

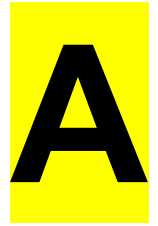


**Board Meeting
January 16th, 2020, 2019, 6:30 PM
San Mateo Center Board Room**

AGENDA

TABS

1. CALL TO ORDER AND ROLL CALL – Vice Chair Galligan
2. MISSION MOMENT – Tracey Fecher
3. PUBLIC COMMENTS
4. APPROVAL OF BOARD MINUTES: November 21, 2019 **A**
5. CEO REPORT – CEO Fecher **B**
 - A. Progress Against Key Initiatives:
 - a. FQHC County Partnership
 - b. Key Performance Indicators
 - i. Production
 - ii. Collections
 - iii. Case Acceptance Rate
 - iv. Cancellation/No-Show Rates
 - c. School Screenings
6. CFO REPORT – CFO Fama
7. UNAUDITED FINANCIALS FOR August '19 – Ms. Wang **C**
8. FUNDRAISING - Ms. LeBaron-Hsieh **D**
 - A. Development Director Presentation
 - B. Sunlight Giving Site Visit
9. BOARD NOMINATION COMMITTEE – Director Young
 - A. Nomination of New Board Members
 - B. Board Effectiveness
10. SUGGESTED AGENDA ITEMS FOR NEXT MEETING (February 20) – Vice Chair Galligan
11. ADJOURN





**Board Meeting Minutes
November 21, 2019, 6:30 PM
San Mateo Center Board Room**

1. **CALL TO ORDER:** Vice Chair Galligan called the meeting to order at **6:35pm**
 - **ROLL CALL – Present:** Vice Chair Helen Galligan, Secretary Clyde Hinshelwood, Directors Sheryl Young and Rick Navarro. **Also present:** CEO Tracey Carrillo Fecher, CFO Cheryl Fama, Sr. Accountant Tina Wang, Administrative Assistant Libby Barnard.

Director Young motioned to add an agenda item to discuss the December Board Meeting. Director Navarro seconded and the motion was unanimously approved.

2. **MISSION MOMENT** – Ms. Barnard shared a story from a recent health fair at San Mateo Adult School. While hosting a table on oral health with a clinical volunteer, a student expressed interest in volunteering with Sonrisas. She comes from Mexico but recently moved with her family to the Bay Area but has been unable to find work in her field—pediatric dentistry. The volunteer met with Dr. Bonnie recently and is completing orientation and training to volunteer in Sonrisas’ outreach programs.

3. **PUBLIC COMMENTS:** No Public in Attendance

4. **APPROVAL OF BOARD MINUTES:** *Director Young motioned to accept the minutes for the October board meeting as written. Secretary Hinshelwood seconded and the minutes were approved unanimously.*

5. **CEO REPORT**

- **CEO Fecher** reported that patient visits were down 2%, and she be marketing the affordable scale plan, for which visits are off by 15%. **Secretary Hinshelwood** suggested to advertise the affordable scale plan at a market, like Marina Market or 99 Ranch Market. **CFO Fama** offered to help share the flyer among PHCD’s other service providers. Peninsula Family Services was also mentioned as a potential community partner that could share the information.
- **October production** was affected by the power outage, but **CEO Fecher** noted that a providers was on vacation, so production would have already been affected by that. The leadership team has created a power outage protocol.
- **FQHC County Partnership:** Some staff have begun training, and it is estimated that the program may be ready to launch by the first or second week of December.
- **Key Performance Indicators:** Over the last month, **CEO Fecher** focused on provider daily production. She presented several areas of improvement, including rate of patient cancellations and no shows, types of procedures completed by dentists, and scheduling gaps. The team will explore the reason behind cancellations and no shows in January. **Director Navarro** suggested charging patients \$20 upfront to keep the appointment.
- **Outreach:** Outreach outcomes for July-October were presented. The board will receive quarterly data progress reports moving forward. This data will be used in Sonrisas’ annual report.



- **Strategic Partnerships:** CEO Fecher and Dr. Jue took Supervisor Dave Pine on a 3-hour tour of Sonrisas' services. CEO Fecher also noted that Dr. Jue or Dr. Rothstein will sit on the HPSM Dental Advisory Committee.
- **CFO Fama** gave an update from the Children's Health Initiative regarding the availability of dental services in San Mateo County. There is a lack of pediatric dentistry services to low income individuals in the northern corridor of the region, including South City, Daly City, and Brisbane area.

6. CFO REPORT

- **CFO Fama** recently attended a meeting for the Oral Health Coalition, where she learned that SDH's dental visits to farmworkers is at a rate ten times higher than other providers.
- **First Quarter Performance:** Sonrisas is ahead of its budgeted financial goals. The most recent audit was successful and will go to the PHCD board in the December meeting. CFO reported a verbal "clean audit."

7. UNAUDITED FINANCIALS

- **September Report:** SDH had 901 visits, 65 visits under budget. Total revenue was \$63K, including \$31k for school screenings from La Honda-Pescadero Unified School District, in addition to the \$75K from PHCD. Total expenses for September was \$21K better than budget, making the net income \$15K, and the YTD is \$59K, and \$139K better than budget. Our cash position is estimated to be \$126K. Ms. Wang included data from prior YTD on the financial dashboard to show long-term growth. She and CEO Fecher welcomed feedback on the dashboard.
- **CEO Fecher** added that donations were ahead of budget by \$170K, attributed to the Healthy Community Collaborative.

8. FUNDRAISING

- **Grant Activity Report:** SDH received the second half of grants from Cal Wellness and Sequoia Healthcare District. Lucile Packard Children's Hospital's grant is in process. SDH received an in-kind donation of dental supplies worth \$25K.
- **CEO Fecher** announced the hire of a new Director of Development.
- **Cooking for a Cause:** Secretary Hinshelwood secured the Half Moon Bay Library for April 17th, which location has the potential increase SDH's revenue from beer/wine sales.
- **Secretary Hinshelwood** shared that the annual appeal is nearing completion, and he and Ms. Barnard work on finalizing the mailing list.
 - **CFO Fama** inquired whether there is a menu of services for donors to know what their contribution would accomplish.

9. CAPITAL IMPROVEMENTS AT SAN MATEO CLINIC

- CEO Fecher presented Sonrisas' need to create office space for organizational growth and sterilization improvements. The proposed plan would also improve Sonrisas' storage of supplies, purchase a cart for the Hospital Dentistry Program for Children, and improve the look of the clinic. CEO Fecher asked the board to support a motion to not exceed a \$65K budget towards capital improvements for the San Mateo Clinic, funded by a PHCD grant installment.
- **Director Navarro** motioned to ask the PHCD Board to approve the usage of up to \$65k in funds for capital improvements from a grant installment. **Vice Chair Galligan** seconded and it was



unanimously voted to approve this motion. A letter will be sent to the PHCD for their consideration at the next PHCD board meeting.

10. BOARD NOMINATION COMMITTEE

- **CEO Fecher** reviewed changes to the Sonrisas Board Bylaws to increase the number of board members from seven to nine. **Vice Chair Galligan** *motioned to approve to allow for an expansion of Sonrisas' board to nine members.* **Director Navarro** *seconded and the motion was unanimously approved.*
- **Director Young** reported that **Secretary Hinshelwood** and **Board Chair Taverner** will contact Coastside candidates for new board positions, while **Vice Chair Galligan** will work with PHCD board members to identify a candidate from their board. The board nomination committee will gather in January to synthesize the findings, with a goal of presenting potential candidates in the new year.

[Addendum: Added Item]

11. **Cancelling the December Meeting:** *After reviewing the availability of board members, **Director Navarro** moved that the December Board Meeting be cancelled. **Secretary Hinshelwood** seconded and the motion was approved unanimously.*

12. SUGGESTED AGENDA ITEMS FOR NEXT MEETING (January 16)

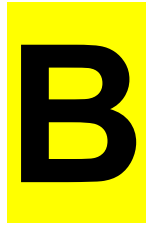
- Board Nomination Committee and Board Effectiveness
- Introduction of the Director of Development
- Follow-up on Coastside Incident

13. Meeting was adjourned at **8:03pm**

Minutes by Libby Barnard

Approved by:

Helen Galligan





DATE: January 16, 2019

TO: SDH Board of Directors

FROM: Tracey Fecher, CEO

RE: **CEO Monthly Report**

1. Overall Operations

- After the August 2019 incident at Coastsides, several patients have requested and received reimbursement for medical bills for blood tests. The Dental Board visited on January 6th, 2020 to follow up on a confidential complaint the received about the August incident. Dr. Torrey Rothstein was at the clinic and reviewed the sterilization process at the clinic with the investigator. The investigator indicated he will be closing the complaint.
- The project to reconfiguration office, storage space and sterilization upgrades for the San Mateo clinic kicked off in early January. SDH would like to thank the PHCD board for supporting the repurposing of a grant installment for these important improvements.
- The Sonrisas Dental Health website will be redesigned for an updated look and feel with a focus on donations as well as attracting new patients and will include patient stories as a feature. If budget allows, photography of Sonrisas' patients and clinics will be taken to use on the website.
- A review of payroll and 401K providers has been launched to determine if a solution that meets SDH's needs with a more cost-effective vendor(s) can be identified for implemented in the new fiscal year.
- Positive financial results year to date allowed SDH to not take the Peninsula Health Care District grant installment in November 2019.
- An inquiry for IV sedation was received in early January for a woman with dental anxiety. The team is working on a quote for services for the patient.

2. FQHC Partnership

- The first three FQHC patient were seen on December 20th with a total of 4 visits in December.
- Currently, referrals from SMMC are low. Our team is working with the SMMC team to determine if a new referral process is needed or if the holidays have made referrals lag.
- In January, the SDH team will be meeting with the SMMC implementation team every two weeks to check in on the contract implementation and outstanding items to resolve.
- The December visits will be invoiced with a new process being developed by both teams.

3. Key Performance Indicators

- Industry standard for dental production at usual, customary rates for a hygienist per day is \$1500 and for a dentist is \$3500-\$4000/day.
- At the November board meeting, draft production was shared for September 2019 that reported dentist production at \$2400/day in the San Mateo clinic. A review of Open Dental reports has

corrected data about the number of days the dentists/hygienists worked. Below are the production numbers for September, October, November and December. Note that the updated September production for dentists in San Mateo is \$3700/day, within the industry standard.

Month	September			
San Mateo Center Production by Day for Hygienist and Dentists				
	Total Production	FTE	Total Days Worked by Providers	Production/Day
Hygienist Production	\$41,491	1.15	23.50	\$1,766
Dentist Production	\$179,046	2.55	48.50	\$3,692

Half Moon Bay				
Production by Day for Hygienist and Dentists				
	Total Production	FTE	Total Days Worked by Providers	Production/Day, NO PTO
Hygienist Production	\$12,116	0.40	8.00	\$1,515
Resident Production	\$35,057	1.00	19.00	\$1,845
Dentist Production	\$57,969	1.15	21.00	\$2,760

Month	October			
San Mateo Center Production by Day for Hygienist and Dentists				
	Total Production	FTE	Total Days Worked by Providers	Production/Day
Hygienist Production	\$42,388	1.15	23.00	\$1,843
Dentist Production	\$209,963	2.45	56.25	\$3,733

Half Moon Bay				
Production by Day for Hygienist and Dentists				
	Total Production	FTE	Total Days Worked by Providers	Production/Day
Hygienist Production	\$9,988	0.40	6.00	\$1,665
Resident Production	\$29,201	1.00	17.00	\$1,391
Dentist Production	\$75,192	1.10	23.00	\$3,269



Month **November**

San Mateo Center Production by Day for Hygienist and Dentists				
	Total Production	FTE	Total Days Worked by Providers	Production/Day
Hygienist Production	\$38,938	1.15	21.00	\$1,854
Dentist Production	\$167,718	2.55	42.75	\$3,923

Half Moon Bay Production by Day for Hygienist and Dentists				
	Total Production	FTE	Total Days Worked by Providers	Production/Day
Hygienist Production	\$10,347	0.40	7.00	\$1,478
Resident Production	\$26,086	1.00	13.00	\$2,007
Dentist Production	\$73,683	1.15	23.50	\$3,135

Month **December**

San Mateo Center Production by Day for Hygienist and Dentists				
	Total Production	FTE	Total Days Worked by Providers	Production/Day
Hygienist Production	\$34,771	1.15	18.00	\$1,932
Dentist Production	\$165,445	2.50	48.25	\$3,429

Half Moon Bay Production by Day for Hygienist and Dentists				
	Total Production	FTE	Total Days Worked by Providers	Production/Day
Hygienist Production	\$9,255	0.40	6.00	\$1,543
Resident Production	\$26,516	1.00	16.00	\$1,657
Dentist Production	\$59,774	1.05	20.00	\$2,989

- **No-Show (Broken) Appointments:** Below are draft KPI data for broken (also called no-show or missed) appointments for both clinics. An appointment is considered broken if the patient is a no show or if they give less than 24 hours of notice for a cancellation. While there are more days of providers (dentists and hygienists) at the San Mateo clinic, the broken appointments at Coastsides are close to or exceed those in San Mateo. The team is investigating if the care coordinator at Coastsides has been confirming appointments that are not confirmed by LightHouse or if there is an issue with LightHouse not working properly. Center Director, Pat Kinniburgh, is also going to be working from Coastsides one morning a week to review the workflow and to identify any additional issues.

	<u>San Mateo Clinic</u>		<u>Coastsides Clinic</u>	
Month	# Provider Days	# Broken Appoint.	# Provider Days	# Broken Appoint.
September	72	65	48	71
October	79	68	46	66
November	64	48	44	53
December	66	61	42	57

- Additional KPIs (Collections, Case Acceptance Rate, Cancellations) will be added to the CEO report as they are measured, and improvements are made by the team.

4. School Screenings

- The first winter/spring school screening will take place on February 7th at Hatch Elementary in Half Moon Bay. There are school screenings scheduled through March and April; and SDH is on track to screen 1,000 children this fiscal year.
- Dr. Bonnie Jue and CEO Tracey Fecher met with the CEO of the Sequoia Healthcare District (SHD), the Wellness Director of the Redwood City School District and the Dental Director of Ravenswood to discuss an expansion of the screening program in Redwood City schools. While the school district would like Sonrisas to screen additional children at district schools, there is some concern about the subsequent referrals to local Medi-Cal Dental providers. Additional discussions will be held to develop a process and partnership. SDH has expressed an interest in funding additional school screenings in the Redwood City School District.

5. Strategic Partnerships

- A meeting with San Mateo County Dental Society, the Adult School of San Mateo and Dr. Bonnie was held to discuss starting a dental assisting program at the adult school.
- Supervisor Don Horsely has requested a tour of the Pescadero mobile clinic at the end of January.





DATE: January 15, 2019

TO: SDH Board of Directors

CC: Cheryl Fama, CFO

FROM: Tina Wang, Senior Accountant

RE: November Unaudited Financials and YTD Performance to Budget

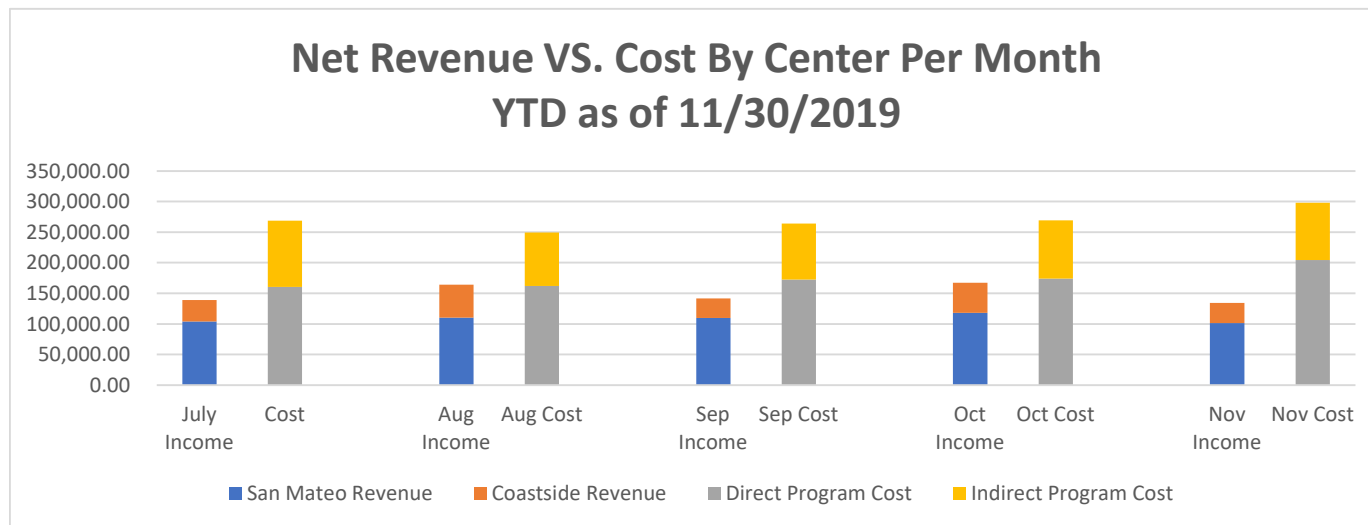
November PERFORMANCE:

- A. Revenue:** Net Patient Revenue was **\$134,291**- \$4,510 less than budget.
- 873 visits –37 visits under budget.
 - Total deductions were <\$196,722> – 59% of gross revenue.
- B. Donations/Grants & Other Income:** **\$104,404**– \$194 for individual donations; \$46,965 for In-kind donations of dental supplies; \$56,973 released from restricted grants; \$272 in dividends & other income.
- C. Total Expense:** **\$298,090** - \$6,021 more than budget.
- Direct Expense: \$204,507--\$29,619 more than budget. The accounting entry for the in-kind donation of \$46,965 of dental supplies gross-up both the income and expense for the same amount, netting to zero. The combination of donated supplies, a few catch-up lab invoices offset by some personnel cost savings contributed to the \$29K variance.
 - Indirect Expense: \$93,583 --\$23,598 better than budget from a combination of savings in personnel cost due to one less business day in the month and additional expense for computer support services.
- D. Net Income:** < **\$59,395** >

YTD PERFORMANCE TO BUDGET: YTD net income is **\$196,155** better than budget. Cash-flow is **\$197,597** better than budget. PHCD grant received to date is **\$300,000**. No support needed from PHCD in November 2019

	YTD Actual	Budget	Performance
<i>Visits</i>	<i>4729</i>	<i>4775</i>	<i>(46)</i>
Gross Patient Revenue	\$1,801,322	\$1,600,414	+13%
Uncompensated Care (Deductions)	<\$1,055,121>	<876,542>	<20%>
Grants/Donations/Other Income	\$644,854	\$567,350	+14%
Direct Cost	<\$873,749>	<\$888,529>	+2%
Indirect Cost	<\$475,612>	<\$557,154>	+16%
Net Income	\$ 41,694	<\$154,461>	+127%
<i>Non-cash items adj.</i>			
Depreciation	\$111,435	\$109,993	<1%>
Est. Cash-flow	\$153,129	<44,468>	+444%

Sonrisas Dental Health Operations								
	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Total	YTD Budget	B(W)
San Mateo Revenue	103,976	110,431	109,955	118,002	101,271	543,635	532,499	11,136
Coastside Revenue	34,980	53,473	31,805	49,289	33,020	202,567	191,376	11,191
Total Net Revenue	138,956	163,904	141,760	167,291	134,291	746,202	723,875	22,327
Direct Program Cost	160,634	162,047	172,576	173,985	204,507	873,749	888,530	14,781
Indirect Program Cost	107,847	87,327	91,652	95,322	93,584	475,732	557,154	81,422
Total Cost	268,482	249,375	264,228	269,306	298,090	1,349,481	1,445,684	96,203
TOTAL	(129,526)	(85,471)	(122,468)	(102,015)	(163,799)	(603,280)	(721,809)	118,530
Dividend/Other Income	33,103	303	31,419	341	273	65,438	1,700	63,738
Donations Received	39,307	36,304	31,877	67,917	104,132	279,536	190,650	88,886
Grant from PHCD	75,000	75,000	75,000	75,000	0	300,000	375,000	(75,000)
OTHER INCOME	147,409	111,606	138,297	143,257	104,404	644,974	567,350	77,624
NET INCOME	17,883	26,135	15,829	41,242	(59,395)	41,694	(154,459)	196,153



Visits by Center

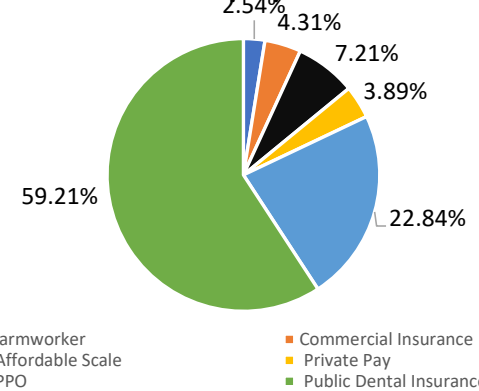
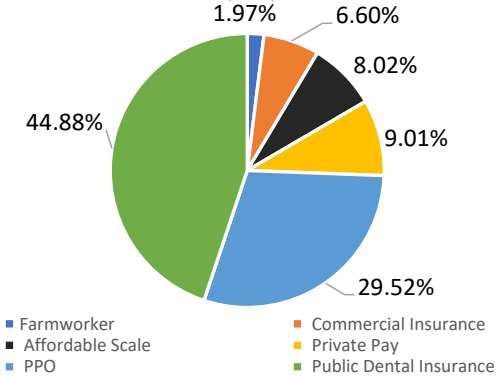
	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Total	Budget	Variance
San Mateo Visits	668	631	598	677	580	3154	3123	31
Coastside Visits	295	357	303	327	293	1575	1652	(77)
Total Visits	963	988	901	1004	873	4729	4775	(46)

Visits by Payer -San Mateo

	Nov 19	Budget	Variance	YTD Visits	YTD Budget	Variance
Commercial Insurance	31	30	1	155	195	(40)
PPO	188	180	8	920	900	20
Private Pay	29	30	(1)	169	150	19
Affordable Scale	15	10	5	67	80	(13)
Farmworker	11	30	(19)	67	140	(73)
Public Dental Insurance(Adult)	134			836		
Public Dental Insurance(Child)	172	304	2	940	1658	118
Total Visits	580	584	(4)	3,154	3,123	31

Visits by Payer -Coastside

	Nov 19	Budget	Variance	YTD Visits	YTD Budget	Variance
Commercial Insurance	8	5	3	49	27	22
PPO	28	25	3	160	130	30
Private Pay	2	6	(4)	15	30	(15)
Affordable Scale	48	65	(17)	274	325	(51)
Farmworker	10	0	10	53	0	53
Public Dental Insurance(Adult)	109			557		
Public Dental Insurance(Child)	88	225	(28)	467	1140	(116)
Total Visits	293	326	(33)	1,575	1,652	(77)

Visits By Payer As a Percentage
YTD as of 11/30/2019Net Revenue by Payer As a Percentage
YTD as of 11/30/2019

Avg. Income (Loss) per Visit	
	YTD
Net Revenue per Visit	\$ 157.60
Direct Cost per \	\$ (185.98)
Indirect Cost	\$ (100.85)
Net Income per Visit	\$ (129.23)

True Income (Loss) per Visit by Payer	
Payer	Avg. YTD
Commercial Insurance	\$ 11.70
PPO	\$ (29.51)
Public Dental Insurance	\$ (231.37)
Private Pay	\$ 290.09
Affordable Scale	\$ 70.51

Sonrisas Dental Health Operations FY 18 VS. FY19						
	Nov 19	Nov 18	Variance B(W)	YTD 19	YTD 18	Variance B(W)
Visits	873	888	(15)	4729	4495	234
San Mateo Revenue	101,271	106,439	(5,168)	543,635	522,647	20,988
Coastside Revenue	33,020	44,096	(11,076)	202,567	218,175	(15,608)
Total Net Revenue	134,291	150,535	(16,244)	746,202	740,821	5,381
Direct Program Cost	204,507	132,069	(72,438)	873,749	729,062	(144,687)
Indirect Program Cost	93,584	111,147	17,564	475,732	550,895	75,163
Total Cost	298,090	243,216	(54,874)	1,349,481	1,279,957	(69,524)
TOTAL	(163,799)	(92,682)	(71,118)	(603,280)	(539,136)	(64,143)
Dividend/Other Income	273	311	(39)	65,438	7,266	58,172
Donations Received	104,132	65,897	38,234	279,536	142,609	136,927
Grant from PHCD	0	75,000	(75,000)	300,000	300,000	0
OTHER INCOME	104,404	141,209	(36,804)	644,974	449,875	195,099
NET INCOME	(59,395)	48,527	(107,922)	41,694	(89,261)	130,956

SONRISAS DENTAL HEALTH, INC.
Profit & Loss Budget Performance
 November 2019

	Nov 19	Budget	Variance B(W)	Jul - Nov 19	YTD Budget	Variance B(W)
Ordinary Income/Expense						
Income						
Program Revenue						
Patient Services						
4103 · Commercial Insurance	12,137.00	10,521.33	1,615.67	62,463.00	67,062.40	(4,599.40)
4102 · PPO	78,193.00	65,348.69	12,844.31	377,680.00	328,077.53	49,602.47
4100 · Public Dental Insurance	191,545.00	177,559.18	13,985.82	1,128,876.40	975,769.21	153,107.19
4106 · Private Pay	9,535.00	9,942.72	(407.72)	67,351.00	49,713.60	17,637.40
4101 · Affordable Scale	21,129.00	20,725.98	403.02	107,039.00	112,554.46	(5,515.46)
4104 · Farmworker	18,474.00	12,543.71	5,930.29	57,913.00	58,537.31	(624.31)
4017 · FQHC	0.00	5,800.00	(5,800.00)	0.00	8,700.00	(8,700.00)
Total Patient Services	331,013.00	302,441.61	28,571.39	1,801,322.40	1,600,414.51	200,907.89
Uncompensated Care						
5020 · Prior Period Adjustment	1,588.79	(1,500.00)	3,088.79	16,959.21	(4,500.00)	21,459.21
5005 · Commercial Insurance	(1,931.00)	(2,130.92)	199.92	(13,081.54)	(13,502.83)	421.29
5004 · PPO	(33,534.67)	(25,517.00)	(8,017.67)	(156,900.41)	(128,061.00)	(28,839.41)
5009 · Public Dental Insurance	(131,729.55)	(116,722.39)	(15,007.16)	(793,266.95)	(641,645.54)	(151,621.41)
5007 · Affordable Scale	(8,543.70)	(7,800.00)	(743.70)	(47,064.80)	(41,468.00)	(5,596.80)
5003 · Farmworker Program	(19,622.00)	(7,470.96)	(12,151.04)	(43,214.00)	(34,864.68)	(8,349.32)
5002 · Hope Fund	0.00		0.00	0.00		0.00
5001 · Fee Adjustments	(2,949.80)	(2,500.00)	(449.80)	(18,552.10)	(12,500.00)	(6,052.10)
5006 · Private Pay	0.00	0.00	0.00	0.00	0.00	0.00
Total Uncompensated Care	(196,721.93)	(163,641.27)	(33,080.66)	(1,055,120.59)	(876,542.05)	(178,578.54)
Total Program Revenue	134,291.07	138,800.34	(4,509.27)	746,201.81	723,872.46	22,329.35
Donations/ Incentives / Others						
5104 · Fundraiser	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)
5100 · Donations	193.58	2,200.00	(2,006.42)	2,374.84	13,000.00	(10,625.16)
5101 · In-Kind Donations	46,965.00	0.00	46,965.00	46,965.00	0.00	46,965.00
5103 · Incentives	0.00	0.00	0.00	0.00	0.00	0.00
5200 · Other Program Revenue	0.00		0.00	63,640.45		63,640.45
Events/Fundraisers			0.00			0.00
5105 · Raffle	0.00	0.00	0.00	2,615.64	2,650.00	(34.36)
5106 · Other Events	0.00	0.00	0.00	0.00	0.00	0.00
Total Events/Fundraisers	0.00	0.00	0.00	2,615.64	2,650.00	(34.36)
5150 · Unrestricted Grants	0.00	75,000.00	(75,000.00)	300,000.00	375,000.00	(75,000.00)
5199 · Net Assets Released from Restri	56,972.96	34,800.00	22,172.96	227,686.05	174,000.00	53,686.05
Total Donations/ Incentives / Others	104,131.54	112,000.00	(7,868.46)	643,281.98	565,650.00	77,631.98
Total Income	238,422.61	250,800.34	(12,377.73)	1,389,483.79	1,289,522.46	99,961.33
Gross Profit	238,422.61	250,800.34	(12,377.73)	1,389,483.79	1,289,522.46	99,961.33
Expense						
Direct Program Costs						
Personnel						
5250 · Direct Program Salaries	123,676.93	139,788.00	16,111.07	645,366.88	698,940.00	53,573.12
5260 · Payroll Taxes	8,375.47	11,183.04	2,807.57	46,210.75	55,915.20	9,704.45
5261 · Unemployment Taxes	507.57	1,554.05	1,046.48	2,074.74	7,770.25	5,695.51
5270 · Benefits	3,007.48	2,643.47	(364.01)	21,435.66	13,217.35	(8,218.31)
5275 · 401k Match	764.91	963.66	198.75	4,198.52	4,818.30	619.78
5278 · Worker's Comp.	1,114.39	1,397.88	283.49	5,543.10	6,989.40	1,446.30
5280 · Continuing Educ.	0.00	0.00	0.00	2,032.45	500.00	(1,532.45)
5281 · Licenses and Registrations	363.25	216.00	(147.25)	5,544.25	1,080.00	(4,464.25)
Total Personnel	137,810.00	157,746.10	19,936.10	732,406.35	789,230.50	56,824.15
Contracted Services						
5301 · Contract Employees	0.00	0.00	0.00	0.00	0.00	0.00
5303 · Sterilization Services	756.00	760.00	4.00	4,028.00	3,800.00	(228.00)
5304 · Pathogen Testing	0.00	65.00	65.00	0.00	325.00	325.00
5305 · Shredding	67.00	0.00	(67.00)	330.00	0.00	(330.00)
Total Contracted Services	823.00	825.00	2.00	4,358.00	4,125.00	(233.00)
5320 · Dental Supplies	58,573.98	7,916.06	(50,657.92)	104,697.14	50,573.96	(54,123.18)
5325 · Small Dental Equipment	0.00	0.00	0.00	0.00	2,500.00	2,500.00
5326 · Dental Equipment Repair	0.00	800.00	800.00	731.02	4,000.00	3,268.98
5330 · Lab Fees	7,249.80	7,500.00	250.20	31,456.71	37,500.00	6,043.29
5331 · Uniforms	50.00	100.00	50.00	100.00	600.00	500.00
Total Direct Program Costs	204,506.78	174,887.16	(29,619.62)	873,749.22	888,529.46	14,780.24
Indirect Costs						
Administrative Personnel						

SONRISAS DENTAL HEALTH, INC.
Profit & Loss Budget Performance
November 2019

	Nov 19	Budget	Variance B(W)	Jul - Nov 19	YTD Budget	Variance B(W)
5450 · Salaries/Wages	39,569.05	53,649.00	14,079.95	201,380.79	243,249.00	41,868.21
5460 · Payroll Taxes, Admin/Mgmt	2,943.06	4,291.92	1,348.86	14,611.97	19,459.92	4,847.95
5461 · Unemployment Taxes	0.00	804.74	804.74	291.57	3,648.76	3,357.19
5470 · Benefits	1,419.86	5,364.90	3,945.04	7,646.31	24,324.90	16,678.59
5475 · 401k Match, Admin/Mgmt.	441.09	804.74	363.65	1,535.81	3,648.76	2,112.95
5478 · Worker's Comp.	335.52	536.49	200.97	1,704.90	2,432.49	727.59
Administrative Personnel - Other	0.00		0.00	11,927.26		(11,927.26)
Total Administrative Personnel	44,708.58	65,451.79	20,743.21	239,098.61	296,763.83	57,665.22
Business Taxes						
5520 · Property Taxes	0.00	0.00	0.00	79.29	250.00	170.71
Total Business Taxes	0.00	0.00	0.00	79.29	250.00	170.71
Equipment Expenses						
5507 · Computer Support	6,449.70	3,650.00	(2,799.70)	19,780.63	18,250.00	(1,530.63)
5608 · Software Support	827.00	850.00	23.00	3,982.00	4,250.00	268.00
5630 · Office. Equip. Maintenance	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Total Equipment Expenses	7,276.70	4,500.00	(2,776.70)	23,762.63	23,500.00	(262.63)
Facilities Expenses						
5600 · Auto Expenses	258.46	300.00	41.54	709.62	1,500.00	790.38
5610 · Building Maintenance	676.73	750.00	73.27	5,650.79	3,750.00	(1,900.79)
5611 · Janitorial Service	2,538.00	2,250.00	(288.00)	10,990.00	11,250.00	260.00
5670 · Rent	3,300.00	3,300.00	0.00	16,500.00	16,500.00	0.00
5672 · Phone / Internet	1,389.88	1,247.00	(142.88)	6,909.09	6,235.00	(674.09)
5680 · Utilities	2,172.73	2,444.00	271.27	10,513.95	12,220.00	1,706.05
Total Facilities Expenses	10,335.80	10,291.00	(44.80)	51,273.45	51,455.00	181.55
Insurance						
5635 · Auto Insurance	214.47	671.00	456.53	1,072.35	3,355.00	2,282.65
5636 · Malpractice (Prof. Liab.)	765.00	457.60	(307.40)	3,825.00	2,288.00	(1,537.00)
5637 · Liability & Property	993.33	1,030.70	37.37	4,966.65	5,153.50	186.85
5638 · Directors & Officer Liability	280.50	309.10	28.60	1,402.50	1,545.50	143.00
Total Insurance	2,253.30	2,468.40	215.10	11,266.50	12,342.00	1,075.50
Office Exp.						
5502 · Claims Processing	285.92	126.00	(159.92)	859.04	630.00	(229.04)
5504 · Payroll Processing / BG Checks	927.42	984.00	56.58	4,174.47	4,920.00	745.53
5616 · Patient Notification	485.00	485.00	0.00	2,444.90	2,425.00	(19.90)
5660 · Office Supplies	460.94	1,280.00	819.06	4,065.52	6,400.00	2,334.48
5665 · Postage and Shipping	7.85	310.00	302.15	1,511.11	1,550.00	38.89
5668 · Printing Costs	0.00	100.00	100.00	713.11	800.00	86.89
Total Office Exp.	2,167.13	3,285.00	1,117.87	13,768.15	16,725.00	2,956.85
Fundraising Expenses						
5632 · Fundraising Expenses	0.00	1,100.00	1,100.00	160.50	2,200.00	2,039.50
5633 · Fundraising Consulting	1,963.00	2,800.00	837.00	11,851.50	14,000.00	2,148.50
Total Fundraising Expenses	1,963.00	3,900.00	1,937.00	12,012.00	16,200.00	4,188.00
Meeting & Travel Expenses						
5676 · Travel Costs	0.00	0.00	0.00	919.20	0.00	(919.20)
5677 · Meals	0.00	25.00	25.00	0.00	125.00	125.00
5678 · Mileage	0.00	225.00	225.00	662.56	1,125.00	462.44
Total Meeting & Travel Expenses	0.00	250.00	250.00	1,581.76	1,250.00	(331.76)
Outsourced Services						
5503 · Consultants	0.00	0.00	0.00	0.00	0.00	0.00
5508 · Professional Fees	0.00	0.00	0.00	2,500.00	0.00	(2,500.00)
Total Outsourced Services	0.00	0.00	0.00	2,500.00	0.00	(2,500.00)
5615 · Depreciation Expense	22,289.81	22,300.60	10.79	111,434.73	109,993.32	(1,441.41)
5618 · Dues, Fees & License	350.00	210.00	(140.00)	542.00	1,050.00	508.00
5620 · Employee Goodwill	31.90	200.00	168.10	1,278.50	1,000.00	(278.50)
5639 · Recruitment Expense	282.23	1,475.00	1,192.77	1,355.79	7,375.00	6,019.21
5648 · Marketing Expense			0.00			0.00
5651 · Outreach	709.70	0.00	(709.70)	1,073.72	5,000.00	3,926.28
5648 · Marketing Expense - Other	171.15	2,000.00	1,828.85	590.11	10,000.00	9,409.89
Total 5648 · Marketing Expense	880.85	2,000.00	1,119.15	1,663.83	15,000.00	13,336.17
Fees and Interest						
5641 · Finance Charges	283.41	50.00	(233.41)	535.42	250.00	(285.42)
5650 · Merchant Processing	760.93	800.00	39.07	3,459.38	4,000.00	540.62
Total Fees and Interest	1,044.34	850.00	(194.34)	3,994.80	4,250.00	255.20
Total Indirect Costs	93,583.64	117,181.79	23,598.15	475,612.04	557,154.15	81,542.11
Total Expense	298,090.42	292,068.95	(6,021.47)	1,349,361.26	1,445,683.61	1,387,770.61

SONRISAS DENTAL HEALTH, INC.
Profit & Loss Budget Performance
 November 2019

	Nov 19	Budget	Variance B(W)	Jul - Nov 19	YTD Budget	Variance B(W)
Net Ordinary Income	(59,667.81)	(41,268.61)	(18,399.20)	40,122.53	(156,161.15)	196,283.68
Other Income/Expense						
Other Income						
Other Income						
6120 - Interest Income	9.05		9.05	46.45		46.45
6121 - Dividends	204.49	340.00	(135.51)	1,408.78	1,700.00	(291.22)
6130 - Other Income	288.20		288.20	465.55		465.55
Total Other Income	501.74	340.00	161.74	1,920.78	1,700.00	220.78
Total Other Income	501.74	340.00	161.74	1,920.78	1,700.00	220.78
Other Expense						
5900 - Other Expenses	228.90		228.90	349.09		349.09
Total Other Expense	228.90		228.90	349.09		349.09
Net Other Income	272.84	340.00	(67.16)	1,571.69	1,700.00	(128.31)
Net Income	(59,394.97)	(40,928.61)	(18,466.36)	41,694.22	(154,461.15)	196,155.37

Balance Sheet

As of November 30, 2019

Nov 30, 19

ASSETS

Current Assets

Checking/Savings

Checking/Savings

1010 · Boston Private BusinessChecking	606,365.32
1020 · Boston Private Saving	110,081.33
1050 · Wells Fargo Checking	21,280.03
1070 · Merrill Lynch	203,469.19

Total Checking/Savings	941,195.87
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1175 · Petty Cash - Coastsides	381.41
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1176 · Petty Cash -San Mateo	200.00
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Total Checking/Savings	941,777.28
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Accounts Receivable

Accounts Receivable

1250 · Accounts Receivable - Services	128,508.67
1260 · Accts.Rec.- Other Agencies	57,312.22

Total Accounts Receivable	185,820.89
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Total Accounts Receivable	185,820.89
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Other Current Assets

1400 · Prepaid Expense	21,341.53
1405 · Work Comp Deposit	1,898.00
1450 · Allowance for Bad Debt	(4,938.61)
1499 · Undeposited Funds	26.00

Total Other Current Assets	18,326.92
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Total Current Assets	1,145,925.09
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Fixed Assets

Fixed Assets

1320 · Leasehold Impvmnt. - Coastsides	25,886.14
1321 · Leasehold Improv. - S. Mateo	1,016,755.76
1335 · Dental Equipment - Coastsides	117,755.81
1336 · Dental Equipment - San Mateo	506,218.80
1340 · Computers - Coastsides	35,725.63
1341 · Computers - San Mateo	67,209.65
1350 · Mobile Equipment	188,945.09
1370 · Furniture/Fixtures - Coastsides	8,515.46
1371 · Furniture/Fixtures - S.Mateo	109,021.12
1380 · Truck	111,934.08

Less Accumulated Depr.

1390 · Accum. Depreciation-Coastsides	(161,000.06)
1395 · Accum. Depreciation - San Mateo	(861,031.36)

Total Less Accumulated Depr.	(1,022,031.42)
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Total Fixed Assets	1,165,936.12
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Total Fixed Assets	1,165,936.12
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Other Assets

1420 · Security Deposits	14,697.00
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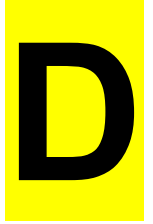
SONRISAS DENTAL HEALTH, INC.

Balance Sheet

As of November 30, 2019

Nov 30, 19

Total Other Assets	14,697.00
TOTAL ASSETS	2,326,558.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	52,315.45
Total Accounts Payable	52,315.45
Credit Cards	
2116 · Wells Fargo(Tracey)	(15.00)
Total Credit Cards	(15.00)
Other Current Liabilities	
*Payroll Liabilities	
2300 · Accrued Salaries/Wages	48,907.46
2301 · Accrued PTO	63,745.99
2321 · 401k Funds Payable	9,721.27
2322 · HSA Fund Payable	2,560.00
2383 · Accrued Payroll Taxes	20,506.75
2384 · Accrued PR Taxes on PTO	4,876.57
Total *Payroll Liabilities	150,318.04
Patient Liabilities	
2220 · Patient Prepayments - Coastside	4,701.60
2221 · Patient Prepayments - SM	12,025.40
2225 · Patient Refunds Payable -SM	2,419.14
2226 · Patient Refunds Payable - CSTSE	1,621.80
Total Patient Liabilities	20,767.94
2205 · Accrued Interest	260.33
Total Other Current Liabilities	171,346.31
Total Current Liabilities	223,646.76
Total Liabilities	223,646.76
Equity	
3900 · Retained Earnings- Coastside	344,765.83
3901 · Retained Earnings - San Mateo	1,486,780.08
3905 · Restricted Net Assets- Coastsid	142,241.55
3906 · Restricted Net Assets-S.Mateo	87,429.59
Net Income	41,694.40
Total Equity	2,102,911.45
TOTAL LIABILITIES & EQUITY	2,326,558.21



Grant / Fundraising Status (FY19)

January



GRANT SUBMISSIONS						
Name	Submittal Date	Requested	Center	Programs	Period	Awarded?
City of Half Moon Bay - Government Grant	5/28/2019	\$ 10,000	CS	Procedures	1 year	Yes
Chan Zuckerberg Initiative	9/12/2019	\$ 75,000	SM/CS	ATC	1 year	Denied
George H Sandy Foundation	8/29/2019	\$ 30,000	SM/CS	ATC	1 year	Denied
Dignity Health Sequoia Hospital	9/6/2019	\$ 20,000	SM/CS	School Screenings	1 year	Yes
Stanford Hospital	9/6/2019	\$ 50,000	SM/CS	ATC	1 year	Yes
Sutter Health Mills Peninsula Hospital	9/13/2019	\$ 20,000	SM/CS	School Screenings	1 year	Yes
Kaiser Hospital	10/6/2019	\$ 40,000	SM/CS	ATC	1 year	Yes
Lucile Packard Children's Hospital	10/23/2019	\$ 40,000	SM/CS	ATC and School Screening	1 year - possible 3	Yes
Tooth Fairy - Clean and Screen	11/8/2019	\$ 3,500	SM	School Screenings	1 month - Feb	Denied
Sandhill Foundation	12/3/2019	\$ 40,000	SM/CS	ATC	1 year	Yes
Tooth Fairy - Gap	12/18/2019	\$ 500	SM	Case for a child	December	Yes
American Academy of Pediatric Dentistry	12/20/2019	\$ 20,000	SM	ATC and School Screening	1 year	Pending
Total		\$ 349,000				

AWARDED							
Name	Awarded	Amount	Received	Not Yet Received	Period	Program	Center
California Wellness Foundation	8/13/2018	\$ 250,000.00	\$ 250,000.00	\$ -	Aug 18-Jul 21	Adults/Seniors	SM/CS
Peninsula Health Care District	10/25/2018	\$ 1,300,000.00	\$ 673,000.00	\$ 627,000.00	Jan 19-Jun 20	ATC	SM
Sequoia Healthcare District	2/6/2019	\$ 150,000.00	\$ 150,000.00	\$ -	Feb 19-Feb 20	SHD Residents	SM
Healthy Smiles, Healthy Children (AAPD*)	6/28/2019	\$ 20,000.00	\$ 20,000.00	\$ -	July 19-Jun 20	School Screenings and treatment	SM/CS
Delta Dental Community Foundation	8/20/2019	\$ 20,000.00	\$ 20,000.00	\$ -	July 19-Jun 20	ATC	SM/CS
Sutter Health Mills Peninsula Hospital	10/28/2019	\$ 20,000.00	\$ 20,000.00	\$ -	Jan 19-Dec 19	School Screenings and treatment	SM
City of HMB	9/30/2019	\$ 10,000.00	\$ 10,000.00	\$ -	July 19-Jun 20		CS
Stanford Hospital	9/23/2019	\$ 50,000.00	\$ 25,000.00	\$ 25,000.00	Sept 19-Aug 20	ATC	SM/CS
Kaiser Hospital	9/24/2019	\$ 40,000.00	\$ 40,000.00	\$ -	Oct 19-Sept 20	ATC	SM/CS
Lucile Packard Hospital	12/18/2019	\$ 40,000.00		\$ 40,000.00	Sept 19-Aug 20	ATC and School Screenings	SM
Sandhill Foundation	12/3/2019	\$ 40,000.00	\$ 40,000.00	\$ -	Dec 19-Nov 20	ATC	SM/CS
Tooth Fairy-Gap	12/18/2019	\$ 500.00	\$ 500.00	\$ -	December 2019	Case for a Child	SM
Total		\$ 1,940,500	\$ 1,248,500	\$ 692,000			

Grant / Fundraising Status (FY19)
January



ACCOUNTING REPORT: GRANTS/DONATIONS AVAILABLE IN FY20 (Cash Rec'd)		Jul-19		Jan-20			
Name	Beginning Bal	Addition	Released	Ending Bal	Period	Purpose	Center
Hope Fund	\$ 2,229		\$ -	\$ 2,229	On Going	Uncompensated Care	CS
Hope Fund	\$ 7,817		\$ -	\$ 7,817	On Going	Fund Development	CS
Gassert - School Screenings	\$ 600		\$ 600.00	\$ -	On Going	School Screenings	CS
Farmworkers	\$ 55,246	\$ 34,869.64	\$ 38,643.75	\$ 51,472	On Going	Farmworkers	SM
Sand Hill Foundation	\$ 7,500		\$ 7,500.00	\$ -	10/01/2018-9/30/2019	General Support	SM/CS
California Wellness	\$ 48,611	\$ 125,000.00	\$ 48,608.00	\$ 125,003	08/01/2018-07/31/2121	Senior/Children	SM/CS
Delta Dental Community Foundation	\$ 8,756		\$ 8,756.00	\$ -	10/01/2018-9/30/2019	General Support	SM/CS
Dignity Health Sequoia Hospital	\$ 6,664		\$ 6,664.00	\$ -	1/1/2019-12/31/2019	Hoover School/Casa de Redwood	SM
TouchPoint Foundation	\$ 1,750		\$ 1,750.00	\$ -	2/1/2019-1/31/2020	Older Adults	SM/CS
Healthy Smiles, Healthy Children (AAPD*)	\$ -	\$ 20,000.00	\$ 11,662.00	\$ 8,338	07/01/2019-06/30/2020	School Screenings and treatment	SM/CS
Delta Dental Community Foundation	\$ -	\$ 20,000.00	\$ 11,662.00	\$ 8,338	07/01/2019-06/30/2020	General Support	SM/CS
Sutter Health Mills Peninsula Hospital	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	01/01/2019-12/31/2019	School Screenings and treatment	SM/CS
City of HMB	\$ -	\$ 10,000.00	\$ 5,831.00	\$ 4,169	07/01/2019-06/30/2020	General Support	CS
Sequoia Health District	\$ 12,500	\$ 75,000.00	\$ 62,500.00	\$ 25,000	09/01/2019-02/28/2020	General Support	SM/CS
Sand Hill Foundation		\$ 40,000.00	\$ 6,666.00	\$ 33,334	12/01/2019-11/30/2020	General Support	SM/CS
Tooth Fairy-Gap		\$ 500.00	\$ 500.00	\$ -	12/01/2019-12/31/2019	General Support	SM
Total	\$ 151,672	\$ 345,370	\$ 231,343	\$ 265,699			

GRANTS NOT AWARDED							
Name	Submittal Date	Requested	Center	Date Notified	Programs	Reason	Next Steps
Wells Fargo	7/1/2019	\$ 25,000.00	SM/CS	9/11/2019	Screenings	None Given	
Chan Zuckerberg Initiative	9/12/2019	\$ 75,000.00	SM/CS	ATC	1 year	None Given	Research introduction to C-Z when Dev Director Starts
George H Sandy Foundation	8/29/2019	\$ 30,000.00	SM/CS	ATC	1 year	None Given	
Tooth Fairy - Clean and Screen	11/8/2019	\$ 3,500.00	SM	School Screenings	1 month - Feb	None Given	Maura scheduling follow up with Foundation
COMING UP							
Name							
Palo Alto Community Foundation							
Atkinson Foundation							
Delta Denta							
Genentech							
Sunlight Giving							