



Hope for Recovery
from Mental Illness

Transition House, Inc.

700 Asp, Ste. 2, Norman, OK 73069 ♦ 405-360-7926 ♦ 405-360-2339 (fax)
transitionhouse@coxinet.net ♦ www.ihouse.org
www.facebook.com/transitionhousejunebugiam ♦ www.youtube.com/Transitionhouseinc

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MHA
Chris Walker, PhD

Executive Director:

Bonnie L. Dunn, MHR



August 19, 2013

Carol Coles
Social & Voluntary Services Commission
PO Box 370
Norman, OK 73070

Dear Carol:

Support from the City of Norman's SVSC has been a tremendous help to Transition House, Inc., over the years. Thank you so much for being part of the solution to our budget challenges. This year, your support of our Drop-In Center combined with a request for funds to help with the cost related to Transitional Living Program (TLP) housing assistance is crucial for our agency and clients. TH is losing our long-standing Section 8 Project Based Assistance funding after the first quarter of FY'14. To now meet HUD regulation related to this funding requires that we abandon our mission, own property, and serve fewer clients.

The people of TH, our Board, Staff, Clients, and Volunteers, continue to do an amazing job to raise extra funds and locate alternative funding sources for our agency whenever possible. We are not unique in our efforts. One challenge we face is that we are an agency that works with people who face many challenges as they work towards their recovery. Recovery is a process that is often long and has many twists and turns along the way. We appreciate the fact that SVSC and the City of Norman understand the challenges our clients face and are willing to support our efforts to help people recover from mental illness and addiction along with the other challenges our clients face.

Transition House, Inc., has a longstanding reputation for being very frugal. Over the years, the support of SVSC has helped our agency with many projects. The Drop-In Center is a critical and unique part of the services offered by our agency. Our total request to SVSC is \$16,150 (\$10,150 is for the Drop-In Center and \$6,000 is for the TLP housing assistance). Our Drop-In Center provides safe, welcoming sanctuary for persons with mental illness in our community. In addition, it is a space for groups, activities, and events for TH. Others in the community can also use the space upon request and approval. Because of the design and location of the space, confidentiality can be maintained when needed during groups, etc. Consistency in location has been a critical part of the success of our Center. Housing is a critical component in the services we provide to clients in our TLP. Without the housing support, TLP clients would not be able to live in safe, secure housing while working on their recovery from mental illness.

We realize that it is not always possible for the City to fully fund requests. I have divided and noted the different costs of the Drop-In Center and the TLP housing assistance funding. Funds to support any portion of this request would be greatly appreciated if it cannot be fully funded.

As always, our agency is very grateful to SVSC for all of the support that you have provided to our agency. Thank you for your consideration of our request.

Sincerely,

Bonnie L. Dunn, MHR

Bonnie L. Dunn, MHR
Executive Director

SOCIAL AND VOLUNTARY SERVICES COMMISSION FUNDING REQUEST

Legal Name of Agency: Transition House, Inc.
Mailing Address: 700 Asp, Ste 2, Norman, OK 73069
Application completed by: Bonnie L. Dunn, MHR
Telephone Number: 405-360-7926
Email Address: transitionhouse@coxinet.net

Amount of Funding Request: \$16,150

In what year was your Agency incorporated: 1981

Are you associated with a national organization: No

Number of volunteers: 31 community volunteers; 34 Transitional Living Program client volunteers; 50 June Bug Jam volunteers & 19 Board of Directors & Advisory Council members: Total – 134

How many hours do volunteers donate: 175 hours from community volunteers; 600 client volunteer hours; 800 June Bug Jam volunteer hours & 700 hours from Board of Directors & Ex-Officio and Advisory Council: Total - 2,275

How much money do volunteers save the agency: \$40,000

Has your Agency applied for SVSC funds before: Yes

Year: <u>2011</u>	Amount: <u>\$13,000</u>	Purpose: <u>Drop-In Center Expenses & Van Expense</u>
Year: <u>2011</u>	Amount: <u>\$10,000</u>	Purpose: <u>Drop-In Center Expenses</u>
Year: <u>2010</u>	Amount: <u>\$9,525</u>	Purpose: <u>Drop-In Center Expenses</u>
Year: <u>2009</u>	Amount: <u>\$7,900</u>	Purpose: <u>Drop-In Center Expenses</u>
Year: <u>2008</u>	Amount: <u>\$4,500</u>	Purpose: <u>Van Expenses: Maintenance & Repair, Insurance, & Gas</u>
Year: <u>2007</u>	Amount: <u>\$4,800</u>	Purpose: <u>Van Expenses: Maintenance & Repair, Insurance, & Gas</u>
Year: <u>2007</u>	Amount: <u>\$3,000</u>	Purpose: <u>Costs for New Computer System</u>
Year: <u>2006</u>	Amount: <u>\$3,500</u>	Purpose: <u>Van Expenses: Maintenance & Repair, Insurance, & Gas</u>
Year: <u>2005</u>	Amount: <u>\$3,141</u>	Purpose: <u>Van Expenses: Maintenance & Repair, Insurance, & Gas</u>
Year: <u>2004</u>	Amount: <u>\$4,500</u>	Purpose: <u>Van Expenses: Maintenance & Repair, Insurance, & Gas</u>
Year: <u>2003</u>	Amount: <u>\$1,000</u> (in-kind)	Purpose: <u>Van maintenance & repair and Gas</u>
Year: <u>2002</u>	Amount: <u>\$ 750</u>	Purpose: <u>New drums; recorder; training material for Music Wellness</u>
Year: <u>2001</u>	Amount: <u>\$ 900</u>	Purpose: <u>5 new drums for Music Wellness Program</u>
Year: <u>2000</u>	Amount: <u>\$2,950</u>	Purpose: <u>new carpet for office</u>
Year: <u>1999</u>	Amount: <u>\$1,400</u>	Purpose: <u>new computer system & get another system on-line</u>
Year: <u>1998</u>	Amount: <u>\$650</u>	Purpose: <u>laminating machine, paint supplies, & alarm clocks</u>
Year: <u>1997</u>	Amount: <u>\$2,000</u>	Purpose: <u>new computer system</u>
Year: <u>1988</u>	Amount: <u>\$4,000</u>	Purpose: <u>to help kick off our Community Outreach Program</u>

Financial Information from the last fiscal year:

Percent of the budget which is spent on fund-raising:	<u>2%</u>
Percent of your budget spent on programs:	<u>81%</u>
Percent of your budget spent on administrative expenses:	<u>17%</u>

Percentage of Organizational funding:

Religious Organizations (included in Donor Drive)	<u>less than 1%</u>
Civic Clubs	<u>0%</u>
Corporate Donors	<u>(Included in Fund Raising/Special Events)</u>
Endowment/Interest Income	<u>less than 1%</u>
Fees for services/products	<u>1%</u>
Government Grants (DMHSAS, SVSC)	<u>59%</u>
Government Contracts (NHA)	<u>7%</u>
Individual Donors (Donor Drive)	<u>3%</u>
Private Foundations (Norman Com Fund)	<u>1%</u>
Special Events (based on net earnings)	<u>7%</u>
United Way	<u>21%</u>
Other (990 T)	<u>1%</u>

Overall Mission of Agency

Please provide a one page narrative in 10 or 12 point type describing the mission of your agency. List the client population (income, age, geographic location – percentage of City of Norman residents) and describe all programs and services offered currently by your agency. Include any duplication of services in our area and the percentage increase or decrease projected in staff numbers over previous year.

Overall Mission of Agency for Transition House, Inc.

Transition House, Inc.'s Mission is to empower holistic wellness and hope to persons with mental illness through transitional housing, recovery-focused skills development, supportive care and advocacy.

Transition House, Inc.'s Vision is for persons with mental illness to live serene, joy-filled, healthy lives.

Transition House, Inc.'s Client Population Overview:

- Age: 18 years old and older
- Income: No limitations
- Employment Status: Usually unemployed upon entering the program
- Race/Ethnicity: No limitations
- Disability: Psychiatric (frequently Co-occurring Disorders: mental illness plus substance abuse/addiction)
- Geographic Location: Norman area
- City of Norman Residents: Approximately 95% of the clients

Transition House, Inc.'s Programs and Services:

The Transitional Living Program (TLP) of supervised apartment living promotes the recovery from mental illness through the development of daily living skills, socialization and recreational skills, pre-vocational and vocational skills, and provides support during the challenging times.

The Community Outreach Program (COP) provides on-going socialization/recreational opportunities, on-going support, and crisis intervention for mental health clients. Services are provided through two program components: Structured Activities and Drop-In Services.

The Drop-In Center is a space for mental health clients to "drop-in" and hang out for groups, activities, play, socialization, and a safe place to be.

Transition House, Inc., is a unique program. To my knowledge, we are the only private, non-profit agency in the state that provides a Transitional Living Program, Community Outreach Program, Drop-In Center, and Music Wellness. Some agencies that are a part of a private or state run mental health center may provide some similar services, but to our knowledge, we are unique in the state.

In a report from the Department of Mental Health and Substance Abuse Services in 2004, the following statement was made regarding TH: "...Transition House is providing a preferred practice of assisting program participants with successful community integration through the provision of continued supportive services once they have transitioned into permanent housing in the community." In addition, since the Department is encouraging agencies statewide to transform to the Recovery Model of care for mental health clients, our agency has taken a leading role in transforming our agency to a place that more than ever, strongly emphasizes the ability of our clients to recover as much as possible from mental illness.

Staff Changes: We do not expect any changes in our staff size – 5 employees. Inadequate funds for staff training and development continues to be a challenge with our limited resources. During FY'13, TH experienced staff changes. Our COP Recovery Coordinator was promoted to Clinical Director and two new Recovery Coordinators were hired in September and November 2012. Currently, our Executive Director has been with TH for 27 years, Business Manager for 18 years, Clinical Director for 4 years and both Recovery Coordinators for less than 1 year. Even with the changes, the combined years of experience of staff is 50 years at TH.

Specific project for which funding is being requested

Please provide a one page narrative in 10 or 12 point type describing the project for which funds are requested including staff positions, salaries, equipment, office supplies and other expenses. Please address what similar services are available through other local agencies, why this program is unique, how many will benefit and why it would be appropriate for City of Norman funds to be used to support this program.

Transition House, Inc., would like to use the SVSC funds for the following:

○ **Transition House, Inc., projected Drop-In Center Expenses:**

- Rent, Utilities, Cable, GP & DO Insurance: **\$9,250** (\$5,400 + \$2,000 + \$850 + \$1,000)
- Client/Household Supplies, Food: **\$900** (client activity items, toilet paper/paper towels, cleaning supplies, etc)
- Drop-In Center total: **\$10,150**

○ **TLP Housing Assistance:** **\$6,000** (to assist with funding loss from Norman Housing Authority)

➤ **Total SVSC Request:** **\$16,150**

TH's Drop-In Center, located at 700 Asp, Ste. 4 since 1995, is approximately 600 square feet. Over the years, volunteer efforts combined with multiple donations have created this into a very safe and comfortable space for groups, meetings, and activities. Typically there are one to two groups/activities per day in addition to other meetings such as TH's Board meetings. The space is also used for special events and is available to outside groups as appropriate. It is open during TH office hours plus designated clients have a key to open the space after hours so clients can use this space as a safe retreat as needed. The space has an accessible restroom, a small kitchenette, storage area, comfortable seating, games, a TV with VCR and DVD player, a small food pantry, and client supplies for activities and recreation at the Center. The cable connection is important since TLP clients apartments do not have cable, and many clients living in their own apartments in the community do not have cable (especially when they first move out). The Center is a place of relaxation, socialization and enjoyment – a sanctuary for TH people. Everyone served by TH (**100 clients - FY'13**) has the opportunity to benefit from the Drop-In Center.

TLP Housing Assistance: we are seeking additional assistance from SVSC to help with our funding loss from Norman Housing Authority (NHA). In March 2013, TH was informed that their long standing contract with NHA for Project Based Section 8 assistance would be coming to an end after the first quarter of FY'14. HUD regulations regarding this type of funding changed and to meet the modifications in regulations would mean abandoning the mission of TH and compromising funding from other funders. We have been seeking a variety of alternative funding options to fill this gap in funding including requests for contract increase from Department of Mental Health and Substance Abuse Services and United Way of Norman. It is critical that we secure funding that does not require modification to the types of services we provide, i.e. cannot change from providing transitional living services for 12 people at a time to permanent/supportive housing for 4 people.

Client Impact for Transitional Living Program (TLP) clients (34 served in FY'13)

Drop-In Center: This is their group meeting space. TLP Clients are in and out of the Center at least a couple of times per day. Because of the design and location – confidentiality can be maintained during groups because this space is sound proof. In the past, groups were held in our main office and we could not maintain group confidentiality in this space. There is also a storage room in the Drop-In Center to store supplies such as linens, personal items, food, etc., for TLP clients.

Housing Assistance: To continue to serve 12 people at a time in our TLP, we have to maintain 4 apartments that each house 3 people per apartment. The rent on each unit is \$550/month. Housing assistance is an important part of the service that we provide to clients in our TLP. Clients coming into the TLP are typically homeless, so providing a safe place to live while they are working on their recovery from mental illness is crucial.

Client Impact for the Community Outreach Program (COP) clients (81 served in FY'13)

Drop-In Center: This feels like a 'family's home living room.' Whether someone has their own home or not – this safe, welcoming space provides people with a sense of belonging. For COP clients who are without a home, this is a place they can come to for sanctuary, to clean up and use the restroom, to come in from the weather, eat, and not feel alone.

TH is unique in the state. To my knowledge, we are the only private, non-profit agency in the state that provides a Transitional Living, Community Outreach, a Drop-In Center, and Music Wellness.

Our commitment to our clients is to provide caring, supportive, quality services that enhances a person's recovery process. The City's continued help is needed to help us maintain this important commitment. For more on TH, visit www.thouse.org.

Financial Information

Please provide a description of internal financial evaluation procedures, control processes and performance review procedure including the percentage increase or decrease of total budget over previous fiscal year budget. Attach previous year budget summary (see Attachment A - Annual Report, pages 8a-8d) and projected budget to include in kind contributions and budget assumptions (see page 9). An independent audit (not an internal audit) is required for any organization that has assets, an annual budget or annual income of \$100,000 or more (see Attachment B Transition House, Inc., Audit FY'12). For an organization below the \$100,000 level, if no audit is available, so state and provide a signed financial statement (signature of the Board Treasurer or the organizations' chief financial officer) for the most recent fiscal year.

➤ **Below are descriptions of internal financial evaluation procedures, control processes, and performance review procedure:**

- **Staff Evaluations:** Staff members have an annual evaluation at the beginning of each fiscal year.
- **Consultation:** Clinical Staff meets weekly with their supervisor for consultation. As part of our contractual agreement with DMHSAS, COCMHC consultants are available as needed for our staff. This also provides on-going program and service evaluation. Outside consultants also work with staff to ensure that quality service delivery is maintained.
- **Long Range Plan:** Routine assessments and revisions are made to our goals and desired outcomes. Goal achievement is monitored on an on-going basis.
- **Program Evaluation:** Includes monthly, quarterly, and annual reports to Board, staff, and DMHSAS and United Way. The annual report includes findings from an annual Client Survey. Outcome Measurement Tools are in place to more accurately measure the effectiveness of our agency and programs. (see Page 7 and Annual Report Pages 2, 5a-b, 6b)
- **Expenditure Control:** QuickBooks Pro software package and a voucher system are used for all income and expenditures. Each check is prepared by our Business Manager, approved by the Executive Director and Board member (Treasurer) and requires the signatures of two Board officers. A CPA does monthly finance reports that include a compilation. These reports are given to all Board members and DMHSAS. Annual budgets are prepared by the Executive Director and the Finance Committee of the Board. The budgets are reviewed and modified as needed before approval by the Board. A member of the Executive Committee also reviews the bank statement and reconciliation report of the statement that is prepared by our CPA to confirm accuracy. A report from this review is done at Board meetings.
- **Financial Audit:** An audit is done annually at the end of each fiscal year. The last audit was completed Nov. 2012 by David Gandall, CFE, CPA of DWA, Inc.

➤ **The percentage decrease of total budget over previous fiscal year budget is 3%.**

The loss of our project based Section 8 Assistance funding for our TLP apartments has significantly impacted our budget for FY'14. Our Board continues to work hard to develop improved fund raising efforts – including increasing the number of monthly donors to TH. We have and will continue writing grants and seeking alternative funding options to help supplement our budget. An additional resource that we are actively developing is our connection with OU's Price College of Business. Their IBC program has been an excellent opportunity for our agency. In the spring of 2010 and 2013, we were selected by IBC businesses and received proceeds from their business. In FY'13, the IBC business, SoonerInk, presented TH with a check for \$6,738.73.

Required Attachments to this application:

- **Narrative describing Overall Mission of Agency - see page 3**
- **Narrative describing Specific Project for which Funding is being requested - see page 4**
- **Financial Information as previously outlined - see pages 5 & 9**
- **Budget summary and projected budget - see Attachment A: Transition House, Inc. Annual Report for budget summary and page 9 for the Transition House, Inc., FY'13 Budget**
- **Copy of most recent Audit - see Attachment B: Transition House, Inc., FY'12**
- **Copy of IRS tax exempt status letter or your application for tax exempt status - see Attachment C**
- **List of current board members including names and professions - see page 8**
- **List of current staff members and their position titles - see page 8**

5.1A

PROGRAM EVALUATION

POLICY:

To evaluate the programs offered by Transition House, Inc., reports are completed monthly and annually by the Executive Director. Contained within these reports are financial updates as well as client and service data. In addition, Transition House, Inc., goals and objectives are reviewed and updated annually. All reports are distributed to the Transition House, Inc., Board of Directors, COCMHC liaison and the Transition House, Inc., staff.

PROCEDURES:

I. Monthly Reports

- A. Monthly reports are completed on the Monthly Report form.
- B. Copies of the monthly reports are distributed to Transition House, Inc., Board members, Transition House, Inc., staff, and COCMHC liaison who forward copies of DMHSAS and the COCMHC director.

II. Annual Reports

- A. Annual reports are completed in July. The report contains the following information:
 - 1. Executive Director's narrative
 - 2. Services summary and analysis
 - 3. Transitional Living Program Outcome Study
 - 4. Diagnosis and Length of Stay Overview
 - 5. Monthly Report summary
 - 6. Community Outreach Program Overview
 - 7. Service Overview and Comparisons
 - 8. Financial Report Overview and Comparisons
- B. Copies are distributed to Transition House, Inc., Board members, Transition House, Inc., staff, and COCMHC liaison who forward copies to DMHSAS and the COCMHC Director.

III. Transition House, Inc. Goals and Objectives

- A. An annual review and update is completed in January.
- B. Copies are distributed to Transition House, Inc., Board members, Transition House, Inc., staff, and COCMHC liaison who forward copies to DMHSAS and the COCMHC Director.

IV. Files containing all of the above mentioned are maintained at the Transition House, Inc., office.

APPROVED BY BOARD OF DIRECTORS

JAN 11 1995

TRANSITION HOUSE, INC. BOARD OF DIRECTORS August 2013		
	Name	Employer
1.	<u>PRESIDENT:</u> Bridget Pekah, RN, MSNE	Nurse Educator, NRHS
2.	<u>VICE-PRESIDENT:</u> Josh Edge	Special Assets Officer, Republic Bank & Trust
3.	<u>SECRETARY:</u> Julie Lovegrove	Executive Director, RAIN, OK
4.	<u>TREASURER:</u> Erica Nichols	Branch Manager, Bank of the West
5.	Suman Basuroy, Ph.D.	Professor, OU Price Business College
6.	Dusty Buff	Minister, Grace Church
7.	Maureen Bynum	Community Volunteer
8.	Tom Cooper	VP, First American Bank
9.	Denmaun Hill	Corporate Executive Host, Riverwind Casino
10.	Mary Lee	Retired Teacher
11.	Nim Razook	Professor / Attorney, OU Price Business College
12.	Brenda Severson	Owner/Operator/Instructor, Starmix Productions
13.	Genevieve Taylor, LCSW, MHA (incoming Sept 2013)	Social Worker, OU Medical Center
14.	Chris Walker, PhD	Professor, USAO

TRANSITION HOUSE, INC. STAFF		
1.	Bonnie L. Dunn, MHR	Executive Director
2.	Candice Meyer	Clinical Director
3.	Mary Hopkins, BSW	Recovery Coordinator
4.	Veronica Coffey	Recovery Coordinator
5.	Ilene Dickson	Business Manager

Transition House, Inc. FY'14 Budget							
INCOME:		FY'14	Admin	FR	TIP	CDP	Total
Contributions		\$550	\$94	\$11	\$352	\$94	\$550
United Way/Norman		\$66,000	\$11,220	\$1,320	\$18,081	\$35,276	\$66,000
Fund Raising		\$0					
FR Income		\$26,000					
FR Expense		\$2,000					
Fund Raising Events-Total		\$24,000	\$4,000	\$400	\$12,124	\$7,016	\$24,000
DMHSAS		\$169,973	\$28,895	\$3,399	\$137,678	\$0	\$169,973
NHA		\$4,500	\$765	\$90	\$3,645	\$0	\$4,500
Other Gov. Grants		\$13,000	\$2,210	\$260	\$8,320	\$2,210	\$13,000
Foundation Grants		\$3,000	\$510	\$60	\$510	\$1,920	\$3,000
Donor Drive		\$7,000	\$1,190	\$140	\$4,480	\$1,190	\$7,000
Restricted Donation-Vehicle		\$1,685	\$0	\$0	\$843	\$843	\$1,685
Client Fees		\$8,000	\$1,360	\$160	\$6,480	\$0	\$8,000
Interest		\$592	\$101	\$12	\$101	\$379	\$592
Tax Refund - 990 T		\$3,500	\$595	\$70	\$0	\$2,835	\$3,500
Miscellaneous		\$0	\$0	\$0	\$0	\$0	\$0
TOTAL		\$301,800	\$51,026	\$4,721	\$193,914	\$51,961	\$301,800
EXPENSES:							
Salaries		\$173,000	\$29,410	\$3,460	\$110,720	\$29,410	\$173,000
Employees Health Ins.		\$29,000	\$4,930	\$580	\$18,560	\$4,930	\$29,000
Worker's Comp.		\$5,100	\$867	\$102	\$3,264	\$867	\$5,100
FICA/Pay.Tax/OFS		\$13,235	\$2,250	\$265	\$8,470	\$2,250	\$13,235
Legal/Accounting		\$4,600	\$782	\$92	\$2,944	\$782	\$4,600
Contract Grant Writer		\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies		\$800	\$136	\$16	\$512	\$136	\$800
Telephone		\$3,300	\$561	\$66	\$2,112	\$561	\$3,300
Postage		\$200	\$34	\$4	\$128	\$34	\$200
Rent		\$39,600	\$6,732	\$792	\$25,344	\$6,732	\$39,600
Utilities		\$12,000	\$2,040	\$240	\$7,680	\$2,040	\$12,000
Household		\$1,000	\$170	\$20	\$640	\$170	\$1,000
Maint/Rep-Property		\$400	\$68	\$8	\$256	\$68	\$400
Maint/Rep-Equipment		\$3,000	\$510	\$60	\$1,920	\$510	\$3,000
Staff Dev/Training		\$1,000	\$170	\$20	\$640	\$170	\$1,000
Food		\$700	\$119	\$14	\$448	\$119	\$700
Client Supplies		\$1,700	\$289	\$34	\$1,088	\$289	\$1,700
Cable		\$850	\$145	\$17	\$544	\$145	\$850
Vehicle		\$1,685	\$0	\$0	\$843	\$843	\$1,685
Vehicle - Gas		\$800	\$136	\$16	\$512	\$136	\$800
Vehicle - Maint/Repair		\$500	\$85	\$10	\$320	\$85	\$500
Vehicle- Insurance/Tag		\$3,400	\$578	\$68	\$2,176	\$578	\$3,400
Dues & Subscriptions		\$130	\$22	\$3	\$83	\$22	\$130
Advertising		\$0	\$0	\$0	\$0	\$0	\$0
General/Prof Liability		\$3,800	\$646	\$76	\$2,432	\$646	\$3,800
Directors/Officers Liability		\$2,000	\$340	\$40	\$1,280	\$340	\$2,000
TOTAL		\$301,800	\$51,026	\$4,721	\$193,914	\$51,961	\$301,800
Diff. between Income vs Expenses:		0	\$0	\$0	\$0	\$0	0
Overall Program %		FY'14	17%	2%	64%	17%	100
Executive Director: B. Dunn		\$52,000					
Clinical Director: L. Meyer		\$13,000					
Recovery Coordinator: M. Hopkins		\$28,000					
Recovery Coordinator: V. Coffey		\$18,000					
Business Manager: L. Hulsich		\$10,000					
		\$113,000					



Transition House, Inc.
Housing for Women in Domestic Violence

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Housing for Women in Domestic Violence

Annual Report FY'13

Transition House, Inc.

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Please Note:
 TH = Transition House, Inc.
 TLP = Transitional Living Program
 COP = Community Outreach Program



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from Mental Illness

Transition House, Inc.

700 Asp. Ste. 2, Norman, OK 73069 • 405-360-7926 • 405-360-2333 (fax)

transitionhouse@coxinet.net • www.thouseinc.org

www.facebook.com/transitionhousejunebugland • www.youtube.com/transitionhouseinc

Board of Directors

Executive Committee:

Bridget Pekah, RN, MSNE

President

Josh Edge

Vice-President

Julie Lovegrove

Secretary

Jeanne Miller

Treasurer

Board of Directors:

Suman Basu, PhD

Mile Bergerdine

Dusty Bird

Maureen Bynum

Tom Cooper

John Eames

Mary Lee

Erica Nichols

Elm Rangel

Chris Walker, PhD

Advisory Committee:

Paul Austin

Steve Buyer

Ally LaRocca

Nadine Nunez

Staff:

Bonnie Dunn, MHR

Executive Director

Candice Meyer

Clinical Director

Mary Hopkins, BSW

Veronica Coffey

Recovery Coordinators

Ilena Dickson

Business Manager

OU Students & Volunteers:

Kevin Penning, Laurel Seim,

Day of Caring volunteers

from Riverwind Casino,

OU MISA volunteers,

IRL, Soonerfest,

Susan Vandallus, JBI 13

volunteers & performers,

Stephen Bask, Lori Russell,

Berky Fleming, CPJ,

Bah Shahan, LCSW,

Paula Hendrix

Since 1982, Transition House, Inc. has focused on providing the best possible services to adults working on their recovery from mental illness. Growth can come from times of transition and challenge. For TH, FY'13 was a year filled with tremendous opportunities for growth. We are so proud of our accomplishments and grateful to the many that support this vital agency.

TH VAN:

The fiscal year began with our '95 Chevy Van taking its last run at the end of July 2012. For some time we had been trying to raise funds for a new van, however this transitioned from a wish to a necessity. We are so grateful to the many who worked collaboratively to make our new van a reality. Thanks to:

- Republic Bank and Trust for getting our old van towed and evaluated; providing a rental van every other week to help us assist our clients while we were without a van; and for providing a low interest long term loan.
- Norman's Social Voluntary Services Commission, Norman Community Foundation, Bank of the West match funding, a gift from members of St. Stephen's UMC, plus gifts from Board members, and community members.
- Those who designated gifts that combined with our low interest loan, allowed us to negotiate an outstanding deal from Duffie Ford.
- TH Board members and other donors who have committed to and are paying off the van loan.



STAFF TRANSITIONS:

Staff transitions throughout the fall of 2012 resulted in a new TH Clinical team. Candice Meyer was promoted to Clinical Director and Mary Hopkins, BSW was hired as COP Recovery Coordinator and Veronica Coffey as TLP Recovery Coordinator. TH has been broadening our focus to a more holistic approach to our clients' wellness. This was validated as we studied evidenced based practices such as the Sanctuary Model. Mary and Veronica have backgrounds in social services work and curriculum development combined with health and wellness knowledge. Their expertise complimented our emphasis on holistic personal wellness. TH believes Recovery is more than an absence of symptoms - it is about finding life joy and living a holistically well life!

CLINICAL ADVANCES:

DEVELOPMENT OF A RECOVERY COORDINATOR TRAINING

MANUAL: Thanks to Candice's hard work as clinical team leader, our new clinical team has a formalized training manual that has guided their training as new Recovery Coordinators at TH.

DEVELOPMENT OF GROUP CURRICULUMS: The process has begun to develop curriculums for the skills development groups at TH. The first curriculum to be completed is based on Brene Brown's "The Gifts of Imperfection" book. Candice used materials from this book to develop curriculum for Wellness Group. The next segment for Wellness Group is developed from Brene Brown's Connections curriculum. These groups includes staff and clients working together to achieve Whole-Hearted Living! Veronica and Mary are working on group curriculums as well with focus on illness management, community living, work and finance management, and socialization/recreation.

CLIENT ORIENTATION HANDBOOK: Candice completed a formalized, a user-friendly handbook for TLP clients.

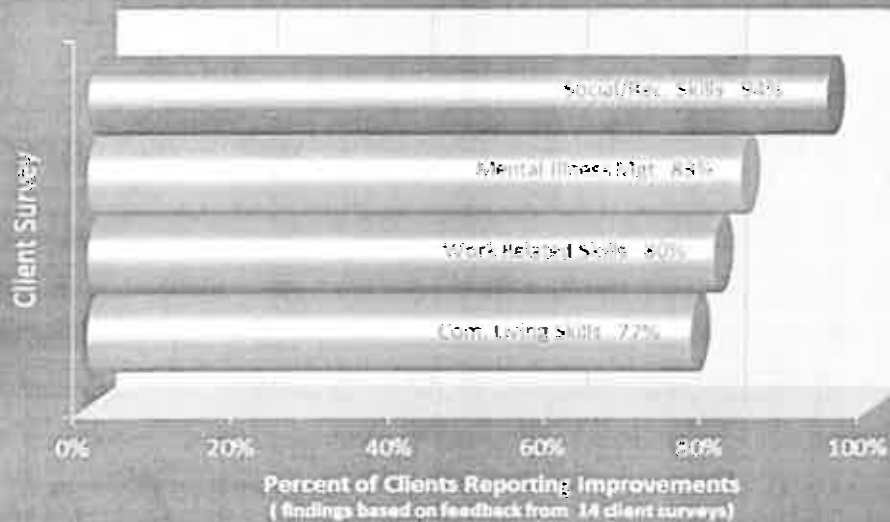
NEW TH VISION & MISSION STATEMENTS:

Subsequent to the development of our approach to recovery, the decision was made to modify to our Vision and Mission statements. Thanks to team effort from Staff, Clients and Board members, we developed and approved:

- Our Vision is for persons with mental illness to live serene, joy-filled, healthy lives.
- Our Mission is to empower holistic wellness and hope to persons with mental illness through transitional housing, recovery-focused skills development, supportive care and advocacy.

Transition House, Inc., FY'13 Impact Report

Transition House, Inc. Outcome Study - FY'13



■ Social/Rec. Skills ■ Mental Illness Mgt ■ Work Related Skills ■ Com. Living Skills

Below are summaries from the 2013 Client Survey Questions :

Please tell us about yourself since coming to TH. How would you rate yourself SINCE coming to TH?	Improved	Response Count
Knowledge of mental health providers in the community	100%	14
Awareness of community resources	100%	14
Personal hygiene skills	100%	14
Schedule and attend mental health appointments	93%	13
Ability to manage your mental illness	86%	12
Self-esteem	86%	12
Ability to take medications as prescribed by your doctor	79%	11
Sense of safety and security in your housing	79%	11
Work related skills	64%	9
Money management skills	64%	9
Ability to cope with your emotions	57%	8
Stable source of income	43%	6

Please tell us about your social and interpersonal relationships since coming to TH.	Improved	Response Count
Do you feel less isolated?	100%	14
Have your healthy social interactions increased?	93%	13
Have your personal and interpersonal skills improved?	93%	13
Have your social and recreational skills improved?	93%	13
Do you feel a greater sense of belonging in the community?	93%	13

"Life became life again for me when I was at TH. I learned how to live all over again after suffering from depression."



TH Outcome Studies FY'13 Comparison

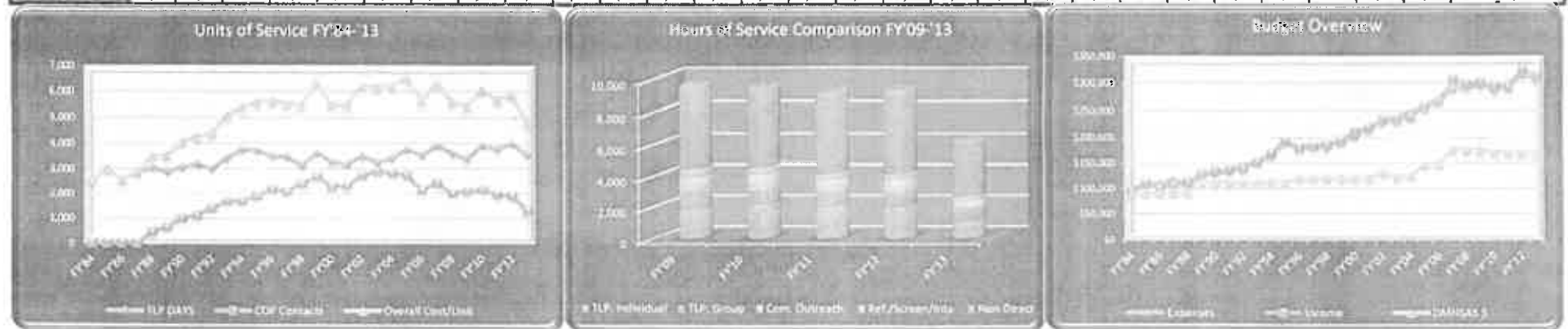
■ COP Clinician Assessments ■ TLP Clinician Assessments ■ Client Survey



The charts and data indicate clients who participate in Transition House, Inc. Programs experience improvements in their Quality of Life and Necessary Life Skills that help them live More Successful Lives while Feeling a Greater Sense of Belonging in the Community. These findings are based on the responses of 14 Transition House, Inc. clients who completed a survey from June and August 2013. Additional comments from the clients can be found throughout annual report.

TH Overview FY'84 - FY'13

	FY84	FY85	FY86	FY87	FY88	FY89	FY90	FY91	FY92	FY93	FY94	FY95	FY96	FY97	FY98	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	
TRANSITIONAL LIVING PROGRAM:																															
Number of Clients	55	42	31	37	50	90	74	34	34	30	29	30	24	42	64	56	37	24	27	26	26	26	26	29	29	29	27	27	34		
Ave. Lth of Stay	n/a	n/a	n/a	n/a	144	113	106	93	86	87	132	89	127	135	113	111	137	192	145	218	225	190	199	217	160	135	138	198	280	161	
Time Served	n/a	n/a	n/a	n/a	11	12	13	12	10	10	10	3	6	6	6	2	3	4	1	1	1	5	7	9	7	9	7	4	4	3	
SMILES/FA	n/a	n/a	n/a	n/a	15	6	5	6	10	5	13	23	12	16	17	17	15	19	24	18	13	11	9	11	8	16	11	10	11	7	
Schools	n/a	n/a	n/a	n/a	2	5	1	1	2	4	1	2	0	0	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	
Average Age	n/a	n/a	n/a	n/a	32	32	32	31	34	36	36	37	35	36	36	32	30	34	36	35	39	40	40	42	42	42	45	43	41	42	
Ref & Intakes to TH	n/a	n/a	n/a	n/a	127	63	72	111	160	110	107	68	97	121	142	123	113	118	140	161	115	123	129	163	256	278	297	310	335		
TLP FA's	2,503	2,979	2,532	2,339	3,004	2,874	3,004	3,113	2,910	3,412	3,734	3,409	3,283	3,463	3,119	3,470	3,216	3,158	3,430	3,211	3,405	3,751	3,578	3,410	3,625	3,379	3,820	3,750	4,070	3,559	
TLP Cost/Day	\$79	\$86	\$83	\$69	\$31	\$75	\$92	\$93	\$90	\$30	\$32	\$33	\$38	\$39	\$13	\$78	\$16	\$51	\$13	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$54	\$68	
COMMUNITY OUTREACH PROGRAM:																															
EOP Clients	n/a	n/a	n/a	n/a	47	35	61	74	94	105	74	73	76	95	91	89	83	82	81	97	99	92	91	95	92	81	92	90	81	81	
COF Contacts	n/a	n/a	n/a	n/a	438	633	761	1,013	1,307	1,858	1,678	1,834	2,155	2,171	2,382	2,604	2,738	2,902	2,721	2,993	2,704	2,724	2,131	2,600	1,806	2,013	2,136	1,948	1,830	1,299	
EOP Cost/Contact	n/a	n/a	n/a	n/a	\$25	\$88	\$23	\$29	\$27	\$12	\$19	\$22	\$17	\$29	\$20	\$29	\$24	\$16	\$12	\$21	\$21	\$74	\$32	\$26	\$32	\$31	\$29	\$32	\$39	\$53	
PROGRAMS OVERVIEW:																															
Total Units of Ser.	2,588	3,879	2,538	2,859	3,482	3,772	3,885	4,254	4,388	5,018	5,137	5,558	5,638	5,534	5,500	6,334	5,565	5,460	5,211	5,137	6,219	6,474	5,809	6,119	5,821	5,284	6,410	5,100	5,390	4,858	
Overall Cost/Unit	\$39	\$36	\$43	\$40	\$70	\$76	\$33	\$32	\$36	\$28	\$28	\$11	\$30	\$31	\$38	\$29	\$17	\$30	\$37	\$29	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$64	
SERVICE HOURS:																															
TLP Individual	n/a	n/a	n/a	n/a	1,643	2,174	2,156	1,540	1,310	1,545	1,740	2,119	1,913	1,839	1,485	1,729	2,039	1,896	1,900	2,028	1,871	1,908	1,905	1,917	1,911	1,880	2,159	2,000	1,954	1,052	
Crisis Int. Hrs.	n/a	n/a	n/a	n/a	65	100	75	108	79	56	40	76	105	84	59	54	80	48	47	115	70	65	127	111	197	167	153	151	106	98	
TLP Group	n/a	n/a	n/a	n/a	780	1,257	1,229	640	898	857	1,122	1,134	901	1,239	1,705	1,176	1,975	1,663	1,652	1,117	1,213	1,007	1,012	1,522	1,403	1,258	945	940	972	802	
Com. Outreach	n/a	n/a	n/a	n/a	438	633	1,079	1,976	1,119	1,160	1,140	1,270	1,589	1,432	1,381	1,234	1,361	1,215	1,719	1,858	1,589	1,639	1,630	1,170	968	850	1,009	760	653	497	
Ref./Screen/Intv.	n/a	n/a	n/a	n/a	2,975	4,116	4,000	3,912	4,370	3,427	4,151	4,135	4,426	4,310	4,718	4,251	4,330	3,973	4,080	4,999	4,763	4,707	4,220	4,326	4,500	5,240	5,005	5,111	4,297	3,668	
Non-Target	n/a	n/a	n/a	n/a	5,740	6,171	6,574	7,074	8,115	7,077	6,143	6,718	8,749	8,240	8,206	9,712	8,731	8,117	8,851	9,944	9,492	8,511	8,735	9,033	9,162	9,604	9,505	9,133	8,507	8,792	
FINANCIAL OVERVIEW:																															
Budget	115,709	100,302	117,407	117,700	154,573	144,475	170,954	187,541	214,000	167,000	189,000	160,000	165,000	243,100	242,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000	\$312,400	
Expenses	107,000	127,000	107,100	110,000	125,753	126,723	129,600	146,000	155,000	144,000	145,554	140,000	140,000	218,000	228,000	211,000	210,000	210,000	210,000	210,000	210,000	210,000	210,000	210,000	210,000	210,000	210,000	210,000	210,000	210,000	\$310,020
Reserve	8,709	10,302	10,307	7,700	28,820	17,875	41,354	41,541	58,999	23,000	43,446	24,000	25,000	25,100	24,000	29,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	\$312,920
DMHSA \$	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	107,000	\$169,573
Client Fees	731	4,330	6,911	5,000	5,995	2,921	6,380	6,123	3,000	3,912	11,070	11,707	6,481	6,038	5,562	9,124	7,763	3,140	9,738	15,477	10,132	6,216	9,804	6,001	7,256	12,746	15,071	6,004	11,994	\$3,857	
Donated hrs to TH	n/a	n/a	n/a	n/a	160	1,275	1,571	261	1,226	618	1,161	1,116	1,048	1,262	1,105	1,180	1,524	1,062	839	2,910	580	631	733	1,110	956	1,107	1,110	820	300	175	
Re-Kind Donations	n/a	n/a	n/a	n/a	3,056	1,303	2,840	4,350	18,150	5,000	4,532	6,580	3,381	2,175	3,707	5,400	10,918	11,895	11,124	10,438	10,115	13,935	10,807	11,924	17,715	10,811	15,092	17,943	21,119	\$10,814	



TH Participation Overview

TH Program Participation FY'13
Total Unduplicated Served = 100



TH Program Participation FY'82 - '13
Total Unduplicated Served = 910



CLIENTS SERVED:	FY '13	FY'82 - '13	FY'88 - '13
Total (unduplicated)	100	910	
New Unduplicated			
Transitional Living Program - TLP (unduplicated)	34	642	
New in Transitional Living Program	12		
Participants in both Transitional Living and Community Outreach Program	15	400	
% of Transitional Living clients who participated in Community Outreach	44%	62%	
Community Outreach Program - COP (Total)	81		668
New in Community Outreach Program	14		
% of Community Outreach clients who participated in Transitional Living	91%		60%
Duplicates Between Structured Activities Clients and Drop-In Clients	35		
Community Outreach Program: Structured Activities Clients	41		
Community Outreach Program: Drop-In Clients	75		

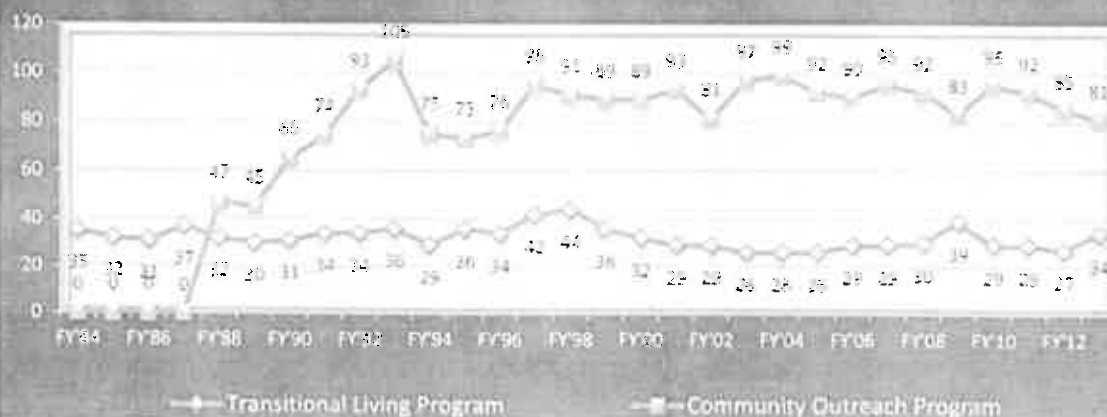


Celebrating Recovery!



"I have had the same job for over 3 years now and am still loving going to work."

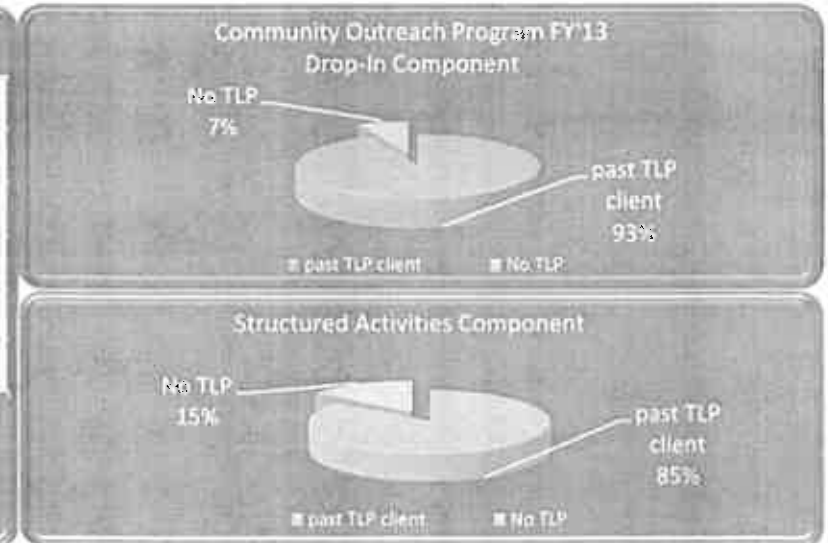
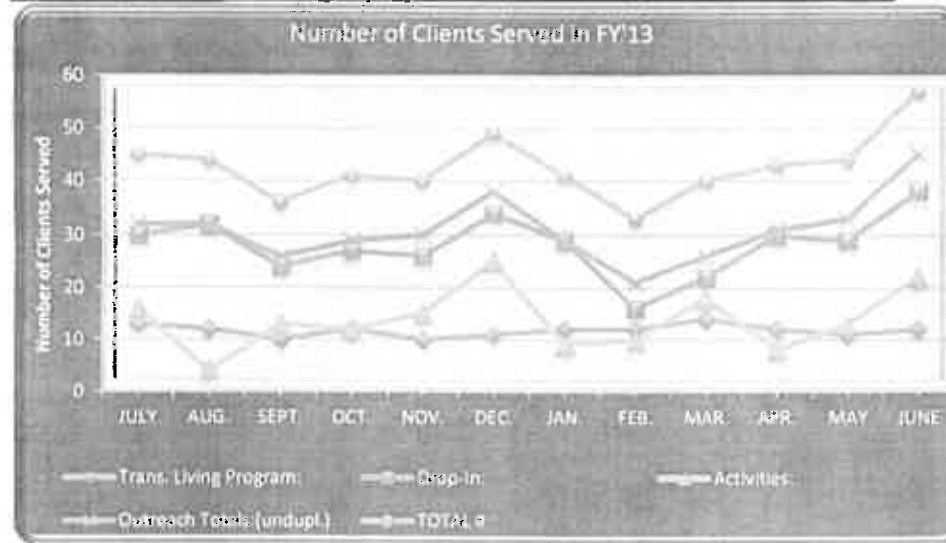
Clients Served FY'84 - '13



TH Clients Served in FY'13

FY 13	Trans. Living Program:		Community Outreach Programs:									TOTAL # of Clients
	# of TLP	# of TLP	Drop-In:			Activities:			Outreach Totals (undupl.)			
	Days	Clients	Contacts	Clients	Hours	Contacts	Clients	Hours	Contacts	Clients	Hours	
JULY	360	13	165	30	50	41	16	13	194	32	63	45
AUG.	311	12	109	32	58	4	4	3	111	32	61	44
SEPT.	293	10	80	24	21	17	13	7	93	26	27	36
OCT.	289	12	87	27	30	19	12	6	106	29	35	41
NOV.	300	10	83	26	28	35	15	1	111	30	29	40
DEC.	278	11	83	34	34	44	25	9	114	38	42	49
JAN.	265	12	86	29	39	21	9	16	103	29	54	41
FEB.	292	12	56	16	19	18	10	8	69	21	27	33
MAR.	246	14	63	22	28	29	18	16	83	26	43	40
APR.	279	12	81	30	27	16	8	21	91	31	48	43
MAY	293	11	67	29	26	30	13	11	93	33	36	44
JUNE	353	12	90	38	22	44	22	12	131	45	34	57
Annual Total:	3,559	34	1,050	75	377	313	41	120	1,299	31	497	100
Monthly Average:	297	12	88	28	31	27	14	10	108	31	41	43

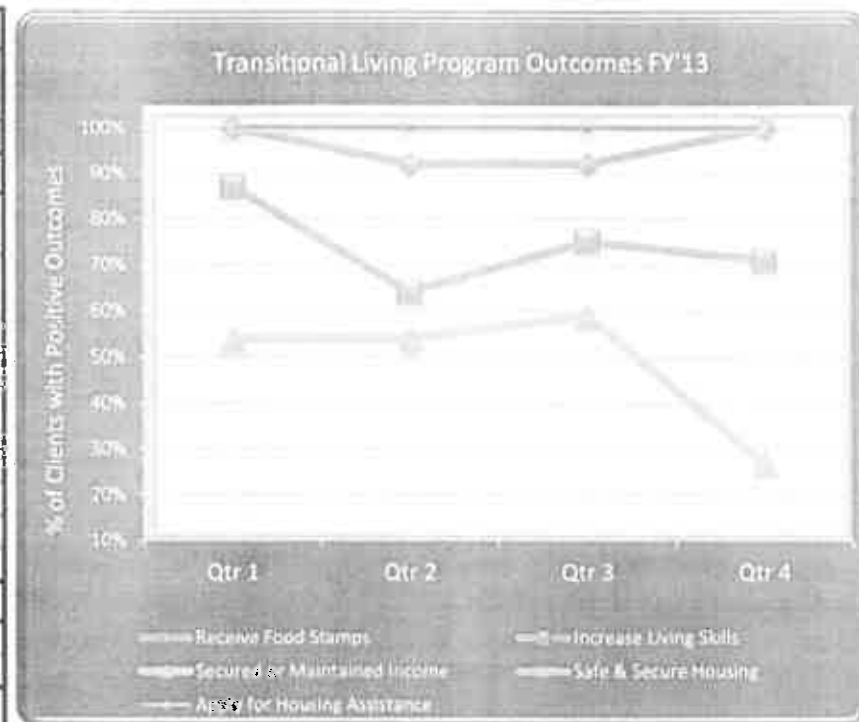
Com. Outreach	past TLP client		No TLP	% former TLP clients
Drop-In Comp.	75	70	5	93%
Structured Act.	41	35	6	35%



Transitional Living Program Outcomes - FY'13

Transitional Living Program					
FY'13	Qtr 1 July 1-Sep. 30	Qtr 2 Oct. 1-Dec. 31	Qtr 3 Jan. 1-Mar. 31	Qtr 4 Apr. 1-Jun. 30	Annual July 1-June 30
Projected Outcomes/Results	Progress	Progress	Progress	Progress	Progress
Community Living Needs:					
92% will receive Food Stamps (if needed)	13	12	11	14	33
<small>Note: this falls below 100% when client's do not qualify for food stamps or decide not to apply</small>	100%	92%	92%	100%	96%
83% will show increase in Living Skills	11.3	8.4	9.8	10	25
	87%	64%	75%	71%	74%
50% will Secure or Maintain an Income while in the TLP (total %)	54%	54%	59%	27%	49%
Secured	4	4	5	3	11
	31%	31%	42%	20%	31%
Maintained	3	3	2	1	6
	23%	23%	17%	7%	18%
Housing:					
100% will have Safe & Secure Housing while in the TLP	13	13	12	14	34
	100%	100%	100%	100%	100%
100% Apply for Housing Assistance through Norman Housing Authority to assist with TLP housing costs	13	13	12	14	34
	100%	100%	100%	100%	100%
Skills Development & Illness Management:					
at least 75% will have improvements in					
Community Living Skills	11.3	8.7	9	12	26
	87%	67%	69%	86%	77%
Mental Illness Management	11.3	8	10.5	8.5	25
	87%	62%	81%	61%	73%
Work Related Skills	10.7	8.3	9.7	11	25
	82%	64%	74%	79%	75%
Social /Recreational Skills	11.3	8	9.3	9.7	25
	87%	62%	72%	69%	73%
Projected Outputs/Results:					
	Clients Served	Clients Served	Clients Served	Clients Served	Clients Served
30	13	13	12	14	34
TLP = Transitional Living Program					
Findings are based on: # and % of clients who show improvements in or are mastering skills in the above listed areas as indicated in the Client Outcome Reports. (Completed quarterly by the TH Staff)					

TH Annual Report FY'13 - 5a

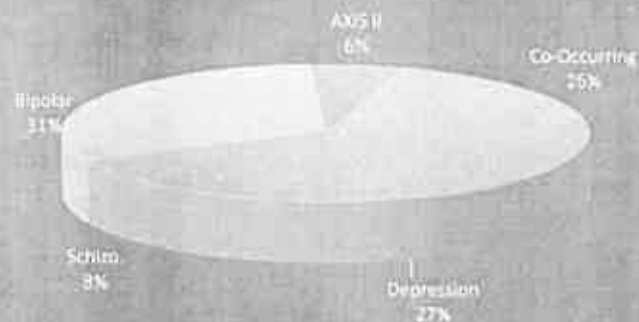


Transitional Living Program Outcomes and Demographics FY'13

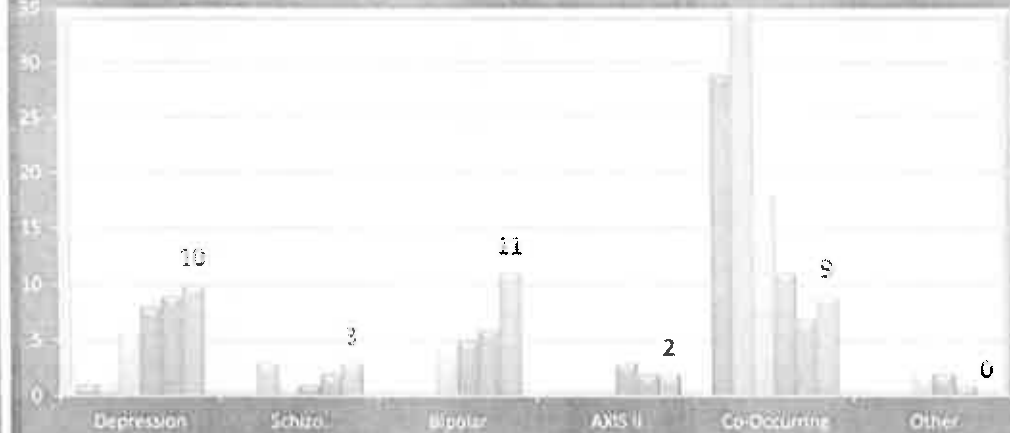
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TLP Diagnosis and Client Challenges Overview

Client Overview by Diagnosis FY'13



Diagnosis Comparisons FY'08-'13



Though every client in the TLP has a diagnosis of a severe mental illness, the challenges the clients face are often much more. Here are some of the other issues clients in the Transitional Living Program (TLP) are facing while working towards their recovery. Of the 35 (1 went through twice) clients:

- ☐ 94% have a history of Substance and/or Alcohol Abuse and/or Addiction
- ☐ 45% of those with a history of substance abuse/addiction began drinking and/or using at age 15 or younger - 27% began at age 13 or younger
- ☐ 71% have health problems
- ☐ 34% were referred from in-patient treatment prior to entering the TLP (in FY'09 - over 70% received in-patient treatment prior to entering the TLP)
- ☐ 66% had legal issues - arrests, incarceration, etc.
- ☐ 29% had been arrested within 12 months prior to entering the TLP
- ☐ 26% had SS(DI)/VA benefits prior to beginning the TLP
- ☐ 97% were unemployed upon entering the TLP
- ☐ 77% had no income upon entry into the TLP - average entry income = \$1,645/year
- ☐ 100% were homeless or staying in a temporary housing situation prior to TLP

Who would have imagined that this adorable, happy child would end up at Transition House, Inc. His life challenges lead him to using substances to manage his mental illness. Using substances lead him to a life of criminal activities. Since his involvement with TH, he continues to work hard to manage his life in recovery. He graduated from the TLP and after years of unemployment, he is proud to report that he is gainfully employed and has his own place to call home.

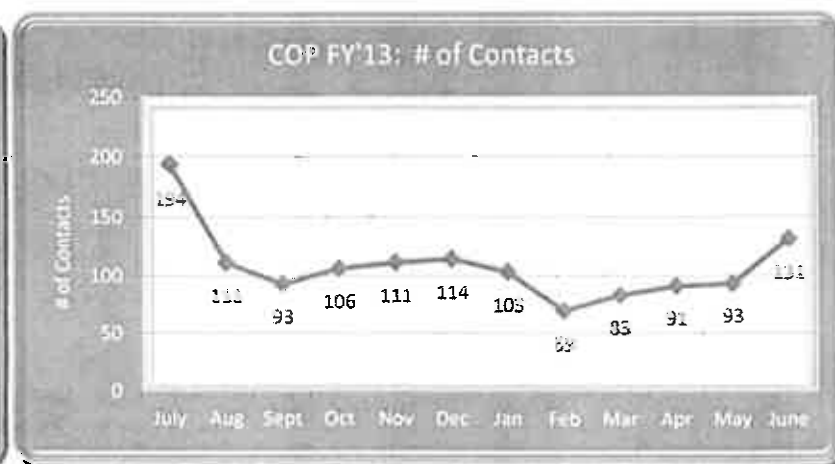
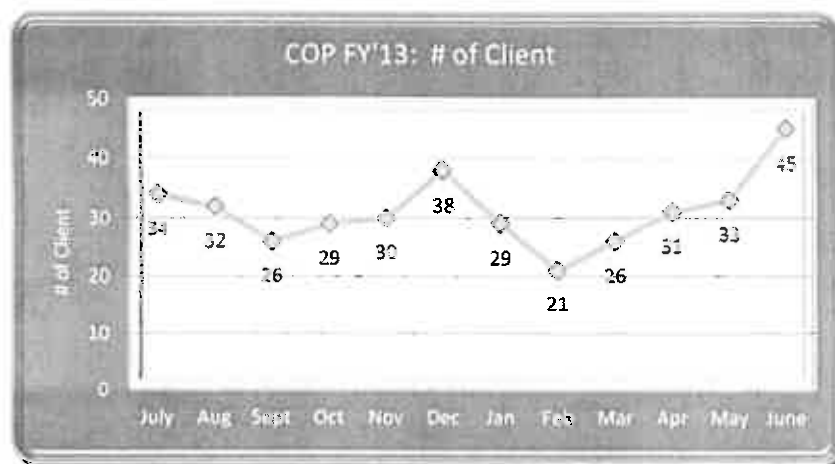


Community Outreach Program FY'13

# of Clients	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	Average
Supportive Counseling	4	8	1	3	5	0	0	1	0	3	0	0	25	2
Crisis Intervention	0	0	0	0	0	0	1	1	0	1	0	2	5	0
Grocery Shopping	8	1	4	5	5	6	6	5	5	6	8	9	68	6
Community Living Support	4	2	2	2	2	2	2	0	1	7	4	2	30	3
Social/Rec. Contact	30	28	23	29	26	37	29	19	23	26	28	43	341	28
Grocery/Social	5	2	4	0	1	4	0	3	2	2	2	2	27	2
Grocery/Com Living	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Crisis Intervention/Social	0	0	0	1	0	0	0	0	0	0	0	0	1	0
Total:	34	32	26	29	30	38	29	21	26	31	33	45	81	31

# of Contacts	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	Average
Supportive Counseling	11	12	5	3	7	0	0	1	0	3	0	0	42	4
Crisis Intervention	0	0	0	0	0	0	1	1	0	1	0	2	5	0
Grocery Shopping	21	1	5	6	8	8	11	7	9	10	16	23	125	10
Community Living Support	10	7	6	2	4	2	3	0	1	7	7	2	51	4
Social/Rec. Contact	143	89	71	94	91	100	88	57	71	67	67	101	1,039	87
Grocery/Social	9	2	6	0	1	4	0	3	2	3	3	3	36	3
Grocery/Com Living	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Crisis Intervention/Social	0	0	0	1	0	0	0	0	0	0	0	0	1	0
Total:	194	111	93	106	111	114	103	69	83	91	93	131	1,299	108

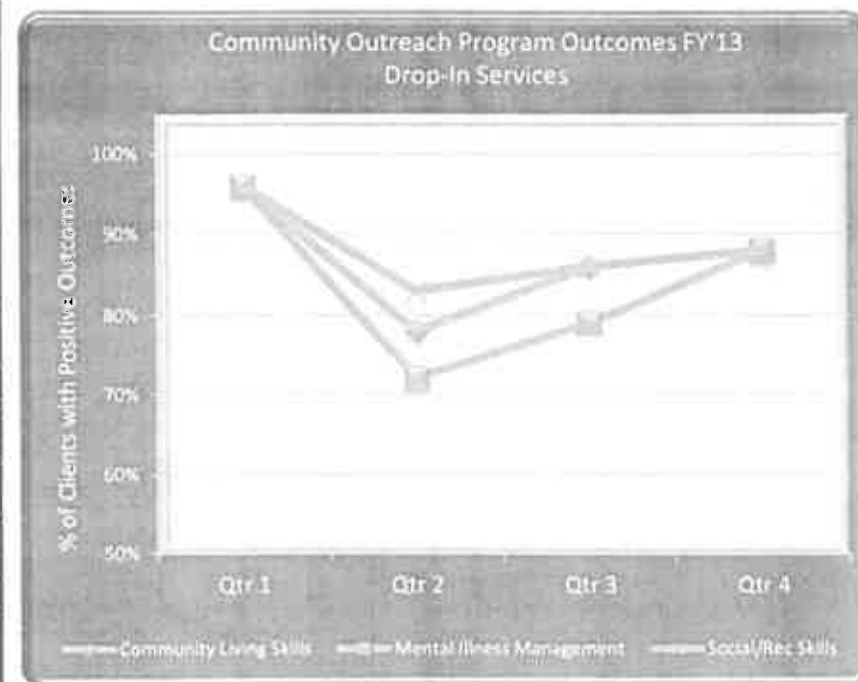
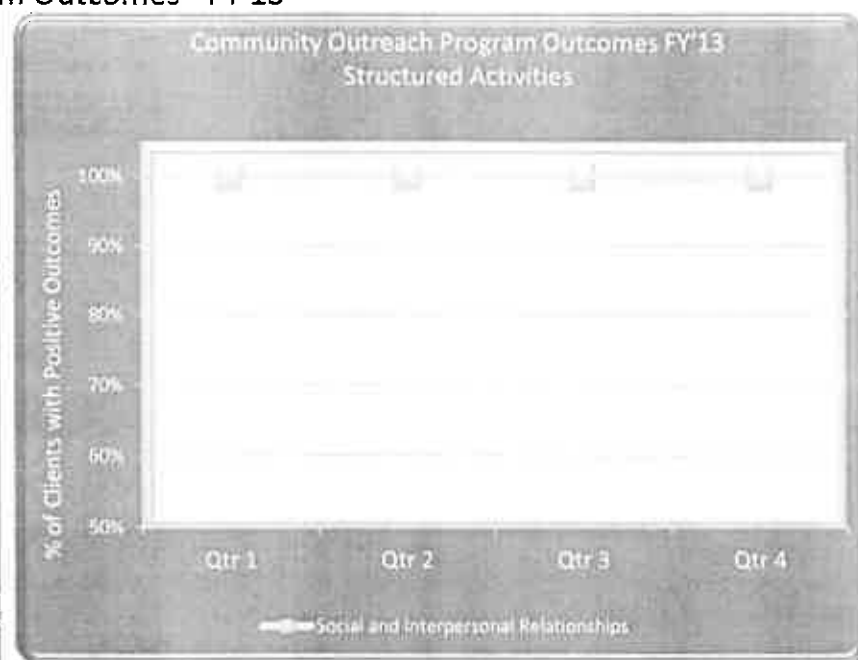
COP Activities Clients: 41 COP Drop-In Clients: 75 Clients participating in both components: 35 Total Unduplicated: 81



Community Outreach Program Outcomes - FY'13

Community Outreach Program					
FY'13	Qtr 1 July 1-Sep. 30	Qtr 2 Oct. 1-Dec. 31	Qtr 3 Jan. 1-Mar. 31	Qtr 4 Apr. 1-June 30	Annual July 1-June 30
Projected Outcomes/Results	Progress:	Progress:	Progress:	Progress:	Progress:
	Monthly Averages:	Monthly Averages:	Monthly Averages:	Monthly Averages:	
COP Structured Activities:					
Of the projected 15 clients (monthly): 12/80% would have improvements/maintenance in:	Assessments were done on Clients who attend 2 or more activities / month:				
Social and interpersonal relationships	12 100%	12 100%	8 100%	12 100%	23 100%
COP Drop-In Services:					
Of the projected 25 clients (monthly): 20/80% would have improvements/maintenance in:	Assessments were done on Clients who have 3 or more contacts with TH staff / month:				
Community Living Skills	22 96%	14 78%	12 86%	15 88%	26 87%
Mental Illness Management	22 96%	13 72%	11 79%	15 88%	15 84%
Social and Interpersonal Relationships	22 96%	15 83%	12 86%	15 88%	16 88%
Projected Outputs/Results:	Clients Served Monthly Averages:	Clients Served Monthly Averages:	Clients Served Monthly Averages:	Clients Served Monthly Averages:	Clients Served
COP Structured Activities:					
Monthly Average Goal: 15 Annual Goal: 40	11	17	14	14	14
Clients who attend 2 or more social /recreational activities or groups:	12	12	8	12	23
All Clients who attend social /recreational activities or groups:	19	29	20	24	41
COP Drop-In Services:					
Monthly Average Goal: 25 Annual Goal: 75	29	29	22	32	28
Clients who have 3 or more contacts with TH staff:	23	18	14	17	15
All Clients who have contacts with TH staff:	41	46	38	49	75
COP = Community Outreach Program					
Findings are based on: # and % of clients who show improvements in or are maintaining skills in the above listed areas as indicated in the Client Outcome Reports (completed quarterly by the TH Staff):					

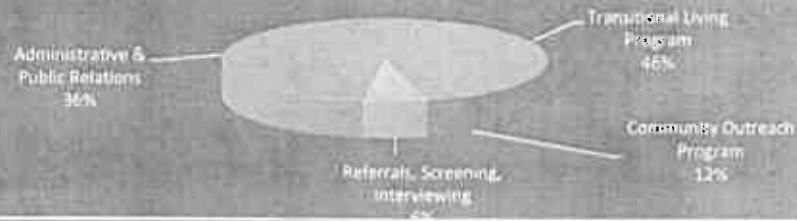
TH Annual Report FY'13 - 6b



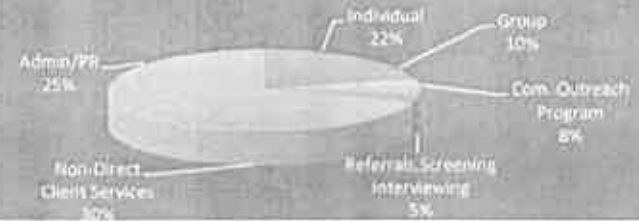
TH Monthly Report Summary FY'13

FY13	July'12	Aug'12	Sept'12	Oct'12	Nov'12	Dec'12	Jan'13	Feb'13	Mar'13	Apr'13	May'13	Jun'13	TOTAL	Monthly Ave
Total Hours Of Direct Client Services:	312	265	209	279	184	160	218	195	227	217	196	210	2,668	222
Individual Basis (total hours):	125	115	94	116	89	61	64	84	73	69	71	93	1,052	88
Daily Living:	65	57	45	60	36	20	37	24	19	21	10	14.5	407	34
Pre-voc/Vocational:	29	36	23	24	26	4	6	12	6	11	9	8.5	192	16
Social Skills:	28	29	23	27	24	17	20	24	26	29	31	38.5	314	26
Crisis Intervention:	4	3	3	15	3	10	1	14	16	5	9	17	98	3
Treatment/Rehab. Plans:	0	0	1	0	1	0	1	11	7	4	13	4.5	42	3
Group Basis (total hours):	79	54	64	77	58	54	59	60	78	74	70	76	802	67
Daily Living:	54	45	46	49	38	32	39	34	37	28	19	28	447	37
Pre-Vocational/Vocational:	3	5	0	0	0	3	4	4	6	6	5	5	39	3
Social Skills:	23	5	18	28	20	20	17	22	36	38	48	43	316	26
Com. Outreach Program (total hours):	63	61	27	35	29	42	54	27	43	48	36	33.5	497	41
Structured Activities:	13	3	7	6	1	9	16	8	16	21	11	12	120	10
Grouping:	50	58	21	30	28	34	39	19	28	27	26	21.5	377	31
Referrals, Screening, Interviewing (total hrs):	46	25	24	42	9	14	41	24	30	28	18	17.5	318	27
Total Hours Of Non-Direct Client Services:	199	256	228	254	367	246	412	340	358	318	367	325	3,668	306
Consultation:	119	161	115	140	151	131	188	220	182	176	218	206.5	2,004	167
Documentation & Activity Prep:	71	83	50	98	123	83	151	119	114	140	141	110.5	1,281	107
Training:	10	12	64	16	94	33	74	1	63	2	8	8	383	32
Total Hours Of Administrative/PR Work:	203	276	197	199	174	163	186	188	211	231	204	227	2,457	205
Meetings:	18	27	19	11	23	11	20	21	19	11	21	13	212	18
Community Contacts:	7	8	42	19	11	21	5	6	10	11	10	26	174	14
Administrative Duties:	179	242	136	169	141	132	161	162	182	209	173	188	2,072	173
Screening For TL Program:														
Total # of Inquiries Received:	21	54	20	22	12	18	20	11	12	32	21	30	273	23
Total # of Referrals Received:	8	0	10	7	4	3	5	2	4	5	6	8	62	5
Total # Interviewed For Admission:	3	0	2	6	1	1	5	2	1	4	1	2	28	2
Total # Accepted:	2	0	1	3	0	1	4	1	0	2	0	3	17	1
Donations to T.H.:														
Volunteer Hours:	3	2	68	3	51	1	3	1	13	13	4	11	175	15
In-Kind Donations Total Value:	\$975	\$1,200	\$000	\$960	\$814	\$640	\$1,125	\$600	\$2,500	\$450	\$550	\$500	\$10,914	\$910
Total Service Hours: 8,792	Hours includes direct service & proportionate time from non-direct service hours:												% of Time Spent in Each Area:	
Transitional Living Program Hours:	1,853	69%	4401 hours		(Total Non-Direct Client Services Hours): 3,668								50.05%	
Community Outreach Program Hours:	497	19%	1179 hours										13.41%	
Referrals, Screening, Interviewing Hours:	318	12%	755 hours										8.59%	
Administrative & Public Relations Hours:	2,457		2,457 hours										27.95%	

Summary of Service Hours



TH Service Hours



TH Financial Overview

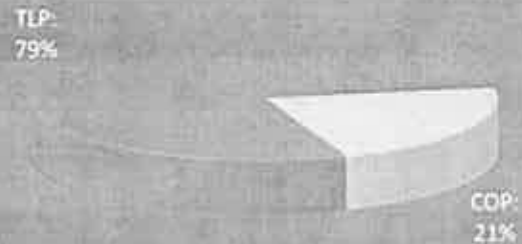
	Actual Total:	Budgeted Total:	Variance:
INCOME:	\$312,920.22	\$312,400.00	\$520.22
EXPENDITURES:	\$310,020.33	\$312,400.00	-\$2,379.67
DIFFERENCE:	\$2,899.89	\$0.00	\$2,899.89
ADMINISTRATIVE:	\$51,153.90		
FUND RAISING:	\$6,018.11		
TRANSITIONAL LIVING (TLP):	\$197,136.90		
COMMUNITY OUTREACH (COP):	\$55,711.42		
			\$57,172.00
			\$252,848.33
	PROGRAM COSTS:	ADMIN & F.R.:	COMBINED:
TRANSITIONAL LIVING:	\$197,136.90	\$44,574.99	\$241,711.89
COMMUNITY OUTREACH:	\$55,711.42	\$12,597.01	\$68,308.44
	SERVICE COST:		FY'10 SERVICE TOTAL:
TRANSITIONAL LIVING:	\$67.92 per day of service		Actual Days = 3,559
COMMUNITY OUTREACH:	\$52.59 per contact		Contacts = 1,299

* Figures used in this report came from Transition House, Inc.'s year end financial statement.

FY'13 Expenditures



Program Cost Comparison



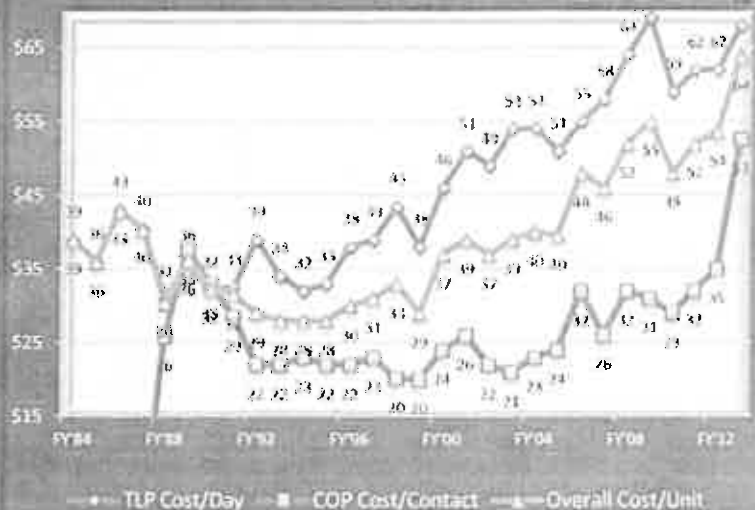
**Income Sources Comparison
FY'84**



FY'13



Program Costs - FY'84-'13



Funding Sources Include: DMHSAS, United Way, Norman Housing Authority, Norman's Social & Voluntary Services Commission, Norman Community Fund, Donations through Businesses & Individuals, Donation from OU's IBC Business SoonerLink, Client Fees

Transition House, Inc., FY'13 Year to Date Financial Report

INCOME:		Admin	FR	TL	COP	Total	July-June 13	Budget	\$ Over Budget	% of Budget
Contributions	7,083.73	\$1,204	\$142	\$5,738	\$0	\$7,084	7,083.73	500.00	6,583.73	1417%
United Way/Norman	66,000.00	\$11,220	\$1,320	\$18,084	\$35,376	\$66,000	66,000.00	66,000.00	0.00	100%
Fund Raising										
Fund Raising Exp.	-1,926.89						(1,926.89)	(2,000.00)	73.11	96%
Fund Raising Inc.	16,295.00						16,295.00	22,000.00	(5,705.00)	74%
FR Events - Total	14,368.11	\$2,443	\$287	\$4,885	\$6,751	\$14,368	14,368.11	20,000.00	(5,631.89)	72%
ODMHSAS										
Unreimbursed services	-34,925.00						(34,925.00)			
ODMHSAS contract billed	204,898.11						204,898.11	169,973.00	34,925.11	121%
ODMHSAS	169,973.11	\$28,895	\$3,399	\$137,678	\$0	\$169,973	169,973.11	169,973.00	0.11	100%
NHA	20,646.00	\$3,510	\$413	\$16,723	\$0	\$20,616	20,646.00	17,000.00	3,646.00	171%
Other Gov. Grants	14,000.00	\$2,380	\$280	\$8,960	\$2,380	\$14,000	14,000.00	10,500.00	3,500.00	133%
Foundation Grants	3,000.00	\$510	\$60	\$510	\$1,920	\$3,000	3,000.00	750.00	2,250.00	400%
Donor Drive	6,974.00	\$1,186	\$139	\$4,463	\$1,186	\$6,974	6,974.00	7,000.00	(26.00)	100%
Restricted Donation-Vehicle	3,200.00	\$0	\$0	\$1,600	\$1,600	\$3,200	3,200.00	7,500.00	(4,300.00)	43%
Client Fees	3,857.00	\$656	\$77	\$3,124	\$0	\$3,857	3,857.00	8,700.00	(4,843.00)	44%
Interest	337.07	\$57	\$7	\$273	\$0	\$337	337.07	577.00	(239.93)	58%
Miscellaneous- 990T	3,481.20	\$592	\$70	\$2,228	\$592	\$3,481	3,481.20	3,900.00	(418.80)	89%
TOTAL	312,920.22	\$2,652.44	6,194.40	204,266.98	49,806.40	312,920.22	312,920.22	312,400.00	520.22	100%
EXPENSES:										
Salaries	176,080.98	\$29,934	\$3,522	\$112,692	\$29,934	\$176,081	176,080.98	177,500.00	(1,419.02)	99%
Employees Health Ins.	26,365.22	\$4,482	\$527	\$16,874	\$4,482	\$26,365	26,365.22	30,000.00	(3,634.78)	88%
Worker's Comp.	4,939.00	\$810	\$99	\$3,161	\$840	\$4,939	4,939.00	4,800.00	139.00	103%
FICA/Pay Tax/OES	13,823.67	\$2,350	\$276	\$8,847	\$2,350	\$13,824	13,823.67	13,579.00	244.67	102%
Legal/Accounting	4,450.00	\$757	\$89	\$2,848	\$757	\$4,450	4,450.00	4,200.00	250.00	106%
Contract Grant Writer	0.00	\$0	\$0	\$0	\$0	\$0	0.00	1,000.00	(1,000.00)	0%
Office Supplies	2,113.91	\$349	\$42	\$1,353	\$359	\$2,114	2,113.91	800.00	1,313.91	264%
Telephone	3,366.22	\$572	\$67	\$2,154	\$572	\$3,366	3,366.22	3,100.00	266.22	109%
Postage	113.30	\$19	\$2	\$73	\$19	\$113	113.30	200.00	(86.70)	57%
Rent	38,500.00	\$6,545	\$770	\$24,640	\$6,545	\$38,500	38,500.00	38,400.00	100.00	100%
Utilities	11,723.00	\$1,993	\$234	\$7,503	\$1,993	\$11,723	11,723.00	12,000.00	(277.00)	98%
Household	1,482.37	\$252	\$30	\$949	\$252	\$1,482	1,482.37	1,000.00	482.37	148%
Maint/Rep-Property	85.00	\$14	\$2	\$54	\$14	\$85	85.00	400.00	(315.00)	21%
Maint/Rep-Equipment	3,848.53	\$654	\$77	\$2,463	\$654	\$3,849	3,848.53	3,000.00	848.53	178%
Staff Dev/Training	1,075.76	\$183	\$22	\$688	\$183	\$1,076	1,075.76	1,000.00	75.76	108%
Food	574.77	\$98	\$11	\$368	\$98	\$575	574.77	700.00	(125.23)	82%
Client Supplies	904.70	\$154	\$18	\$579	\$154	\$905	904.70	1,700.00	(795.30)	53%
Cable	759.72	\$129	\$15	\$486	\$129	\$760	759.72	850.00	(90.28)	89%
Vehicle	9,115.05	\$0	\$0	\$4,558	\$4,558	\$9,115	9,115.05	7,500.00	1,615.05	172%
Vehicle - Gas	298.03	\$51	\$6	\$191	\$51	\$298	298.03	800.00	(501.97)	37%
Vehicle - Maint/Repair	1,500.93	\$255	\$30	\$961	\$255	\$1,501	1,500.93	1,500.00	0.93	100%
Vehicle- Insurance/Tag	2,718.74	\$462	\$54	\$1,740	\$462	\$2,719	2,718.74	2,600.00	118.74	105%
Dues & Subscriptions	195.00	\$33	\$4	\$125	\$33	\$195	195.00	171.00	24.00	114%
Advertising	493.50	\$84	\$10	\$316	\$84	\$494	493.50	0.00	493.50	100%
General/Prof Liability	3,502.93	\$595	\$70	\$2,242	\$595	\$3,503	3,502.93	3,700.00	(197.07)	95%
Dir./Officers Liability	1,990.00	\$338	\$40	\$1,274	\$338	\$1,990	1,990.00	1,900.00	90.00	105%
TOTAL	310,020.33	\$1,153.90	6,018.11	197,186.90	\$5,711.42	310,020.33	310,020.33	312,400.00	(2,379.67)	99%
Diff. Between Inc vs Exp:	2,899.89	1,498.54	176.30	7,130.08	-5,905.03	2,899.89	2,899.89	0.00	2,899.89	100%
Overall Program %		0.17	0.02	0.64	0.17	1.00				

TH Financial Compilation Report FY'13

BECKY FLEMING, C.P.A., INC.

7920 108th Ave NE, Norman, OK 73026 Cell: 405.541.5794 Fax: 405.799.2039

COMPILATION REPORT

To the Board of Directors Transition House, Inc. Norman, Oklahoma

We have compiled the accompanying statement of financial position of Transition House, Inc. (a nonprofit organization), as of June 30, 2012, and the related statements of activities, functional expenses, and cash flows for the twelve months then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Becky Fleming, C.P.A., Inc. July 13, 2013

Member of the American Institute of Certified Public Accountants

STATEMENT OF FINANCIAL POSITION AS OF JUNE 30, 2013

ASSETS	Jun-13	Jun-12
Cash in bank	39,145	32,399
Contracts receivable	17,328	15,371
Prepaid insurance	5,789	7,068
Prepaid rent	1,100	3,200
Pledges Receivable	100	1,900
Refundable deposits	0	0
Furniture, equipment, vehicles	61,672	58,737
Accumulated depreciation	(39,177)	(54,540)
Net capital assets	22,495	3,697
TOTAL ASSETS	\$95,957	\$63,635
LIABILITIES AND NET ASSETS		
LIABILITIES		
Payroll taxes payable	10	0
Accrued vacation payable	6,351	8,535
Van loan, current portion	1,426	0
Van loan, less current portion	11,855	0
TOTAL LIABILITIES	19,642	8,535
NET ASSETS		
Unrestricted	66,315	55,100
TOTAL LIABILITIES & NET ASSETS	\$85,957	\$63,635

	(Memo Only)	
	Twelve Months	Prior Year Twelve
REVENUES, GAINS & OTHER SUPPORT		
United Way allocation	66,000	64,255
Fundraising, net of related expenses	14,368	15,221
Contract services	204,898	221,013
Unreimbursed contract services	(34,925)	(51,208)
Net contract services	169,973	169,805
Grants and contributions	54,904	60,147
Client fees	3,857	11,996
Interest	337	505
Other Income	3881	4008
Total Revenues, Gains and Other Support	313,320	325,937
EXPENSES		
Transitional living	193,348	200,713
Community outreach	51,357	56,450
Fundraising	6,041	6,274
Management and general	51,359	50,177
Total Expenses	302,105	313,614
CHANGE IN NET ASSETS	11,215	12,323
BEGINNING NET ASSETS	55,100	42,777
ENDING NET ASSETS	\$66,315	\$55,100

See accompanying accountant's report

TH Financial Compilation Report FY'13

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE TWELVE MONTHS ENDED JUNE 30, 2013

	Current Year					Prior Year				
	Mgt & Gen Expenses	Fund Raising	Transitional Living	Community Outreach	Total Expenses	Total Expenses	Mgt & Gen Expenses	Fund Raising	TLP	COP
Salaries and wages	29,563	3,478	111,294	29,562	173,897	181,980	29,117	3,640	116,467	32,756
Employee health benefits	4,482	527	16,874	4,482	26,365	31,156	4,985	623	19,940	5,608
Workers comp	839	99	3,161	840	4,939	4,413	707	88	2,824	794
Payroll taxes	2,351	276	8,847	2,350	13,824	14,045	2,247	281	8,989	2,528
Legal and accounting	756	89	2,848	757	4,450	3,750	600	75	2,400	675
Office supplies	360	42	1,353	359	2,114	1,112	178	22	712	200
Telephone	573	67	2,154	572	3,366	3,090	494	62	1,978	556
Postage	20	2	72	19	113	203	32	4	130	37
Rent	6,545	770	24,610	6,545	38,500	38,400	6,144	768	24,576	6,912
Utilities	1,993	234	7,503	1,993	11,723	12,130	1,941	240	7,763	2,183
Household	252	20	948	252	1,482	2,316	371	46	1,482	417
Property maintenance	15	2	54	14	85	0	0	0	0	0
Equipment maintenance	655	77	2,463	654	3,849	4,577	732	92	2,929	824
Staff development	182	22	689	183	1,076	3,198	511	64	2,047	576
Food	97	11	368	98	575	772	174	15	494	139
Client supplies	154	18	579	154	905	2,236	358	45	1,431	407
Cable	130	15	486	129	760	726	115	15	465	131
Auto fuel	50	6	191	51	298	499	80	10	319	90
Auto maintenance	255	30	961	255	1,501	275	43	6	176	50
Auto insurance and tags	463	54	1,740	462	2,719	2,490	398	50	1,594	448
Dues and subscriptions	33	4	125	33	195	195	31	4	125	35
Advertising	83	10	316	84	493	0	0	0	0	0
Property & Liability Insurance	595	70	2,242	596	3,503	3,530	565	71	2,259	635
D&O Insurance	338	40	1,774	338	1,990	1,861	298	37	1,191	335
Depreciation	510	60	1,921	510	3,001	660	106	13	422	119
Other expenses	37	4	137	36	214	0	0	0	0	0
Loan principal	0	0	0	0	0	0	0	0	0	0
Loan interest	28	3	108	29	168	0	0	0	0	0
Total Expenses	\$51,359	\$6,041	\$193,348	\$51,357	\$302,105	\$313,614	\$50,177	\$6,274	\$200,713	\$56,450

STATEMENT OF CASH FLOWS

FOR THE TWELVE MONTHS ENDED JUNE 30, 2013

	Twelve Months	Prior Year Twelve Months
Cash flows from current activities:		
Cash received from grants and contributions	134,667	117,839
Cash received from contracts	168,905	173,150
Cash received from program fees	3,857	11,991
Cash received from investments	337	500
Payments to employees	(216,851)	(230,114)
Payments for goods and services	(79,573)	(83,619)
Net cash from current activities	15,263	(7,234)
Cash flows from capital investing activities:		
Loan proceeds	15,715	0
Principal payments	(1,933)	0
Cash payments for furniture & equipment	(21,800)	(4,104)
Net cash from capital investing activities	(8,518)	(4,104)
Net change in cash	6,745	(11,342)
Beginning cash	32,400	43,741
Ending cash	\$39,145	\$32,399
Reconciliation of change in net assets to net cash used by operations:		
Change in net assets	11,215	12,373
Depreciation	3,001	614
Change in assets and liabilities:		
(Increase) decrease in receivables	(157)	92
(Increase) decrease in prepaid expenses	3,379	2,251
Increase (decrease) in payables	(2175)	1,591
Increase (decrease) in deferred revenues	0	(25,000)
Net cash from current activities	\$15,263	(\$7,235)

See accompanying accountants' report



Transition House, Inc.

FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED June 30, 2012

dwg, inc.

**1912 N. Drexel Blvd.
Oklahoma City, OK 73107**

**Phone: 405.949.0189
Fax: 405.949.1189**

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dwg, inc.

1912 N. Drexel Blvd.
Oklahoma City, OK 73107

Phone: 405.949.0189
Fax: 405.949.1189

INDEPENDENT AUDITOR'S REPORT

The Board of Directors,
Transition House, Inc.

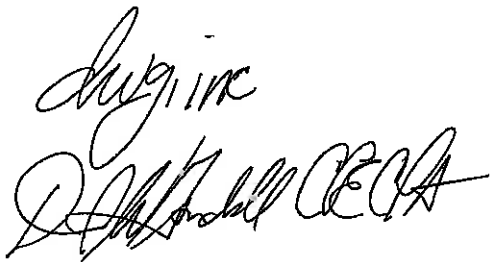
We have audited the accompanying statements of financial position of Transition House, Inc. (a not-for-profit organization) as of June 30, 2012, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the management of Transition House, Inc. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Transition House, Inc. as of June 30, 2012, the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 15, 2012 on our consideration of Transition House, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of the Transition House, Inc. as a whole. The accompanying schedule of expenditures of state awards is presented for purposes of additional analysis as required by the Oklahoma Department of Mental Health and Substance Abuse Services and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

The image shows two handwritten signatures. The top signature is "dwg, inc." written in a cursive, stylized font. Below it is a signature that appears to be "D. M. Smith CPA", also in a cursive, stylized font.

dwg, inc.
November 15, 2012

Transition House, Inc.
STATEMENT OF FINANCIAL POSITION
As of June 30, 2012

ASSETS

Cash	\$	32,399
Grants Receivable		15,371
Vehicles		18,364
Furniture and Equipment		39,872
Accumulated Depreciation		(54,422)
Prepaid Expense		10,268
Pledges Receivable		1,900
TOTAL ASSETS		<u>63,752</u>

LIABILITIES AND NET ASSETS

LIABILITIES

Accrued Liabilities		8,534
TOTAL LIABILITIES		<u>8,534</u>

NET ASSETS

Temporarily restricted net assets		1,125
Unrestricted		54,093
TOTAL NET ASSETS		<u>55,218</u>
TOTAL LIABILITIES AND NET ASSETS	\$	<u>63,752</u>

Transition House, Inc.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the Year Ended June 30, 2012

REVENUES, GAINS AND OTHER SUPPORT

United Way of Norman	\$ 64,255
Oklahoma Department of Mental Health	169,805
Norman Housing Authority	16,832
Other Grants	35,450
Contributions	1,145
Fund Raising Events	15,221
Membership Dues	6,720
Client Fees	11,996
Interest Income	505
Other Revenue	4,009
Total Revenues, Gains and Other Support	325,938

EXPENSES

Program Services	253,933
Supporting Services	59,565
Total Expenses	313,498

CHANGE IN NET ASSETS 12,440

BEGINNING TEMPORARILY RESTRICTED NET ASSETS	0
BEGINNING UNRESTRICTED NET ASSETS	42,778
Increase in temporarily restricted net assets	1,125
Increase in unrestricted net assets	11,315
ENDING TEMPORARILY RESTRICTED NET ASSETS	1,125
ENDING UNRESTRICTED NET ASSETS	54,093
ENDING UNRESTRICTED NET ASSETS	\$ 55,218

Transition House, Inc.
SCHEDULE OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2012

	2012 Supporting Services		2012 Program Services		Total Expense
	Administration and General	Fund Raising	Transitional Living	Community Outreach	
Salaries and wages	\$ 30,937	3,640	\$ 116,467	\$ 30,937	\$ 181,980
Payroll tax expense	2,388	281	8,989	2,388	14,045
Employee health insurance	5,297	623	19,940	5,297	31,156
Workers' compensation insurance	750	88	2,824	750	4,413
Legal and accounting	638	75	2,400	638	3,750
Office supplies	189	22	712	189	1,112
Telephone	1,224	144	4,607	1,224	7,198
Postage	35	4	130	35	203
Rent	6,528	768	24,576	6,528	38,400
Utilities	2,062	243	7,763	2,062	12,130
Household expenses	394	46	1,482	394	2,315
Equipment maintenance and repair	80	9	301	80	470
Staff development	544	64	2,047	544	3,199
Food	131	15	494	131	772
Client program supplies	380	45	1,431	380	2,236
Cable	123	15	465	123	726
Gasoline	85	10	319	85	499
Vehicle maintenance and repair	47	6	176	47	275
Vehicle insurance	423	50	1,594	423	2,490
Dues and subscriptions	33	4	125	33	195
General and professional liability insurance	600	71	2,259	600	3,530
Directors and officers liability insurance	316	37	1,191	316	1,861
Depreciation	92	11	348	92	543
Total	\$ 53,295	\$ 6,270	\$ 200,639	\$ 53,295	\$ 313,498

Transition House, Inc.
STATEMENT OF CASH FLOWS
As of June 30, 2012

Cash flows from current activities:

Cash received from United Way Allocation	\$	64,255
Cash received from grants		198,361
Cash received from contributions		1,145
Cash received from investments		505
Cash received from client fees		11,996
Cash received from membership dues		6,720
Cash received from fund raising activities and other		18,880
Payments for goods and services		(76,681)
Payments to employees		(230,114)
Net cash used by current activities		(4,933)

Cash flows from investing activities

Cash used to acquire fixed assets		(4,107)
Net cash used by investing activities		(4,107)

Beginning cash		41,439
Ending cash		<u>\$32,399</u>

**Reconciliation of change in net assets to net cash used
by operations:**

Change in net assets	\$	12,440
Adjustments to reconcile change in net assets to net cash used by operating activities:		
Depreciation		543
Change in assets and liabilities:		
(Increase) decrease in receivables		924
(Increase) decrease in other current assets		4,680
Increase (decrease) in other liabilities		(23,520)
Net cash from current activities	\$	<u>(4,933)</u>

Note 1 -- Summary of Significant Accounting Policies

History of the Organization

Transition House, Inc. (the Organization) is a not-for-profit Oklahoma corporation, which has been granted tax-exempt status under Section 501(C)(3) of the Internal Revenue Code and is not classified by the Internal Revenue Service as a private foundation.

The mission of the Organization is to provide a transitional living program for adult mental health consumers. Transition House offers a support system for the individual moving from inpatient treatment to independent community living. The goals of Transition House are to assist those consumers in their return to the community as active, independent citizens and thereby reduce the rate of re-hospitalization. The Community Outreach Program expands this ongoing service to the entire community by providing to those mental health consumers not in the Transitional Living Program support and socialization apart from the traditional clinical settings.

Basis of Accounting

The Organization's books are kept on a cash receipts and disbursements basis during the year. At year-end, the books are converted to the accrual basis.

Financial Statement Presentation

The financial statement presentation follows the recommendations of the Financial Accounting Standards Board in ASC 958-205 (formerly SFAS No. 117). Under ASC 958-205, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

Unrestricted net assets – Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets – Net assets subject to donor-imposed stipulations that will be met either by actions of the Organization and/or the passage of time.

Permanently restricted net assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization.

In addition, the Organization is required to present a statement of cash flows. The Organization has no permanently restricted net assets.

Note 1 -- Summary of Significant Accounting Policies (continued)

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Accordingly, actual results could vary from those estimates.

Cash and Cash Equivalents

For purposes of preparing the statement of cash flows, cash includes an interest-bearing checking account.

Property and Equipment

Property and equipment are reported at cost. Donated property is recorded at its fair market value at the time of the donation. Costs of maintenance and repairs are charged to expense while costs of significant renewals and betterments are capitalized.

Assets are depreciated by the straight-line method over various estimated useful lives of five to fifteen years.

Contributions, Grants and Promises to Receive

Contributions and grants are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. The Organization has adopted ASC 958-605 (formerly SFAS No. 116), *Accounting for Contributions Received and Contributions Made*. Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions. Support that is restricted by the grantor or donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The Organization receives a significant amount of donated services from unpaid volunteers who assist in fund raising and special projects. No amounts have been reflected in the statements for these donated services because the criteria for recognition under ASC 958-605 (Formerly SFAS No. 116) have not been satisfied.

Note 1 -- Summary of Significant Accounting Policies (continued)

Compensated Absences

Employees of the Organization are entitled to paid vacations and medical leave, depending on job classification, length of service, and other factors. Accrued vacation, which is paid on termination, is accrued at year-end. The liability as of June 30, 2012 is \$8,534.

Income Taxes

Transition House, Inc. has been granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. No income tax is payable by the Organization at either the Federal or State level unless the income is unrelated to its exempt purpose. The Organization had no unrelated business income during the fiscal year. The Organization is required to file annual informational returns with the Internal Revenue Service and the Oklahoma Tax Commission. The informational returns are filed after completion of the annual audit. The returns for the current year ended June 30, 2012 are due on November 15, 2012. They were extended and will be filed after completion of the audit. Tax returns for the years ended June 30, 2011, 2010 and 2009 are subject to review by the taxing authorities.

Note 2 – Grants and Contracts Receivable

A significant portion of the Organization's support is derived from a grant from the Oklahoma Department of Mental Health and Substance Abuse Services. This grant was approved in the amount of \$169,805 for the contract period July 1, 2011 through June 30, 2012, and is renewable annually. In addition, the Organization provided \$51,208 in contract services that were not reimbursed. The Organization also received a grant of \$16,832 from the Norman Housing Authority, an allocation of \$64,255 from United Way and other private grants of \$10,450. The Organization received a \$25,000 grant from the Inasmuch Foundation for fiscal year ending June 30, 2012. The Oklahoma Department of Mental Health and Substance Abuse Services and the Norman Housing Authority June payments of \$14,300 and \$1,071, respectively, were not received as of June 30, 2012 and were recorded as grants receivable.

Note 3 – Fixed Assets

A summary of the Organization's fixed asset activity is listed below:

	Balance 6/30/2011	Additions	Deletions	Balance 6/30/2012
Vehicles	\$ 18,364			\$ 18,364
Furniture and equipment	37,515	4,107	(1,750)	39,872
Total fixed assets	55,879	4,107	(1,750)	58,236
Accumulated depreciation	(55,630)	(543)	1,750	(54,422)
Net fixed assets	\$ 249	\$ 3,564	\$ -	\$ 3,814

Depreciation expense for the year ended June 30, 2012 was \$543.

Note 4 – Fund Raising Events

Fund raising events were as follows:

Fundraising:

Revenue	\$17,265
Direct Expenses	<u>(2,044)</u>
Net Fund Raising	\$15,221

Note 5 – Rent

The Organization leases its office space and a drop-in center on an annual basis. Rent expenses for these facilities in 2012 were \$13,200. In addition, four residential units with a combined capacity for twelve people are leased for use by Transition House clients. Rent expenses associated with these units were \$25,200.

Note 6 –Employee Benefit Plan

The Organization sponsors a Section 403(b) salary reduction plan that covers all full-time employees who are at least 21 years old and have completed one year of service. Employees may contribute up to \$15,000. The Organization makes no contribution to the plan.

Note 7 – Functional Expenses

Expenses by function have been allocated among program and supporting services, administration and general and fund raising classifications on the basis of estimates made by the Organization's management.

Note 8 – Subsequent Events

The Organization has adopted FASB ASC 855-10-50, formerly SFAS No. 165, *Subsequent Events*. The standard reflects the existing principles of current subsequent event accounting guidance and requires disclosure of the date through which subsequent events have been evaluated. Management performed an evaluation of the Organization's activity through November 15, 2012, the audit report date, and has concluded that there are no significant subsequent events requiring disclosure through that date.

dwg, inc.

1912 N. Drexel Blvd.
Oklahoma City, OK 73107

Phone: 405.949.0189
Fax: 405.949.1189

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Transition House, Inc.

We have audited the financial statements of Transition House, Inc. (a nonprofit organization) as of and for the year ended June 30, 2012, and have issued our report thereon dated November 15, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Transition House, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Transition House, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Transition House, Inc.'s internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

dwg, inc.

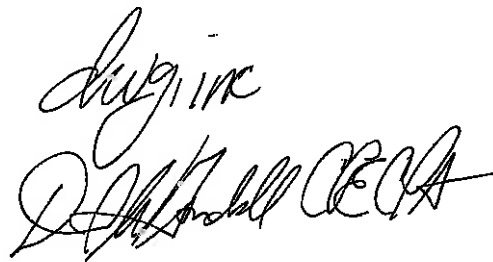
1912 N. Drexel Blvd.
Oklahoma City, OK 73107

Phone: 405.949.0189
Fax: 405.949.1189

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Transition House, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the audit committee, management, Board of Directors, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

The block contains two handwritten signatures. The first signature, at the top, appears to read "dwg, inc." in a cursive script. Below it is a second, more complex handwritten signature, likely belonging to the CPA, which includes the letters "CPA" at the end.

dwg, inc.
November 15, 2012

Transition House Inc.
Schedule of Expenditures of Federal and State Awards
For the Year Ended June 30, 2012

Department/Program Title	Grantor's Reference Number	CFDA	Expenditures of State Awards	Receivable 6/30/2011	2012 Receipts	2012 Revenue	Receivable 6/30/2012
U.S. Department of Health and Human Services Passed through the Oklahoma Department of Mental Health and Substance Abuse Services: Transitional Living Services	PO 4529036132	93.958	\$ 169,805	16,645	172,150	169,805	14,300

Internal Revenue Service
District Director



Department of the Treasury

Date: APR 05 1983

Employer Identification Number:

73-1155089

Accounting Period Ending:

June 30

Form 990 Required: ☒ Yes ☐ No

▷ Transition House, Inc.
215 East Boyd
Norman, OK 73069

Person to Contact:

EO Technical Assistor

Contact Telephone Number:

(214) 767-2728

EO:7215:WHJ

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

1100 Commerce St., Dallas, Texas 75242
EB

(over)

Letter 947(DO) (5-77)

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Glenn Cagle
District Director

* For tax years ending on and after December 31, 1982, organizations whose gross receipts are not normally more than \$25,000 are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.

Internal Revenue Service

Date: April 18, 2007

TRANSITION HOUSE INC
700 ASP STE 2
NORMAN, OK 73069

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
F. B. Rolfe Jr. 17-55560
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
73-1155089

Dear Sir or Madam:

This is in response to your request of April 18, 2007, regarding your organization's tax-exempt status.

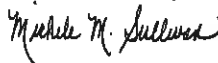
In March 1983 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1