

Tasks completed

- a. Sent final budget for FY18 to City of Austin Health and Human Service Department.
 - b. Finalized Quarterly Report to COA HHS for first quarter.
 - c. Search Committee
 - i. Scheduled meeting to interview 3 firms
 - ii. Tested Skype for two of the interviews
 - iii. Formulated questions and evaluation forms for committee
 - d. Finalized agenda for May 10
 - e. Toured Medical Examiner's Building with Director Moore
 - f. Applied for TechSoup nonprofit status - declined
2. Tasks in progress
 - a. Continuing to work with Directors Brown and Hohengarten on 501c3 application for IRS determination letter
 - b. Create email addresses for all board members
 - c. Accounting
 - i. Beginning to build Chart of Accounts
 - ii. Met with Kara Hamann with Avenson/Hamann CPAs to discuss the accounting requirements for the Sobriety Center
 - iii. Received quotation from Avenson/Hamann to provide ongoing accounting services
 - iv. Had phone discussion with ScaleFactor to discuss their support for accounting services.
 - d. Search committee work on going
3. Pending tasks
 - a. Schedule visit to San Antonio facility
 - b. May 26th – Briefing on Brack Campus by Christie Garbe of Central Health
 - c. Research Image consultant/public relations firms
 - i. Determine best name for organization
 - ii. Begin work on designing website.
 - d. Build operational budget for FY18
 - e. Interface with County on construction matters
 - f. Act as primary contact during search process

FINANCIAL OVERVIEW

Austin Travis County Sobriety Center
LGC

Monthly Expenses 4/30/2017	Hourly	Expenses	Mileage
Carol Drennan	\$3,603.00	\$262.19	\$98.12
Carol Drennan	\$3,355.00		
Bank charges			
T-Mobile Phone		\$156.96	
Intuit QB Online		\$22.39	
Staples		\$9.20	
Staples		\$41.35	
Staples		\$82.57	
T-Mobile monthly		\$70.00	
Microsoft Office 365		\$13.53	
	\$6,958.00	\$658.19	\$98.12
MONTHLY TOTAL EXPENSES	\$7,714.31		
Current Bank Balance		\$ 364,046.63	