	-1,523.55	-268.64	-1,254.91	-467.13%
4200 · Fund raising - Other	5,869.94	1,940.51	3,929.43	202.5%
<b>Total 4200 · Fund raising</b>	<u>4,346.39</u>	<u>1,671.87</u>	<u>2,674.52</u>	<u>159.97%</u>
5000 · ODMHSAS contract				
5001 · Unreimbursed contract services	0.00	0.00	0.00	0.0%
5000 · ODMHSAS contract - Other	179,523.35	180,183.36	-660.01	-0.37%
<b>Total 5000 · ODMHSAS contract</b>	<u>179,523.35</u>	<u>180,183.36</u>	<u>-660.01</u>	<u>-0.37%</u>
5500 · Other Gov. grants	556.47	7,106.63	-6,550.16	-92.17%
5501 · Foundation/Civic Club Grants	10,000.00	10,000.00	0.00	0.0%
6000 · Donor Drive	15,224.30	19,180.00	-3,955.70	-20.62%
6200 · Participant fee	5,651.90	7,238.00	-1,586.10	-21.91%
6500 · Interest income	532.75	312.05	220.70	70.73%
6700 · Donated services & materials	0.00	0.00	0.00	0.0%
6900 · Miscellaneous revenues	18.00	228.95	-210.95	-92.14%
<b>Total Income</b>	<u>278,234.22</u>	<u>259,970.93</u>	<u>18,263.29</u>	<u>7.03%</u>
<b>Gross Profit</b>	278,234.22	259,970.93	18,263.29	7.03%
<b>Expense</b>				
Management & General	49,368.90	46,108.22	3,260.68	7.07%
Fundraising	5,808.11	5,424.50	383.61	7.07%
Transitional Living	185,859.38	173,583.88	12,275.49	7.07%
Community Outreach	49,368.90	46,108.22	3,260.68	7.07%
<b>Total Expense</b>	<u>290,405.28</u>	<u>271,224.82</u>	<u>19,180.46</u>	<u>7.07%</u>
<b>Net Income/(Loss)</b>	<u><u>-12,171.06</u></u>	<u><u>-11,253.89</u></u>	<u><u>-917.17</u></u>	<u><u>-8.15%</u></u>

**Transition House, Inc.**  
**Statement of Functional Expenses**  
**Prev Year Comparison**  
**July 1, 2023 - Feb 29, 2024**

Expense	Mgmt &		Transitional	Communituy	Total	Mgmt &		Transitional	Communituy	Total
	General	Fundraising	Living	Outreach	Jul '23-Feb '24	General	Fundraising	Living	Outreach	Jul '22-Feb '23
<b>7000 · Salaries &amp; wages</b>	28,327.13	3,332.60	106,643.30	28,327.13	166,630.16	26,801.04	3,153.06	100,898.04	26,801.04	157,653.18
<b>7002 · Employee Health,Dental,Life Ins</b>	3,537.57	416.18	13,317.91	3,537.57	20,809.24	2,946.59	346.66	11,093.04	2,946.59	17,332.88
<b>7003 · Workers' comp</b>	677.45	79.70	2,550.40	677.45	3,985.00	749.19	88.14	2,820.48	749.19	4,407.00
<b>7004 · FICA/MC/OESC</b>	2,281.62	268.43	8,589.62	2,281.62	13,421.28	2,103.89	247.52	7,920.51	2,103.89	12,375.80
<b>8000 · Legal &amp; accounting</b>	1,392.30	163.80	5,241.60	1,392.30	8,190.00	1,991.00	234.24	7,495.52	1,991.00	11,711.75
<b>8100 · Office supplies</b>	572.88	67.40	2,156.71	572.88	3,369.86	788.45	92.76	2,968.29	788.45	4,637.95
<b>8200 · Telephone/Interner/Website</b>	446.55	52.54	1,681.13	446.55	2,626.77	444.43	52.29	1,673.15	444.43	2,614.30
<b>8300 · Postage</b>	14.49	1.70	54.53	14.49	85.21	10.20	1.20	38.40	10.20	60.00
<b>8400 · Rent</b>	6,133.60	721.60	23,091.20	6,133.60	36,080.00	5,763.00	678.00	21,696.00	5,763.00	33,900.00
<b>8410 · Utilities</b>	1,592.20	187.32	5,994.16	1,592.20	9,365.87	1,572.09	184.95	5,918.45	1,572.09	9,247.58
<b>8420 · Household expenses</b>	685.85	80.69	2,582.02	685.85	4,034.41	285.92	33.64	1,076.42	285.92	1,681.91
<b>8430 · Property maintenance &amp; repairs</b>	413.51	48.65	1,556.74	413.51	2,432.40	124.58	14.66	469.00	124.58	732.81
<b>8500 · Equipment maintenance &amp; repair</b>	625.59	73.60	2,355.17	625.59	3,679.96	590.24	69.44	2,222.09	590.24	3,472.01
<b>8800 · Training &amp; development</b>	291.04	34.24	1,095.68	291.04	1,712.00	161.19	18.96	606.84	161.19	948.19
<b>8910 · Food</b>	154.48	18.17	581.56	154.48	908.69	197.37	23.22	743.03	197.37	1,160.98
<b>Total 8920 · Client Supplies/Activites</b>	1,224.54	144.06	4,610.04	1,224.54	7,203.19	973.59	114.54	3,665.29	973.59	5,727.01
<b>8925 · Streaming Services</b>	37.71	4.44	141.97	37.71	221.83	50.97	6.00	191.90	50.97	299.84
<b>8930 · Gasoline</b>	144.48	17.00	543.93	144.48	849.89	104.56	12.30	393.65	104.56	615.08
<b>8940 · Vehicle maintenance &amp; repair</b>	470.48	55.35	1,771.21	470.48	2,767.52	64.69	7.61	243.55	64.69	380.55
<b>8950 · Vehicle insurance</b>	-	-	-	-	-	-	-	-	-	-
<b>9000 · Dues &amp; subscriptions</b>	-	-	-	-	-	44.71	5.26	168.32	44.71	263.00
<b>9450 · General &amp; prof liability ins</b>	-	-	-	-	-	-	-	-	-	-
<b>9455 · Directors &amp; officers liab ins</b>	345.44	40.64	1,300.48	345.44	2,032.00	340.51	40.06	1,281.92	340.51	2,003.00
<b>9500 · Depreciation</b>	-	-	-	-	-	-	-	-	-	-
<b>9710 · Other expenses</b>	-	-	-	-	-	-	-	-	-	-
<b>Total Expense</b>	<b>49,368.90</b>	<b>5,808.11</b>	<b>185,859.38</b>	<b>49,368.90</b>	<b>290,405.28</b>	<b>46,108.22</b>	<b>5,424.50</b>	<b>173,583.88</b>	<b>46,108.22</b>	<b>271,224.82</b>



**Transition House, Inc.**  
**Statement of Cash Flows**  
**July 1, 2023 - February 29, 2024**

	<u>Jul '23-Feb '24</u>	<u>Jul '22-Feb '23</u>
<b>OPERATING ACTIVITIES</b>		
Net Income	-12,171.06	-11,253.89
Adjustments to reconcile Net Income to net cash provided by operations:		
1055 · OKDMH contract receivable	-3,465.00	2,200.00
1060 · Prepaid Insurance	0.00	0.00
2200 · FICA taxes payable	0.00	2,350.31
2205 · MC taxes payable	0.00	551.69
2210 · FIT WH payable	0.00	1,552.00
2215 · TSA payable	0.00	100.00
2220 · OK WH taxes payable	0.00	607.00
2230 · United Way WH payable	0.00	207.80
2240 · Accrued Vacation payable	0.00	0.00
2401 · Deferred grant revenue	0.00	0.00
Net cash provided by Operating Activities	<u>-15,636.06</u>	<u>-3,685.09</u>
<b>INVESTING ACTIVITIES</b>		
1120 · Furniture & Equipment	0.00	0.00
1130 · Accumulated Depreciation	0.00	0.00
Net cash provided by Investing Activities	<u>0.00</u>	<u>0.00</u>
<b>FINANCING ACTIVITIES</b>		
2402 · Deferred ARPA Grant Revenue	-27,773.28	67,206.66
Net cash provided by Financing Activities	<u>-27,773.28</u>	<u>67,206.66</u>
Net cash increase for period	-43,409.34	63,521.57
Cash at beginning of period	178,144.87	77,898.35
Cash at end of period	<u><u>134,735.53</u></u>	<u><u>141,419.92</u></u>

**Transition House FY'25-27  
Proposed Budget for UWN RFP's plus ARPA**

Columns H-J reflect FY'25-FY'27 ARPA Budget proposals

FR expenses: TH/IBJ shirts; pens, etc.

<b>Current:</b>	City	State	Total
SVSC \$4000	ARPA \$39,960	ARPA \$20,000	\$63,960
rec'd \$3,000 FY'24			

5% Salary increases plus \$10,000 extra annually for retention Bonuses

\$25,640 total 3 yr additional costs

Accounting: Legal Consulting fees & Policy work; + E-Team Evaluation & Program Dev	Beyond Recovery advancement plus work to become evidence based promising/best practice			E-Team
	FY'25	FY'26	FY'27	
	\$20-\$25K	\$10-\$15K	\$5-\$10K	

FY24: Bloomerang \$1,292; TheraNest \$540; QuickBook(annual payroll tax fee, etc.) \$575; Website Sq Space \$252; background checks

apts	\$35,520	office/DI	\$21,000	\$56,520
FY'24 apts	\$34,320	FY'24 Office/DI	\$19,800	\$54,120

Based on this -

Request approx \$294,000 in ARPA funds - using them by end of 2026

	FY25 Proposed Budget for UWN RFPs	TH Budget FY24	\$ Over Budget	% of Budget	FY25 Proposed Budget w/ more ARPA	FY26 Proposed Budget w/ more ARPA	FY27 Proposed Budget w/ more ARPA
<b>TH INCOME:</b>							
Contributions	\$100	\$100	0.00	100.00%	\$100	\$100	\$100
United Way/Norman	\$60,000	\$51,744	8,256.00	115.96%	\$52,000	\$53,000	\$54,000
Fund Raising							
Fund Raising Exp.			0.00	0.00%	\$3,000	\$3,000	\$3,000
Fund Raising Inc.			0.00	0.00%	\$23,000	\$24,000	\$25,000
FR Events - Total	\$22,000	\$20,000	2,000.00	110.00%	\$20,000	\$23,000	\$24,000
DMHSAS							
Unreimbursed services			0.00	0.00%			
**ODMHSAS contract-billed			0.00	0.00%			
DMHSAS	\$270,000	\$270,000	0.00	100.00%	\$270,000	\$270,000	\$270,000
Other Gov. Grants(SVSC & ARPA)	\$63,960	\$48,660	15,300.00	131.44%	\$63,960	\$4,000	\$5,000
Foundation Grants	\$10,000	\$10,000	0.00	100.00%	\$10,000	\$10,000	\$10,000
Civic Clubs Donations/Grants	\$0	\$1,000	(1,000.00)	0.00%	\$0	\$0	\$0
Donor Drive	\$24,000	\$22,000	2,000.00	109.09%	\$22,000	\$23,000	\$24,000
Client/Participant Fees	\$8,300	\$8,200	100.00	101.22%	\$8,300	\$8,500	\$8,800
Interest	\$640	\$496	144.00	129.03%	\$500	\$500	\$500
Miscellaneous	\$0	\$0	0.00	0.00%			
<b>TOTAL</b>	<b>\$459,000</b>	<b>\$432,200</b>	<b>\$26,800</b>	<b>106%</b>	<b>\$446,860</b>	<b>\$392,100</b>	<b>\$396,400</b>
<b>TH EXPENSES:</b>							
Salaries	\$261,000	\$244,000	17,000.00	106.97%	\$271,650	\$284,733	\$298,468
Employees Health, Dental, Life Ins.	\$33,000	\$32,000	1,000.00	103.13%	\$33,000	\$34,000	\$35,000
Retirement Benefits					\$8,150	\$8,542	\$8,954
Worker's Comp.	\$5,000	\$5,000	0.00	100.00%	\$5,000	\$5,200	\$5,400
FICA/Pay.Tax/OES	\$22,000	\$21,000	1,000.00	104.76%	\$22,000	\$22,600	\$23,300
Professional Services(Legal/Actt/Consultants)	\$17,300	\$16,700	600.00	103.59%	\$40,000	\$30,000	\$25,000
Office Supplies (including QuickBook Payroll Exp)	\$5,500	\$3,000	2,500.00	183.33%	\$5,500	\$5,500	\$5,500
Telephone/Internet/Website	\$4,500	\$4,500	0.00	100.00%	\$4,500	\$4,500	\$4,500
Postage	\$400	\$400	0.00	100.00%	\$400	\$400	\$400
Rent	\$56,520	\$53,000	3,520.00	106.64%	\$56,520	\$58,000	\$60,000
Utilities	\$14,000	\$13,000	1,000.00	107.69%	\$14,000	\$14,000	\$14,000
Household	\$3,500	\$2,800	700.00	125.00%	\$3,500	\$3,500	\$3,500
Maint/Rep-Property(includes security costs)	\$1,000	\$1,000	0.00	100.00%	\$1,000	\$1,500	\$1,500
Maint/Rep-Equipment	\$5,000	\$5,000	0.00	100.00%	\$5,000	\$5,000	\$5,000
Training/Development	\$4,000	\$4,000	0.00	100.00%	\$4,000	\$4,000	\$4,000
Food	\$2,500	\$2,500	0.00	100.00%	\$2,500	\$2,500	\$2,500
Client Supplies/Activities	\$10,500	\$10,500	0.00	100.00%	\$10,500	\$10,500	\$10,500
Streaming Services (Netflix & Zoom)	\$480	\$500	(20.00)	96.00%	\$480	\$480	\$480
Vehicle - Gas	\$1,500	\$2,000	(500.00)	75.00%	\$1,500	\$1,500	\$1,500
Vehicle - Maint/Repair	\$2,500	\$2,500	0.00	100.00%	\$2,500	\$2,500	\$2,500
Vehicle- Insurance/Tag	\$2,800	\$2,800	0.00	100.00%	\$2,800	\$2,800	\$2,800
Dues & Subscriptions	\$600	\$600	0.00	100.00%	\$600	\$600	\$600
Advertising	\$100	\$100	0.00	100.00%	\$100	\$100	\$100
General/Prof Liability	\$3,250	\$3,250	0.00	100.00%	\$3,250	\$3,250	\$3,250
Dir./Officers Liability	\$2,050	\$2,050	0.00	100.00%	\$2,050	\$2,050	\$2,050
Other Expenses	\$0	\$0	0.00	0.00%	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$459,000</b>	<b>\$432,200</b>	<b>\$26,800.00</b>	<b>106.20%</b>	<b>\$500,500</b>	<b>\$507,794</b>	<b>\$520,803</b>
Dif. Between Inc vs Exp:	\$0	\$0	\$0	0%	-\$53,640	-\$115,654	-\$124,403
Overall Program %		\$132,979.52					

	FY23	FY24	FY25 Projected
Executive Director:	\$64,400	\$67,000	\$70,350
Programs Director:	\$41,520	\$46,000	\$59,000
TLP Recovery Coordinator:	\$36,000	\$41,000	\$43,050
COP Recovery Coordinator:	\$36,000	\$41,000	\$43,050
Business Manager:	\$41,520	\$44,000	\$46,200
<b>Total:</b>	<b>\$219,440</b>	<b>\$239,000</b>	<b>\$261,650</b>

	FY25 Projected	FY26 Projected	FY27 Projected
	\$70,350	\$73,868	\$77,561
	\$59,000	\$61,950	\$65,048
	\$43,050	\$45,203	\$47,463
	\$43,050	\$45,203	\$47,463
	\$46,200	\$48,510	\$50,936
<b>Total:</b>	<b>\$261,650</b>	<b>\$274,733</b>	<b>\$288,468</b>

Previous Year End Bank Balances	
FY18	\$42,541
FY19	\$43,919
FY20	\$68,237
FY21	\$97,492
FY22	\$77,899
FY23	\$178,100
Dec. FY24	\$132,980

ARPA Funds:	Dept of Com.	City of Norman	Total
FY23	\$10,000	\$8,380	\$18,380
FY24	\$20,000	\$23,660	\$43,660
FY25	\$20,000	\$39,960	\$59,960
<b>Total:</b>	<b>\$50,000</b>	<b>\$70,000</b>	<b>\$120,000</b>

## Transition House Retirement Plan Options:

### OVERVIEW:

<b>SIMPLE IRA</b>	<b>401k</b>
No admin costs	Admin costs: \$1000 one time, \$1500/annually (TH pays)
3% required match (TH pays)	4% required match (TH pays)
\$16,000 contribution limit +\$3500 catch up if 50+	\$23,000 contribution limit (\$7,000 catch up if 50+)
.75 advisor fee (paid by ee)	.75 advisor fee (paid by ee)
Financial planning for each EE	Financial planning for each EE
Example: 3% of payroll = \$7200	Example: 4% of payroll = \$9600
Example of advisor fee on an account value \$20,000: \$150, paid quarterly so \$37.5/quarter	

### DETAILS:

Here are your options for retirement plans for TH. My recommendation would be the Simple IRA, but I will provide info on the 401k as well.

#### SIMPLE IRA

- A 3% match or a 2% non-elective contribution is required from the employer (Transition House) So either 3% matched, meaning the employee must also contribute or 2% of the employees salary even if they don't contribute. For example: An employee that makes \$46,000 and contributes 3% would require a 3% match from TH (\$1380) Under the 2% example, that same employee if they did not contribute would get 2% or \$920 from TH.
- Simple IRA's have a contribution limit of \$16,000 in 2024 with an additional \$3500 for those 50+
- If total payroll for TH is \$240,000 and every employee contributes 3%, the approximate cost of a required match by TH would be \$7200.
- There are no administrative costs to run the SIMPLE IRA. TH would only have the cost of the match.
- There would be an advisor fee from me which I would keep at the same level I am currently doing for you, which is a ¼% discount from my normal fees. My fee would be .75 or ¾ of 1%) This fee is paid by the employees from their accounts, not paid by TH.

#### 401k

- Administrative Fees paid by TH of \$1500-\$1900 annually (depending on number of participants) + a one time fee of \$1000 for new plan implementation
- A "safe harbor match" would be required from TH that is 4% (100% of the first 3% and 50% of the next 2% contributed by the employees – an IRS formula 😊) 4% of TH payroll of \$240,000 = \$9600.
- If TH does not want to provide a safe harbor match, no match would be required BUT the plan would be subject to non-discrimination testing which I believe would be an additional \$500/annually in administrative cost.
- Also, an advisor fee at .75 which the employees would pay from their accounts.

My recommendation for TH would be the Simple IRA due to cost and the lower match required. If neither of these work, I would be happy to work with each employee individually for an appropriate personal option.

Thank you!

**Beth Lewis, CRPS** ®

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## **Transition House Sexual Abuse and Misconduct Policy**

Transition House, Inc. (“Transition House”) does not permit or allow sexual abuse or molestation to occur in its workplace or at any activity sponsored by or related to it.

To make this “zero—tolerance” policy clear to all employees, contractors, clients, volunteers and board members, we have adopted mandatory procedures that employees, volunteers, contractors, clients, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.

Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment, volunteer service, or expulsion from the Transition House program, as well as criminally prosecuted. No employee, volunteer, client, board member or other person, regardless of their title or position has the authority to commit or allow sexual abuse or misconduct.

Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by Transition House and addressed in the Transition House Anti-Harassment policy.

### **Relationships Between Staff, Volunteers, and Clients**

Transition House does not permit romantic and/or sexual relationships among or between staff, volunteers, and clients. Staff and volunteers shall not be in a romantic and/or sexual relationship with any other staff member, volunteer, or Transition House client. Transition House clients shall not be in a romantic and/or sexual relationship with any other Transition House client, staff, or volunteer.

Violation of this policy may result in disciplinary penalties, including but not limited to termination of the relationship with Transition House.

### **Reporting Procedure**

Immediately report suspected sexual abuse or misconduct to Bonnie L. Peruttzi, MHR, Executive Director at [bperuttzi@thouse.org](mailto:bperuttzi@thouse.org) or 405-360-7926.

It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individual listed. Transition House will take every reasonable measure to ensure that those named in complaint of misconduct or are too closely associated with those involved in the complaint will not be part of the investigative team.

### **Investigation & Follow Up**

Transition House will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place.

Transition House may utilize an outside third party to conduct an investigation of misconduct. Our organization will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the relationship with Transition House.

**Retaliation Prohibited**

Transition House prohibits any retaliation against anyone, including an employee, volunteer, board member, Transition House program participant or other individual, who in good faith reports sexual abuse, alleges that it is being committed, or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination of the relationship with Transition House.

**Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

Transition House is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations.

It is the policy of Transition House not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.