



Sonrisas Dental Health

Board of Directors Closed Session

**September 17, 2020
6:00 PM**

The Board will host a Virtual Closed Session using Zoom. Members of the public wishing to offer public comment at the start of the meeting may do so by joining the meeting with the link or phone number below.

Join Zoom Meeting:

<https://us02web.zoom.us/j/82308986652?pwd=SkR6ZE83TmF6V0ZHcVZHTm9zcG9YZz09>

Meeting ID: 823 0898 6652
Passcode: 662547

AGENDA

1. CALL TO ORDER AND ROLL CALL – Chair Taverner
2. PUBLIC COMMENT – Chair Taverner
3. CLOSED SESSION – Chair Taverner
 - a. Pursuant to Government Code Section 54957: CEO Review with chief negotiator, Chair Nigel Taverner.
4. REPORT OUT – Chair Taverner
 - a. Any recommended actions will be reported out at the Regular Board Meeting immediately following this session
5. ADJOURN TO OPEN SESSION



**Board Meeting
October 15th, 2020**

6:30 PM

Teleconference Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/88561932511>

Meeting ID: 885 6193 2511

Dial In: 1 669 900 9128

AGENDA

- | | |
|--|-------------|
| 1. CALL TO ORDER AND ROLL CALL – Chair Taverner | TABS |
| 2. MISSION MOMENT – Maura LeBaron-Shieh | |
| 3. PUBLIC COMMENTS | |
| A. Report out from closed session – Chair Taverner | |
| 4. APPROVAL OF BOARD MINUTES: September 18, 2020 | A |
| 5. REPORTS | |
| A. CEO Report – CEO Fecher | B |
| B. CFO Report – CFO Fama | C |
| C. Community Engagement Report – Dr. Bonnie Jue, DDS | D |
| D. Fundraising Report – Maura LeBaron-Hsieh | E |
| 6. OLD BUSINESS | |
| A. FQHC Contract update | F |
| 7. NEW BUSINESS | G |
| A. Financial Review | |
| a. Unaudited financials for August'20 – Tina Wang | |
| b. Financial Projection Model – CEO Fecher | |
| B. Annual Salary Review, Action if Any from Closed Session– Chair Taverner | |
| C. 401K Safe Harbor Proposal, Action Requested – CEO Fecher | |
| D. Building Out Additional Operatory, Action Requested – CEO Fecher/ Dr. Torrey Rothstein, DDS | |
| 8. SUGGESTED AGENDA ITEMS FOR NEXT MEETING – Chair Taverner | |
| 9. ADJOURN | |





Board Meeting September 17th, 2020

MINUTES

1. **CALL TO ORDER AND ROLL CALL – Chair Taverner** called the meeting to order at **6:54 pm**
 - **Present:** Board Chair Nigel Taverner, Vice Chair Helen Galligan, Board Members: Larry Cappel, Liz Dodge, Sheryl Young, Clyde Hinshelwood.
 - **Also Present:** CEO Tracey Fecher, CFO Cheryl Fama, Dental Director Dr. Torrey Rothstein, Community Engagement Director Dr. Bonnie Jue, Director of Development Maura LeBaron-Hsieh, Sr. Accountant Tina Wang, Executive Assistant Libby Barnard
 - **Absent:** Rick Navarro

2. **MISSION MOMENT – CEO Fecher**
 - Supervisor Dave Pine was interviewed for several video projects for Peninsula Health Care District and Sonrisas. **CEO Fecher** shared that his comments on Sonrisas’ work and accomplishments in the community were uplifting. “It’s gratifying to hear what leaders in our community are saying about Sonrisas.”

3. **PUBLIC COMMENTS—**No public in attendance.
 - **Report out from closed session –** The Sonrisas Board of Directors conducted an evaluation of Sonrisas’ CEO’s performance. They are pleased with her and her team’s accomplishments and the performance of the clinic under her leadership. Chair Taverner and Director Young will share feedback from the board in a future meeting with CEO Fecher.

4. **APPROVAL OF BOARD MINUTES—***Director Young* motioned to approve the minutes for the board meeting on August 20th, 2020. The motion was seconded by **Director Dodge** and approved by roll call. Ayes: **Liz Dodge, Nigel Taverner, Helen Galligan, Sheryl Young, Larry Cappel, Clyde Hinshelwood.**

5. **REPORTS**
 - **CEO Report – Vice Chair Galligan** commended the team for exceeding their anticipated patient visit numbers. **Chair Taverner** asked whether a drop in demand for dental care might be expected. **Dr. Rothstein** responded that while there are news articles to suggest this, Sonrisas is booking patients from 3-4 months ago. At this time, he does not expect a decrease in demand for patient visits. **CEO Fecher** mentioned that SDH has hired two new dental assistants one coming from personal introduction and the other via Indeed. One of the assistants has experience that makes her a good candidate to be trained for hospital dentistry. **Director Hinshelwood** inquired about the average wait time for patients to be seen. The average wait time is 3-4 weeks.
 - **Fundraising Report – Chair Taverner** asked whether Sonrisas has an entry point with Sobrato Foundation. CEO Fecher and Ms. LeBaron-Hsieh will meet with the Essential Human Services Program Officer on October 3rd.



6. OLD BUSINESS

- **Clinic Operations under COVID – CEO Fecher** reported that Covid-19 has significantly affected the hygienists' practice. Hygienists must do scaling by hand. As mentioned in the August board meeting, both of Sonrisas' hygienists have reduced their hours and HR has put an ad out to hire an additional hygienist. Sonrisas had 133 more visits than budget, 24% of which were from the Saturday schedule. Overall, the clinic has been operating smoothly. **Chair Taverner** asked what the team intends to do while they wait to find a hygienist. **CEO Fecher** responded that the dentists have been asked to do more cleanings. **Dr. Jue** added that this strain has been on other dental practices, as dental health professionals find solutions to reduce aerosol. She highlighted that Sonrisas is taking the recommended precautions to ensure safety of staff and patients by doing hand-scaling.
- **Workforce COVID Testing**—Through Sonrisas' relationship with the San Mateo County (SMC), the team piloted Covid-19 testing for six staff using Avellino Labs. All results were received within 24-48 hours. **CEO Fecher** thanked Dr. Rothstein for administering the tests to staff. Sonrisas will test 15 staff in the next week. Overall, staff believe regular testing to be a benefit, and 40% of staff indicated through a survey that they are interested in being tested twice a week. Sonrisas is investigating testing with two other vendors (Fulgent and Curative). Their tests are self-administered and provide the cycle threshold (CT) value, which SMC public health prefers be provided. As part of the CARES act, Sonrisas currently will not be charged for testing. Sonrisas is considering hiring an LVN to administer the test. **Director Galligan** commented that testing every two weeks seems reasonable. **Director Dodge** asked how long Sonrisas staff will be tested. **CEO Fecher** responded that it will evolve as testing evolves. If rapid testing becomes available, then it is possible that Sonrisas will change its testing policy to include the testing of patients.
- **FQHC Contract Changes with San Mateo Medical Center** – The Sonrisas team met with the San Mateo County IT and came up with possible solutions to the key technical issues that the team is experiencing. In a meeting with the SMMC team, a current Sonrisas' patient was successfully migrated to FQHC program. The team feels that moving Sonrisas' Medi-Cal Dental patients of record who have an SMMC primary care physician to the FQHC contract will go smoothly. **Director Young** asked if there is a limit to the number of patients that can be seen under the FQHC program and how many SDH patients qualify for this program. Sonrisas has a maximum of \$500K to see patients within this contract. SDH is currently under in FQHC patient visits due to a late implementation of the contract and Shelter-In-Place closure.

7. NEW BUSINESS

- **Financial Review—CFO Report** –The FY 19-20 audit was completed and should be ready to present to the board soon. **CFO Fama** commended CEO Fecher for keeping careful track of Sonrisas' cash position. SDH's CEO has shown due diligence in pursuing COVID related funding and loans. **CFO Fama** also acknowledged in the Director of Development's report that the five hospitals that make up the Healthy Community Collaborative are considering funding Sonrisas another year—a testament to the groundwork that Dr. Bonnie Jue laid during her time as CEO and that the team continues to deliver on.
 - **Unaudited financials for July'20 – Tina Wang** noted that Sonrisas received an incentive check for \$83,300 for the previous fiscal year. She will reclassify the check for FY19-20, which change will make last fiscal year's net revenue positive. At the end of FY19-20, Sonrisas has a net positive income of \$51K.
- **Outreach Goals for FY21 – Dr. Bonnie Jue** (See board packet pages 25-27.)
 - **Outcomes for FY 19-20**—Sonrisas screened 340 students before Shelter-In-Place went into effect. Combined with the oral health presentations and sealants, Sonrisas served 1,018 children. Thanks to the volunteers such as the Burlingame Rotary Club and Ability Path participants, who helped to assemble oral health kits, Sonrisas was able to provide 1,760 pediatric and 860 adult oral health kits. This led to Sonrisas' increased visibility in the community and more requests for the organization's help. **Dr. Jue** acknowledged the support of the Peninsula Health Care District in her recent appointment to Vice Chair of Oral Health Coalition. Sonrisas continues to work with volunteers and dental students, giving them a meaningful introduction to dentistry. Two students have credited Sonrisas for their



letters of recommendation and acceptance into dental school.

- **Goals for FY 20-21** School screenings for FY20-21 are contingent on COVID-19 developments. The team will focus on the Virtual Oral Health Program in the meantime, and already has plans to give an oral health presentation at Lomida Park in the next week. **Director Young** asked what type of plans the outreach team has for the Coastside community. **Dr. Jue** responded that Sonrisas has been reaching Coastside elementary-age students through the Pescadero’s Big Lift program. Dr. Jue intends on contacting school superintendents directly. **Director Hinshelwood** asked whether there is data that demonstrates oral health improvement of the schools that SDH has served. **Dr. Jue** responded that she has received data from Diana Greck that helps illustrate community-level improvements. **CEO Fecher** added that data that shows the effect of these services in a school community is one of Sonrisas’ goals.
 - Sonrisas will collaborate with community partners to develop programs that will assist families and organizations that serve this population with referral to dental care, as well as provision of oral health education and maintenance supplies to seniors and their caregivers. **Dr. Jue** and Ms. LeBaron-Hsieh have written and sent grant applications for this program. This program is aligned with Sequoia Healthcare District’s strategic initiatives. **Dr. Jue** commented that it is a perfect time to connect with partner organizations. **Chair Taverner** suggestion honoring Judy Macias by associating her name with this program.
 - **Virtual October Fundraiser Update** – Event invites have gone out to guests, generating 32 RSVPs so far, and raising \$808 in donation, in addition to \$1300 in sponsorship funds. **Director Dodge** thanked Ms. LeBaron-Hsieh and her team for their efforts in communicating with the public. She also asked the board to share the invite with their networks. **Director Hinshelwood** asked for the list of attendees so he can compare it against his contact list. **CFO Fama** mentioned that the Burlingame Rotary Club, which hosts a Friday cocktail hour every week, will promote this event in lieu of hosting their own event that evening.
8. **BOARD RETREAT REVISED DATE: Action Requested** –the board will hold their 2020 Board Retreat via Zoom on November 12th from 1-4pm.
9. **SUGGESTED AGENDA ITEMS FOR NEXT MEETING**
- CEO Fecher will present a new “forward-looking” model to build in foreseeable trends from Q1
 - The board will discuss staff pay raises
 - CEO Fecher will also present changes to the 401K plan
10. Meeting was adjourned at **8:17pm**.





DATE: October 12, 2020
TO: SDH Board of Directors
FROM: Tracey Fecher, CEO
RE: CEO Monthly Report

1. September Patient Visit Volume:

- September visit volume was over budget due to the clinic being open for four Saturdays and the average number of patients seen by the dentists each day. There were 47 Saturday appointments and dentists saw an average of 8 appointments a day, better than the 7 a day budgeted in the first quarter.

	Budget	Actual	Actual vs. Budget	% of Actual Visits
Comm/PPO	144	153	9	32%
Private Pay	18	26	8	1%
Medi-Cal Dental	348	486	138	60%
Affordable Plan	57	54	(3)	7%
Farmworker	30	20	(10)	2%
FQHC	47	72	25	9%
Access to Care Subtotal	482	632	150	78%
Total Visits	644	811	167	

- For the first quarter, visit volume was 26% ahead of budget. When the budget was created, the plan was for Saturdays to resume in October and they resumed in August. The forecast for Q1 and Q2 was for dentists to see 7 patients a day and they saw an average of 8 patients a day by mid-July. Dr. Torrey began to see FQHC patients in September for a total of 7 visits and will add one day a week from October forward. This will offset the loss of one hygienist day per week. The resident was incorrectly forecasted to see 7 patients a day. At this point in his residency, he should have been forecasted to see 5-6 a day through December.

	Q1: July-September			
	Budget	Actual	Actual vs. Budget	% of Actual Visits
Comm/PPO	434	558	124	25%
Private Pay	58	61	3	3%
Medi-Cal Dental	969	1,296	327	57%
Affordable Plan	142	142	0	6%
Farmworker	38	31	(7)	1%
FQHC	171	187	16	8%
Access to Care Subtotal	1,319	1,656	337	73%
Total Visits	1,811	2,275	464	

- Saturdays were forecast to start in October with 2 dentists and one hygienist. At the time of this report, there is only one dentist working between 3-4 Saturdays a month and only one Saturday with a hygienist. Visit volume will be lower for Saturdays in the second quarter. The team is exploring other solutions to expanding Saturday visits.
 - While Q1 had more visits than forecast and Q2 looks like it will be close to budget in visit volume, the number of visits for dentists and hygienists was left at 9 each day in the budget for Q3 and Q4 because the team was unsure what the COVID impact on visit volume will be at that time. Currently visit trends may or may not change by January; and we are still advertising to recruit a hygienist to replace the one day a week lost and Saturdays. The largest impact to visit volume in Q3 and Q4 will be if COVID-19 practices change and hygienists can return to ultrasonic cleaning devices, allowing them to see more patients each day.
2. Clinic Operations:
- The San Mateo Clinic needs an additional operatory due to the added time between patients because of COVID-19. Having one more operatory on busy pediatric days would allow the team to seat patients in an additional room, allowing the providers to not have to wait for their patient. In the interim, a mobile chair could be set up in the room for simple procedures. With full build out of the room, at a cost of \$30K, it could be used for full dental procedures and, with enough dental assistants, an additional dentist. With current COVID-19 safety and cleaning procedures, the clinic can have a maximum of 4 providers each day (dentists and/or hygienists).
 - i. There are two outstanding grant applications for the build out of the operatory. The team expects to hear back from those funders in November or December.
 - ii. Sonrisas can approach HPSM about building out an operatory for pediatric patients. HPSM offered this before the pandemic; and their priorities may have changed.
 - iii. If neither of those grants are awarded and HPSM is not interested in funding the operatory, SDH could choose to build out the operatory with the current cash on hand.
3. Workforce COVID-19 Testing:
- Most of the staff were tested for a second time in early October with the current test provider, Avilleno labs. A new testing provider, Curative, will be piloted with a small group this week or next. Curative's cost per test is more but they bill insurance, and their testing can be overseen by a staff member who is not a dentist.



- A testing schedule of every two weeks will continue in October and future months, while the COVID workforce testing landscape is unchanged.
4. FQHC Contract
- We continue to work closely with the SMMC team on IT issues. A solution to the x-ray issue is underway and being fine-tuned. The SMMC team is working to escalate other IT issues, such as a VPN connection, with the San Mateo County IT department.
 - Some Sonrisas patients of record, who are currently SMMC patients, will be treated under the FQHC contract in October.
 - As IT issues and the October pilot of treating Sonrisas patients of record under the contract progresses, plans will be further developed with SMMC for expansion of the partnership.
5. Financial Trends:
- On Monday, October 11th, Sonrisas' current cash position was \$1,400,000, which includes the \$395K PPP.
 - The team is working on a cash flow estimate, which will be presented at the board meeting. It estimates revenue and expenses, with a starting and ending cash estimate.
 - i. As an internal team, SDH is refocusing ourselves on forecasting revenue and expenses. This is important since the budget was developed before the clinics were fully reopened and the visit numbers and staff returning to work under COVID were well understood. We will also be examining which KPIs should be added to our monthly review process.
 - Note that SDH is deferring the employer portion of Social Security taxes, which is reflected on the balance sheet. This deferment is part of the federal CARES act and is in place currently until December 31, 2020. We estimate that SDH will owe \$85K of SS taxes that will need to be repaid in 2021 and 2022.
6. Employee Benefits, 401K:
- The current 401K plan does not meet employee needs and the team is recommending that it be changed to a 401K Safe Harbor Plan. The plan would provide up to a 4% match if employees contributed the up to 4% as well. This would allow employees to fully utilize the plan, thus making it a true benefit. Federal law allows for a plan to only be changed in mid-November with a start for the new plan on January 1st of the following calendar year. The 401K is budgeted for \$20K annually and the proposed plan would be an expense of ~\$80K annually. The cost for FY21 would be about \$30K more than planned.





DATE: October 13, 2020
TO: SDH Board of Directors
FROM: Cheryl Fama, CFO
RE: **FY '21 YTD Performance**

1) FY '21 YTD PERFORMANCE AS OF 8/31/20:

- a. YTD visit volume was 29% over budget
- b. Gross patient revenue was 35% over budget
- c. Deductions from revenue were 41%, lower than PY average of 56%
- d. Direct and Indirect expense were less than budget
- e. **Net income <\$1,800> or 99% better than budget**

2) UNUSUAL/NONRECURRING CONTRIBUTIONS TO TOTAL REVENUE:

- a. Payroll Protection Plan (PPP) loan:
 - i. The \$395K PPP federal loan has been sitting in the checking account bringing the current cash position to \$1.4M as of September 14th.
 - ii. It is intended to be used for rent, utilities, and staff; therefore, after conferring with the Board Chair and CEO, it was decided to bring that funding in to cover intended operating costs.
 - iii. This will be done in six equal installments of \$65K; the first installment is reflected in the August revenues.
- b. Grants/Donations:
 - i. SDH received an HHS stimulus grant of \$27.7K which is reflected in August.
 - ii. SDH withdrew only \$25K of the 'up to \$75K/month' PHCD funding grant made possible by recognizing the PPP revenue. PHCD funding will not be drawn down if it is not needed.

3) TAKING ADVANTAGE OF INTACCT CAPABILITIES:

Intacct, the new accounting system that went live in July, provides the capability of identifying departments and allocating costs accordingly. We currently keep separate accounting for the San Mateo and Coastsides Centers. We have now broken out Community Outreach and Fundraising as departments. We believe these new management tools will more accurately reflect the effectiveness of the programs and will reduce cost allocations not related to the administration of dental care included in the "cost per visit" calculation.

The monthly P&L will continue to show a rolled-up summary as currently presented to the Board.





DATE: October 15, 2020

TO: SDH Board of Directors

FROM: Bonnie Jue, DDS

RE: **Community Engagement Director Report - First Quarter (July-September 2020)**

As the regular school year wrapped up last June, the Big Lift program began its summer session in person at some campuses in San Mateo County. Partnering with Dr. Shakalpi Pendurkar (Dental Director of the San Mateo County Oral Public Health Program), Dr. Jue gave online education presentations to over 300 scholars at these participating schools:

- Belle Air Elementary (San Bruno)
- Spruce Elementary (South San Francisco)
- Los Cerritos Elementary (South San Francisco)
- Pescadero Elementary (Pescadero)



To kick off the new academic year in August, the Sonrisas Dental Health (SDH) Outreach team gave virtual oral health education presentations to 5th grade students at Lomita Park Elementary in Millbrae. The students were engaged, asked insightful questions, and the teachers invited Sonrisas back to do more presentations throughout the school year to expand on the oral health theme, such as, how to get started in a career in healthcare or dentistry.

Through recent funding from community grants, the SDH Outreach team has begun translating our oral health education videos into Spanish and Chinese for widespread distribution to communities with new immigrant families and students throughout the county.

As SDH cultivates its presence on the Peninsula, its legacy of supporting the Coastside community is going strong. SDH partnered with Puente de la Costa Sur and the county to provide hundreds of oral health kits to students in Pescadero picking up new school supplies during their "Backpack Drive" and to families who were evacuated from their homes due to the fires in the Half Moon Bay/Pescadero area.

In addition to collaborating with community organizations, Dr. Jue continues to connect individual community members who have limited access to dental care with resources that best meet their needs. As Sonrisas' representative, Dr. Jue is regularly contacted by people who are caring for relatives with disabilities or special needs, local dentists with patients they cannot accommodate in their offices, and group homes with residents who have not

been able to attain dental care in years. This ability to provide or refer community members to health resources has been especially valued in recent months because of the challenges exacerbated by the pandemic. 15

NEXT UP: Sonrisas Dental Health’s Drive-Up/Walk-Up Dental Screening Event on October 24, 2020 (Saturday)

- Free dental screenings for children ages 1-18 (also fulfills the state’s Kindergarten Oral Health Assessment requirement)
- Will take place in the San Mateo Center Parking lot from 10 am-1 pm (appointments preferred, but walk-ins accepted)
- Parent will remain in vehicle and given oral health instruction while the child is screened – referrals for follow-up care will be facilitated

STUDENTS		
	Annual Goal	Performance
TOTAL # Students Served with Screenings and/or Virtual Presentations	800	334
- Screened no CC	200	0
- Screened w/ CC	100	0
- Screened w/ CC and FV	200	0
- Attend Virutal Presentations	300	334
# Schools Served	7	6
# Districts Served	5	4
# Toothbrush Kits	1,000	560

Event Data		
	Annual Goal	Performance
EDUCATIONAL VIDEOS (in lieu of in-person presentations)	4	0
Community Events (Public)	2	0
Community Events (Commercial)	2	0
# Outreach "touches"	1,000	0

SENIORS		
	Annual Goal	Performance
# Seniors Served with Education Presentations and/or Screenings	100	0
# Senior Facilities Served	5	0
# Toothbrush Kits	1,000	0

Volunteers		
	Annual Goal	Performance
# Volunteers recruited for community activities	5	4
# Volunteer hours	20	10





DATE: October 12, 2020
TO: SDH Board of Directors
FROM: Maura LeBaron-Hsieh, MPH, Director of Development
RE: **Development Update**

In late September and early October of 2020, the SDH Development Team has focused on planning and marketing for our upcoming fundraising event; completing a high volume of grant proposals and exploring new funder relationships; and continuing to grow our individual donor network. We are also drafting the FY19-20 Annual Report.

1. Donations in memory of Judy Macias (as of 10/11/2020)

SDH has received a total of \$2067.91 in donations in memory of Judy Macias. We will compile a list of donors and heartfelt memorial notes they included with their donations to share with Judy's husband.

2. Upcoming Event October 16th: Virtual Wine Tasting to Benefit Pediatric Access to Care

- Revenue as of Oct 12:
 - 43 households have tickets
 - 13 contacts who will not attend have donated
 - **Donations: \$4,057 (28 donors)**
 - **Sponsorships: \$1,800 (2 sponsors)**
- 27/56 attendees or donors are NEW to SDH, increasing email contacts by 5%
 - 14 new contacts have already donated (totaling \$2002)
- There is still time to sign up at <http://bit.ly/SonrisasVirtualTasting>



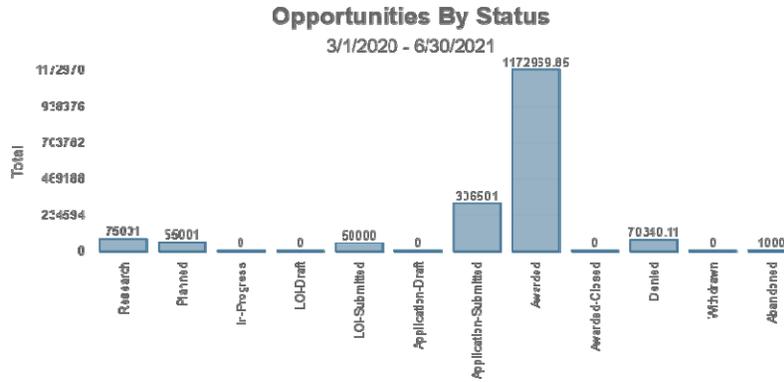
3. Grantseeking

- Sonrisas is currently in consideration for 14 grant proposals, including invitations from several Healthy Community Collaborative hospitals (Lucile Packard awarded already).
- Following a very positive introductory virtual visit, we were invited to submit an LOI to the Sobrato Family Foundation's Essential Human Services program funding area, with likely Spring 2021 invitation to submit a full proposal.
- We continue to seek funding opportunities that align with SDH's current priorities of service delivery and capacity building, with focus on senior programming, access to care, and workforce development.

4. SDH Donor Network and Relationships

- The SDH Board Development Committee's work takes place in tandem with the staff Donor Relations Team (Maura and Tracey).
- Key activities of the Donor Relations Team this month:
 - Continued outreach with identified contacts
 - Continuing to refine internal systems for tracking engagement and follow-ups
 - **Increased our contact base by 27 individuals, including two new contacts who donated >\$500**

Sonrisas Dental Health FY20-21 Grantseeking Update



Funder	Funding Opportunity	Funding Category	Deadline	Amount Requested	Amount Awarded	Status
Sunlight Giving	FY20-21 Sunlight Giving Grant	Access to Care, General Operations	1/31/2020	\$50,000	\$50,000	Awarded
The Palo Alto Community Fund	2020 Palo Alto Community Foundation Grant	Access to Care	1/31/2020	\$10,000	\$0	Denied
Atkinson Foundation	2020 Atkinson Grant	Seniors, General Operations, Covid 19	2/1/2020	\$10,000	\$10,000	Awarded
Mills Peninsula Hospital	2020 RFP	Access to Care, School Screenings	3/20/2020	\$20,000	\$20,000	Awarded
The California Wellness Foundation	2020 CA Wellness Covid Relief	Covid 19	3/27/2020	\$10,000	\$10,000	Awarded
America's ToothFairy: National Childrens Oral Health Foundation	2020 April Tooth Fairy In The Gap	Access to Care Children	3/31/2020	\$500		Application-Submitted
Delta Dental Community Foundation	2020 Covid 19 Relief Grant	General Operations, Covid 19	4/10/2020	\$20,000	\$5,000	Awarded
Silicon Valley Community Foundation	FY20 SVCF Bay Area Nonprofit Relief Fund	General Operations, Covid 19	4/22/2020	\$20,000	\$20,000	Awarded
Patterson Foundation	2020 Patterson Application	School Screenings, Access to Care Children	5/3/2020	\$35,000		Application-Submitted
Lucile Salter Packard Childrens Hospital at Stanford	FY19-20 LPCH Grant COVID-19 Expansion	School Screenings, Covid 19, Access to Care Children	5/5/2020	\$10,000	\$10,000	Awarded
US Small Business Administration	2020 SBA COVID-19 Relief EIDL Grant	General Operations, Covid 19	5/5/2020	\$10,000	\$10,000	Awarded
San Mateo County Strong Fund	2020 SMC Strong	Covid 19	5/11/2020	\$20,000	\$0	Denied
Oral Health Foundation of the Pierre Fauchard Academy	2020 RFP	Access to Care	5/19/2020	\$10,000	\$0	Denied
Sunlight Giving	FY20-21 Sunlight Giving Grant	General Operations, Covid 19	6/1/2020	\$0	\$30,000	Awarded
Peninsula Health Care District	FY 20 PHCD 3-Year Grant, Year 1	Access to Care, General Operations	6/1/2020	\$900,000	\$900,000	Awarded
City of Half Moon Bay	FY20-21 CSFA Grant	General Operations, Covid 19, Materials and Supplies	6/16/2020	\$10,000	\$20,000	Awarded
US Health and Human Services Division	HHS Medicaid Grant	General Operations, Covid 19	7/16/2020	\$34,616	\$34,616	Awarded
Bothin Foundation	FY20-21 Bothin Foundation Grant	Capital Project	7/17/2020	\$30,340	\$0	Denied
Stanford Health Care	FY20-21 COVID-19 Relief Fund Request	Covid 19	7/21/2020	\$10,000	\$13,354	Awarded
Sidney Stern Memorial Trust	FY20-21 Grant Application	General Operations	7/31/2020	\$5,000		Application-Submitted
Dignity Health-Sequoia Hospital	2021 Dignity Health Grant	Seniors	7/31/2020	\$20,000		Application-Submitted
Gellert Foundation	2020 Gellert Foundation Grant	Capital Project	8/14/2020	\$30,000		Application-Submitted
William G Irwin Charity Foundation	2020 William G Irwin Charity Foundation Grant	Capital Project	8/14/2020	\$30,000		Application-Submitted
Lucile Salter Packard Childrens Hospital at Stanford	FY 20-21 LPCH Grant	School Screenings, Access to Care Children	8/14/2020	\$40,000	\$40,000	Awarded
Stanford Health Care	FY 20-21 Stanford Grant	Access to Care	8/21/2020	\$61,000		Application-Submitted
Network for Good, Inc.	FY 20-21 Network For Good RFP	General Operations	9/15/2020	\$5,000		Application-Submitted
Kaiser Permanente Community Health	2021 Kaiser Community Grant	Access to Care	9/16/2020	\$40,000		Application-Submitted
American Academy of Pediatric Dentistry	FY 20-21 AAPD Grant	School Screenings, Access to Care Children	9/18/2020	\$20,000		Application-Submitted
Henry Schein Cares Foundation inc	2021 Henry Schein Grant	Materials and Supplies	9/30/2020	\$50,000		Application-Submitted
Touchpoint Foundation	FY20-21 TouchPoint Foundation Grant	Access to Care, Seniors	10/1/2020	\$10,000		Application-Submitted
San Bruno Community Foundation	2021 San Bruno Community Foundation Grant	Access to Care Children, School Screenings	9/30/2020	\$7,500		Application-Submitted
Sobrato Family Foundation	2021-2022 Sobrato Essential Human S	Capital Project, Access to Care, General Ope	TBD	\$50,000		LOI-Submitted
Chan Zuckerberg Initiative Foundation	FY20-21 CZI Community Fund			\$75,000		Research
Coastside Women's Club	FY20 Coastside GO Grant	General Operations				Research
Totals				\$1,653,956	\$1,172,970	33



FY20-21 Grant & Restricted Funds ACCOUNTING Update

Funder	Date Awarded	Amount	Received	Not Yet Received	Period	Program	Center
California Wellness Foundation	8/13/2018	\$ 250,000	\$ 250,000	\$ -	Aug 18-Jul 21	Adults/Seniors	SM/CS
Peninsula Health Care District	10/25/2018	\$ 1,300,000	\$ 1,300,000	\$ -	Jan 19-Jun 20	ATC	SM
Sequoia Healthcare District	2/6/2019	\$ 150,000	\$ 150,000	\$ -	Feb 19-Feb 20	SHD Residents	SM
Healthy Smiles, Healthy Children (AAPD*)	6/28/2019	\$ 20,000	\$ 20,000	\$ -	July 19-Jun 20	School Screenings and treatment	SM/CS
Delta Dental Community Foundation	8/20/2019	\$ 20,000	\$ 20,000	\$ -	July 19-Jun 20	ATC	SM/CS
Sutter Health Mills Peninsula Hospital	10/28/2019	\$ 20,000	\$ 20,000	\$ -	Jan 19-Dec 19	School Screenings and treatment	SM
City of HMB	9/30/2019	\$ 10,000	\$ 10,000	\$ -	July 19-Jun 20		CS
Stanford Hospital	9/23/2019	\$ 50,000	\$ 50,000	\$ -	Sept 19-Aug 20	ATC	SM/CS
Kaiser Hospital	9/24/2019	\$ 40,000	\$ 40,000	\$ -	Oct 19-Sept 20	ATC	SM/CS
Lucille Packard Hospital	1/9/2020	\$ 40,000	\$ 40,000	\$ -	Sept 19-Aug 20	ATC and School Screenings	SM
Sandhill Foundation	12/3/2019	\$ 40,000	\$ 40,000	\$ -	Dec 19-Nov 20	ATC	SM/CS
Dignity Health Sequoia Hospital	9/6/2019	\$ 20,000	\$ 20,000	\$ -	Jan 20-Dec 20	School Screenings	SM
Tooth Fairy-Gap	12/18/2019	\$ 500	\$ 500	\$ -	Dec-19	Case for a Child	SM
Philanthropic Ventures	2/20/2020	\$ 10,000	\$ 10,000	\$ -	March 20- March 21	Oral Health Virtual Program	SM/CS
Sunlight Giving	2/20/2020	\$ 50,000	\$ 50,000	\$ -	March 20- March 21	General Operating Support	SM/CS
California Wellness Foundation	3/30/2020	\$ 10,000	\$ 10,000	\$ -	May-20	General Operating Support / COVID	SM/CS
Atkinson Foundation	1/23/2020	\$ 10,000	\$ 10,000	\$ -	March 20- March 21	General Operating Support	SM/CS
Rolo Fund via Silicon Valley Community Founda	3/30/2020	\$ 12,500	\$ 12,500	\$ -	Apr-20	General Operating Support	CS
Hurlbut -Johnson Fund via Valley Community F	3/30/2020	\$ 34,000	\$ 34,000	\$ -	Apr-20	General Operating Support	SM/CS
Lucille Packard Children's Hospital	5/5/2020	\$ 10,000	\$ 10,000	\$ -	May-20	General Operating Support	SM/CS
Sunlight Giving	6/2/2020	\$ 30,000	\$ 30,000	\$ -	Jun 2020-May 2021	General Operating Support / COVID R	SM/CS
SVCF Bay Area Nonprofit Relief Fund	4/22/2020	\$ 20,000	\$ 20,000	\$ -	7 months	General Operating Support / COVID-19	SM/CS
City of Half Moon Bay - Government Grant	6/1/2020	\$ 20,000	\$ 20,000.00	\$ -	6/01/2020-05/31/202	COVID-19 Relief	CS
Sutter Health Mills Peninsula Hospital	4/15/2020	\$ 20,000	\$ 20,000.00	\$ -	Jan 20-Dec 20	ATC and School Screenings	SM
Delta Dental Community Foundation COVID-19	4/27/2020	\$ 5,000	\$ 5,000	\$ -	May-20	General Operating Support	SM/CS
Helath and Human Services Federal Funding	7/16/2020	\$ 34,616	\$ 34,616	\$ (0)	Aug-20	COVID-19 Relief	SM/CS
Standford Helath Care	8/14/2020	\$ 13,354	\$ 13,354	\$ -	Aug-20	Financial Support on PPE Purchase	SM
Peninsula Health Care District	7/1/2020	\$ 900,000	\$ 100,000	\$ 800,000	July 20-June 21	ATC and Operating Support	SM
Lucille Salter Packard Childrens Hospital at Stanford	9/24/2020	\$ 40,000	\$ 40,000	\$ -	Sept 20-Aug 21	Screening and ATC	SM/CS
Total		\$ 3,179,970	\$ 2,379,969.85	\$ 800,000			

Funds AVAILABLE IN FY20-21 (Cash Rec'd)								
Name	Jul-20		Sep-20			Period	Purpose	Center
	Beginning Bal	Addition	Released	Ending Bal				
Hope Fund	\$ 2,229		\$ 2,229	\$ (0)		On Going	Uncompensated Care	CS
Hope Fund	\$ 7,817		\$ 7,817	\$ (0)		On Going	Fund Development	CS
Gassert - School Screenings	\$ 600		\$ 600	\$ -		On Going	School Screenings	CS
Farmworkers	\$ 55,246	\$ 86,504	\$ 115,988	\$ 25,762		On Going	Farmworkers	SM
Sand Hill Foundation	\$ 7,500		\$ 7,500	\$ -	10/01/2018-9/30/201		General Support	SM/CS
California Wellness	\$ 48,611	\$ 125,000	\$ 90,272	\$ 83,339	8/01/2018-07/31/212		Senior/Children	SM/CS
Delta Dental Community Foundation	\$ 8,756		\$ 8,756	\$ -	10/01/2018-9/30/201		General Support	SM/CS
Dignity Health Sequoia Hospital	\$ 6,664		\$ 6,664	\$ -	1/1/2019-12/31/2019		Hoover School/Casa de Redwood	SM
TouchPoint Foundation	\$ 1,750		\$ 1,750	\$ -	2/1/2019-1/31/2020		Older Adults	SM/CS
Healthy Smiles, Healthy Children (AAPD*)	\$ -	\$ 20,000	\$ 20,000	\$ -	7/01/2019-06/30/202		School Screenings and treatment	SM/CS
Delta Dental Community Foundation	\$ -	\$ 20,000	\$ 20,000	\$ -	7/01/2019-06/30/202		General Support	SM/CS
Sutter Health Mills Peninsula Hospital	\$ -	\$ 20,000	\$ 20,000	\$ -	1/01/2019-12/31/201		School Screenings and treatment	SM/CS
City of HMB	\$ -	\$ 10,000	\$ 10,000	\$ -	7/01/2019-06/30/202		General Support	CS
Sequoia Health District	\$ 12,500	\$ 75,000	\$ 87,500	\$ -	9/01/2019-02/28/202		General Support	SM/CS
Sand Hill Foundation	\$ -	\$ 40,000	\$ 36,663	\$ 3,337	2/01/2019-11/30/202		General Support	SM/CS
Lucille Packard Hospital	\$ -	\$ 20,000	\$ 20,000	\$ -	9/01/2019-08/30/202		ATC& School Screening	SM/CS
Kaiser Hospital	\$ -	\$ 40,000	\$ 40,000	\$ -	9/01/2019-08/31/2020			SM/CS
Dignity Health Sequoia Hospital	\$ -	\$ 20,000	\$ 11,668	\$ 8,332	1/01/2020-12/31/202		School Screenings	SM
Tooth Fairy-Gap	\$ -	\$ 500	\$ 500	\$ -	2/01/2019-12/31/201		General Support	SM
Philanthropic Ventures	\$ -	\$ 10,000	\$ 10,000	\$ -	3/01/2020-02/28/202		Oral Health Virtual Program	SM/CS
Atkinson Foundation	\$ 10,000	\$ 5,831	\$ 4,169	\$ 4,169	3/01/2020-02/28/202		General Operating Support	SM/CS
Sunlight Giving	\$ 80,000	\$ 27,502	\$ 52,498	\$ 52,498	3/01/2020-02/28/202		General Support	SM/CS
Sutter Health Mills Peninsula Hospital	\$ -	\$ 20,000	\$ 15,002	\$ 4,998	01/2020-12/31/2020		School Screenings and Children AT	SM/CS
SVCF Bay Area Nonprofit Relief Fund	\$ -	\$ 20,000	\$ 17,142	\$ 2,858	5/01/2020-12/31/202		General support/Covid relief	SM/CS
City of Half Moon Bay - Government Grant	\$ -	\$ 20,000	\$ 5,001.00	\$ 14,999	6/01/2020-05/31/202		COVID-19 Relief	CS
Helath and Human Services Federal Funding	\$ -	\$ 34,616.00	\$ 34,616.00	\$ -	Aug 20		COVID-19 Relief	SM/CS
Standford Helath Care	\$ -	\$ 13,354.00	\$ 13,354.00	\$ -	20-Aug		Financial Support on PPE Purchase	SM
Lucille Salter Packard Childrens Hospital at Stanford	\$ -	\$ 40,000.00	\$ 2,312.50	\$ 37,688	9/01/2020-08/31/202		Screening and ATC	SM/CS
Total	\$ 151,672	\$ 724,974	\$ 638,667.00	\$ 237,979				





DATE: October 12, 2020
TO: SDH Board of Directors
FROM: Tracey Fecher, CEO
RE: CEO Monthly Report

1. September Patient Visit Volume:

- September visit volume was over budget due to the clinic being open for four Saturdays and the average number of patients seen by the dentists each day. There were 47 Saturday appointments and dentists saw an average of 8 appointments a day, better than the 7 a day budgeted in the first quarter.

	Budget	Actual	Actual vs. Budget	% of Actual Visits
Comm/PPO	144	153	9	32%
Private Pay	18	26	8	1%
Medi-Cal Dental	348	486	138	60%
Affordable Plan	57	54	(3)	7%
Farmworker	30	20	(10)	2%
FQHC	47	72	25	9%
Access to Care Subtotal	482	632	150	78%
Total Visits	644	811	167	

- For the first quarter, visit volume was 26% ahead of budget. When the budget was created, the visit volume plan was for Saturdays to resume in October and they resumed in August. The forecast for Q1 and Q2 was for dentists to see 7 patients a day and they saw an average of 8 patients a day by mid-July. Dr. Torrey began to see FQHC patients in September for a total of 7 visits and will add one day a week from October forward. This will offset the loss of one hygienist day per week. The resident was incorrectly forecasted to see 7 patients a day. At this point in his residency, he should have been forecast to see 5-6 a day through December.

	Q1: July-September			
	Budget	Actual	Actual vs. Budget	% of Actual Visits
Comm/PPO	434	558	124	25%
Private Pay	58	61	3	3%
Medi-Cal Dental	969	1,296	327	57%
Affordable Plan	142	142	0	6%
Farmworker	38	31	(7)	1%
FQHC	171	187	16	8%
Access to Care Subtotal	1,319	1,656	337	73%
Total Visits	1,811	2,275	464	

- Saturdays were forecast to start in October with 2 dentists and one hygienist. At the time of this report, there is only one dentist working approximately 3-4 Saturdays a month and only one Saturday with a hygienist. Visit volume will be lower for Saturdays in the second quarter.
 - While Q1 had more visits than forecast and Q2 looks like it will be close to budget in visit volume, the number of visits for dentists and hygienists was left at 9 each day in the budget for Q3 and Q4 because the team was unsure what the COVID impact on visit volume will be at that time. Currently visit trends may or may not change by January; and we are still advertising to recruit a hygienist to replace the one day a week lost and Saturdays. The largest impact to visit volume in Q3 and Q4 will be if COVID-19 practices change and hygienists can return to ultrasonic cleaning devices, allowing them to see more patients each day.
2. Clinic Operations:
- The San Mateo Clinic needs an additional operatory due to the added time between patients because of COVID-19. Having one more operatory on busy pediatric days would allow the team to seat patients in an additional room, allowing the providers to not have to wait for their patient. In the interim, a mobile chair could be set up in the room for simple procedures. With full build out of the room, at a cost of \$30K, it could be used for full dental procedures and, with enough dental assistants, an additional dentist. With current COVID-19 safety and cleaning procedures, the clinic can have a maximum of 4 providers each day (dentists and/or hygienists).
 - i. There are two outstanding grant applications for the build out of the operatory. The team expects to hear back from those funders in November or December. It would be best for Sonrisas to wait to hear from the funders before moving forward.
 - ii. Sonrisas can approach HPSM about building out an operatory for pediatric patients. HPSM offered this before the pandemic but their priorities may have changed.
 - iii. If neither of those grants are awarded and HPSM is not interested in funding the operatory, SDH could choose to build out the operatory with the current cash on hand.
3. Workforce COVID-19 Testing:
- Most of the staff were tested for a second time in early October with the current test provider, Avilleno labs. A new testing provider, Curative, will be piloted with a small group this week or next. Curative's cost per test is more but they bill insurance, and their testing can be overseen by a staff member who is not a dentist.



- A testing schedule of every two weeks will be set in October and implemented as long as the COVID workforce testing landscape stays as it is currently.
4. FQHC Contract
- We continue to work closely with the SMMC team on IT issues. A solution to the x-ray issue is underway and being fine-tuned. The SMMC team is working to escalate other IT issues with the San Mateo County IT department.
 - Some Sonrisas patients of record, who are currently SMMC patients, will be treated under the FQHC contract in October.
 - As IT issues and the October pilot of treating Sonrisas patients of record under the contract progresses, plans will be further developed with SMMC for expansion of the partnership.
5. Financial Trends:
- On Monday, October 11th, Sonrisas' current cash position was \$1,400,000, which includes the \$395K PPP.
 - The team is working on a cash flow estimate, which will be presented at the board meeting. It estimates revenue and expenses, with a starting and ending cash estimate.
 - As an internal team, SDH is refocusing ourselves on forecasting revenue and expenses. This is especially important since the budget was developed before the clinics were fully reopened.
 - We will also be examining which KPIs should be added to our monthly review process.
 - Note that SDH is deferring the employer portion of Social Security taxes, which is reflected on the balance sheet. This deferment is part of the federal CARES act and is in place currently until December 31, 2020. We estimate that SDH will owe \$85K of SS taxes that will need to be repaid in 2021 and 2022.
6. Employee Benefits, 401K:
- The current 401K plan does not meet employee needs and the team is recommending that it be changed to a 401K Safe Harbor Plan. The plan would provide up to a 4% match if employees contributed the up to 4% as well. This would allow employees to fully utilize the plan, thus making it a true benefit. Federal law allows for a plan to only be changed in mid-November with a start for the new plan on January 1st of the following calendar year. The 401K is budgeted for \$20K annually and the proposed plan would be an expense of ~\$80K annually. The cost for FY21 would be about \$30K more than planned.





DATE: October 11, 2020
TO: SDH Board of Directors
CC: Cheryl Fama, CFO
FROM: Tina Wang, Senior Accountant
RE: **August Unaudited Financials and YTD Performance to Budget**

August PERFORMANCE:

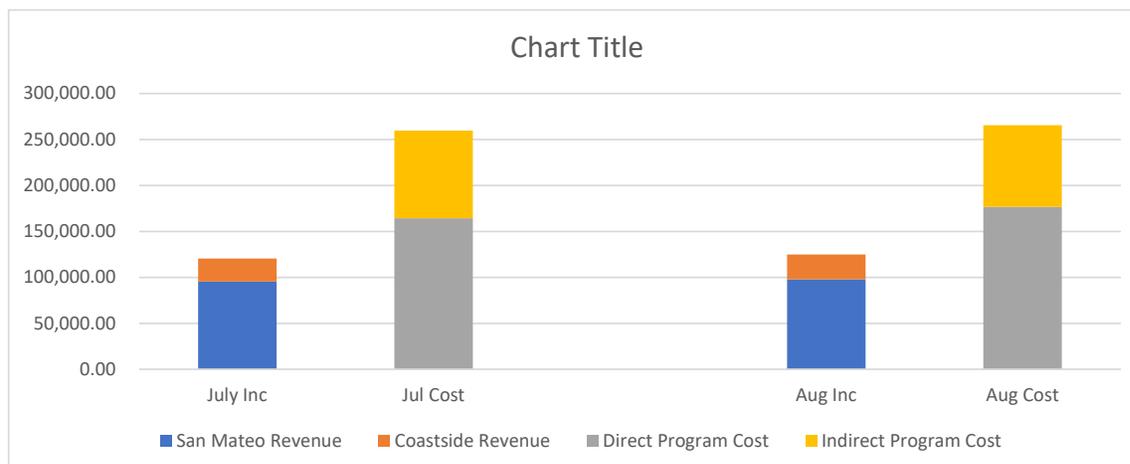
- Patient visits were up 21% higher than budget.
 - One-sixth (\$65,895) of the total PPP loan amount (\$395K) is estimated to be forgiven and recognized as other income each month for the next consecutive 6 months starting, beginning August.
 - \$50,000 of the \$75,000 budgeted from the PHCD grant was not taken due to the use of the PPP loan funds.
- A. Revenue: Net Patient Revenue was \$124,892**
1. Total gross revenue was \$293,138- 30% better than the budget.
 2. 765 visits –134 visits better than budget.
 3. Total deduction was **(\$168,246)** – 57% of gross revenue.
- B. Donations/Grants & Other Income: \$153,392**
- \$87,483 in Donations/Grants (\$34,616 from HHS stimulus grant; \$27,720 released from restricted grant; \$25,000 from PHCD and \$147 from individual donors)
 - \$65,909 in Other Income (\$65,895- estimated PPP loan forgiven; \$13 in interest & dividends)
- C. Total Expense: **(\$265,694)** - \$13,233 than budget.**
1. Direct Expense: **(\$176,821)** -\$7,897 better than budget - \$22K savings in personnel cost due to a reduction in providers' hours and staff on FMLA. Direct services and supplies are higher than budget **(\$14K)** due to more patient visits and additional procedures for FQHC patients.
 2. Indirect Expenses: **(\$88,873)** – \$5,335 better than budget – A refund was received for health benefit premium from prior period adjustments. Fundraising is higher than budget due to additional grant applications but will balance out during the year.
- D. Net Income: \$12,590**

YTD PERFORMANCE TO BUDGET: YTD net income is **\$135,121**, better than budget. Cash-flow is **\$132,682** better than the budget. PHCD grant received to date is **\$100,000**.

	YTD Actual	YTD Budget	Performance
<i>Visits</i>	<i>1464</i>	<i>1136</i>	<i>328</i>
Gross Patient Revenue	\$572,436	\$423,570	35%
Uncompensated Care (Deductions)	(\$327,043)	(\$231,324)	(41%)
Grants/Donations/Other Income	\$279,985	\$230,430	22%
Direct Cost	(\$341,283)	(\$369,262)	8%
Indirect Cost	(\$184,198)	(\$188,432)	1%
Net Income	(\$102)	(\$135,019)	99%
<i>Non-cash items adj.</i>			
Depreciation	\$44,169	\$46,404	1%
Est. Cash-flow	\$44,067	(\$88,615)	+150%

Sonrisas Dental Health Operations

	Jul 20	Aug 20	Total	YTD Budget	B(W)
San Mateo Revenue	95,445	97,967	193,412	144,812	48,600
Coastside Revenue	25,056	26,925	51,981	47,434	4,547
Total Net Revenue	120,501	124,892	245,393	192,246	53,147
Direct Program Cost	164,462	176,821	341,283	369,262	27,979
Indirect Program Cost	95,325	88,873	184,198	188,432	4,234
Total Cost	259,787	265,694	525,481	557,694	32,213
TOTAL	(139,286)	(140,802)	(280,088)	(365,448)	85,360
Dividend/Other Income	(89)	65,908	65,819	680	65,139
Donations Received	51,683	62,483	114,166	79,750	34,416
Grant from PHCD	75,000	25,000	100,000	150,000	(50,000)
OTHER INCOME	126,594	153,391	279,985	230,430	49,555
					-
NET INCOME	(12,692)	12,589	(103)	(135,018)	134,915



Visits by Center

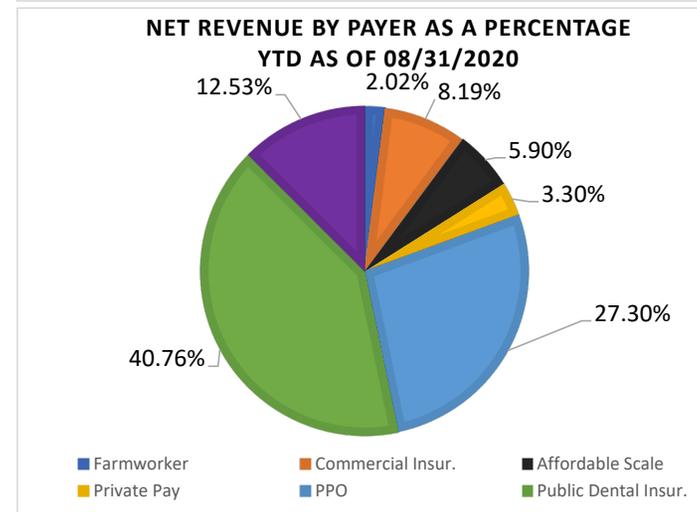
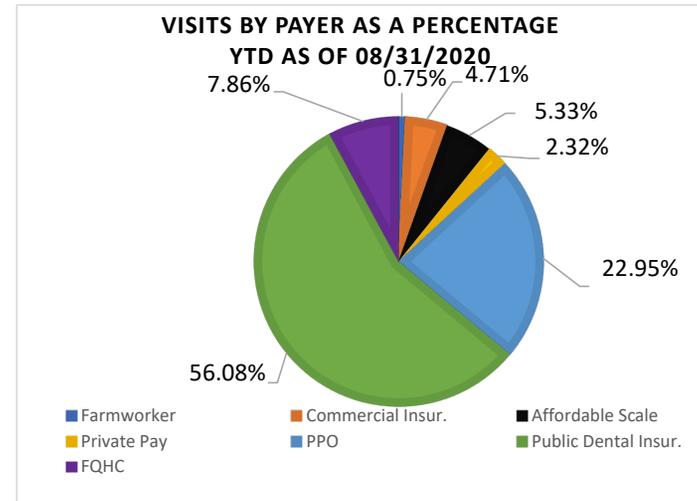
	Jul 20	Aug 20	Year to Date	Budget	Variance
San Mateo Visits	533	537	1070	783	287
Coastside Visits	166	228	394	383	11
Total Visits	699	765	1464	1166	298

Visits by Payer -San Mateo

	Aug 20	Budget	Variance
Commercial Insurance	25	15	10
PPO	136	98	38
Private Pay	24	16	8
Affordable Scale	13	7	6
Farmworker	0		0
FQHC	59	62	(3)
Public Dental Insurance	93	82	11
Total Visits	537	373	164

Visits by Payer -Coastside

	Aug 20	Budget	Variance
Commercial Insurance	9	8	1
PPO	20	27	(7)
Private Pay	0	3	(3)
Affordable Scale	37	47	(10)
Farmworker	9	5	4
Public Dental Insurance	72	91	(19)
Public Dental Insurance	81	77	4
Total Visits	228	258	(30)



Avg. Income (Loss) per Visit	
	YTD
Net Revenue per Visit	\$ 167.82
Direct Cost per Visit	\$ (233.21)
Indirect	\$ (126.27)
Net Income per Visit	\$ (191.66)

True Income (Loss) per Visit by Payer	
Payer	Avg. YTD
Commercial Insurance	\$ (9.00)
PPO	\$ (105.41)
Public Dental Insurance	\$ (339.98)
Private Pay	\$ 120.28
Affordable Scale	\$ 51.24

Sonrisas Dental Health Operations FY21 VS. FY20						
	Aug 20	Aug19	Variance B(W)	YTD 21	YTD 20	Variance B(W)
Visits	765	963	(198)	1464	963	501
San Mateo Revenue	97,967	110,431	(12,464)	193,412	214,407	(20,996)
Coastside Revenue	26,925	53,473	(26,548)	51,981	88,452	(36,471)
Total Net Revenue	124,892	163,904	(39,012)	245,393	302,860	(57,467)
Direct Program Cost	176,821	162,047	(14,774)	341,283	322,682	18,601
Indirect Program Cost	88,873	87,327	(1,546)	184,198	195,264	(11,065)
Total Cost	265,694	249,375	(16,319)	525,481	517,945	7,536
TOTAL	(140,802)	(85,471)	(55,331)	(280,088)	(215,086)	(65,002)
						0
Dividend/Other Income	65,908	303	65,605	65,819	33,405	32,414
Donations Received	62,483	36,304	26,179	114,166	75,610	38,556
Grant from PHCD	25,000	75,000	(50,000)	100,000	150,000	(50,000)
OTHER INCOME	153,391	111,606	41,785	279,985	259,015	20,969
NET INCOME	12,589	26,135	(13,546)	(103)	43,930	(44,033)

Sonrisas Dental Health
 Revenues and Expenditures - Budget vs Actual
 As of August 31, 2020

As of Date: 08/31/2020
 Location: Sonrisas Dental Health
 Restriction: Unrestricted

	Month Ending 08/31/2020			Year To Date 08/31/2020		
	Actual	2020 BUDGET	Budget Diff	Actual	2020 BUDGET	Budget Diff
Revenue and Expenditures						
Revenue						
Patient Revenue						
Patient Services						
Commercial Insurance	12,613.00	7,655.10	4,957.90	25,089.00	14,484.18	10,604.82
PPO	51,108.00	42,848.49	8,259.51	117,803.00	84,559.69	33,243.31
Public Dental Insurance	175,044.00	134,147.85	40,896.15	334,312.71	247,630.33	86,682.38
Private Pay	7,832.00	5,172.47	2,659.53	9,874.00	10,726.33	(852.33)
Affordable Scale	16,086.00	16,459.56	(373.56)	27,041.00	26,042.99	998.01
Farmworker	3,790.00	2,808.44	981.56	4,324.00	4,166.01	157.99
FQHC	26,665.00	17,980.00	8,685.00	53,992.00	35,960.00	18,032.00
Gross Patient Revenue	293,138.00	227,071.91	66,066.09	572,435.71	423,569.53	148,866.18
Uncompensated Care						
Prior Period Adjustment	(3,382.79)	(1,500.00)	(1,882.79)	(9,106.87)	(3,000.00)	(6,106.87)
Uncompensated Care - Commercial Ins	(2,274.30)	(1,548.17)	(726.13)	(4,247.70)	(2,717.74)	(1,529.96)
Uncompensated Care - PPO	(21,534.00)	(17,718.04)	(3,815.96)	(48,313.80)	(34,855.40)	(13,458.40)
Uncompensated Care - Public Dental I	(122,573.09)	(93,741.05)	(28,832.04)	(230,585.14)	(172,619.13)	(57,966.01)
Uncompensated Care - Affordable Sca	(7,493.00)	(8,258.99)	765.99	(12,013.00)	(12,968.05)	955.05
Uncompensated Care - Farmworker	385.50	(245.14)	630.64	796.00	(363.64)	1,159.64
Uncompensated Care - FQHC	(10,425.00)	0.00	(10,425.00)	(22,092.00)	0.00	(22,092.00)
Fee Adjustments	(949.00)	(2,400.00)	1,451.00	(1,480.00)	(4,800.00)	3,320.00
Total Uncompensated Care	(168,245.68)	(125,411.39)	(42,834.29)	(327,042.51)	(231,323.96)	(95,718.55)
Net Patient Revenue	124,892.32	101,660.52	23,231.80	245,393.20	192,245.57	53,147.63
Grants and Donations						

Fundraiser	0.00	750.00	(750.00)	0.00	750.00	(750.00)
Donations	147.12	2,000.00	(1,852.88)	987.01	4,000.00	(3,012.99)
Incentives	0.00	0.00	0.00	0.00	0.00	0.00
Grants	62,336.28	37,500.00	24,836.28	104,628.73	75,000.00	29,628.73
Other Events	0.00	0.00	0.00	8,550.58	0.00	8,550.58
PHCD Grants	25,000.00	75,000.00	(50,000.00)	100,000.00	150,000.00	(50,000.00)
Total Grants and Donations	87,483.40	115,250.00	(27,766.60)	214,166.32	229,750.00	(15,583.68)
Total Revenue	212,375.72	216,910.52	(4,534.80)	459,559.52	421,995.57	37,563.95
Total Expenses						
Direct Expenses						
Direct Personnel Expense						
Direct Program Salaries	131,717.44	144,766.60	13,049.16	263,530.00	289,533.20	26,003.20
Payroll Taxes	10,181.34	11,581.32	1,399.98	19,863.09	23,162.64	3,299.55
Unemployment Taxes	237.60	1,302.90	1,065.30	520.41	2,605.80	2,085.39
Benefits	(678.74)	4,772.67	5,451.41	(2,562.69)	9,361.77	11,924.46
401k Match	1,038.80	1,085.75	46.95	2,175.86	2,171.50	(4.36)
Worker's Comp	864.70	1,187.58	322.88	1,729.40	2,375.16	645.76
Continuing Education	0.00	125.00	125.00	0.00	250.00	250.00
License and Registration	627.18	863.00	235.82	1,072.71	1,726.00	653.29
Total Direct Personnel Expense	143,988.32	165,684.82	21,696.50	286,328.78	331,186.07	44,857.29
Clinic Expenses						
Sterilization Services	1,176.00	898.00	(278.00)	1,932.00	1,796.00	(136.00)
Shredding	67.00	67.00	0.00	134.00	134.00	0.00
Dental Supplies	14,410.24	6,840.00	(7,570.24)	25,335.71	14,280.00	(11,055.71)
Small Dental Equipment	404.65	600.00	195.35	404.65	1,200.00	795.35
Dental Equipment Repair	0.00	780.00	780.00	0.00	1,560.00	1,560.00
Lab Fees	4,769.21	3,365.28	(1,403.93)	10,700.39	6,139.71	(4,560.68)
Uniforms	51.43	37.50	(13.93)	51.43	75.00	23.57
PPE& Covid Related	11,954.39	6,445.80	(5,508.59)	16,396.20	12,891.60	(3,504.60)
Total Clinic Expenses	32,832.92	19,033.58	(13,799.34)	54,954.38	38,076.31	(16,878.07)
Total Direct Expenses	176,821.24	184,718.40	7,897.16	341,283.16	369,262.38	27,979.22
Indirect Expenses						
Indirect Personnel Expenses						
Salaries/Wages	38,574.59	39,824.99	1,250.40	80,253.21	79,649.98	(603.23)
Payroll Taxes	2,588.08	3,186.01	597.93	5,663.50	6,372.02	708.52

Unemployment Taxes	26.00	796.50	770.50	184.48	1,593.00	1,408.52
Benefits	(1,328.90)	1,428.91	2,757.81	(1,695.06)	2,802.87	4,497.93
401k Match	361.08	597.38	236.30	667.62	1,194.76	527.14
Worker's Comp	322.88	0.00	(322.88)	645.76	0.00	(645.76)
Total Indirect Personnel Expenses	40,543.73	45,833.79	5,290.06	85,719.51	91,612.63	5,893.12
Facility Expenses						
Auto Expenses	100.99	270.00	169.01	185.50	540.00	354.50
Building Maintenance	761.35	1,057.00	295.65	1,536.70	2,114.00	577.30
Janitorial Service	1,578.00	2,235.00	657.00	1,578.00	4,470.00	2,892.00
Rent	3,300.00	3,300.00	0.00	6,600.00	6,600.00	0.00
Phone/Internet	1,623.37	1,485.00	(138.37)	2,631.33	2,970.00	338.67
Utilities	2,314.55	2,315.00	0.45	4,596.80	4,630.00	33.20
Total Facility Expenses	9,678.26	10,662.00	983.74	17,128.33	21,324.00	4,195.67
Office Expenses						
Claims Processing	129.86	161.00	31.14	249.62	322.00	72.38
Office Exp.	45.00	840.00	795.00	849.64	1,680.00	830.36
Patient Notification	715.00	485.00	(230.00)	970.00	970.00	0.00
Office Supplies	1,648.88	824.00	(824.88)	2,526.91	1,648.00	(878.91)
Postage and Shipping	207.00	336.00	129.00	207.00	672.00	465.00
Printing Costs	0.00	100.00	100.00	0.00	200.00	200.00
Property Taxes	0.00	0.00	0.00	249.99	0.00	(249.99)
Dues, Fees & License	0.00	84.00	84.00	4.00	168.00	164.00
Employee Goodwill	5.00	150.00	145.00	10.00	300.00	290.00
Recruitment Expense	145.34	230.00	84.66	145.34	460.00	314.66
Total Office Expenses	2,896.08	3,210.00	313.92	5,212.50	6,420.00	1,207.50
Insurance						
Insurance - Auto	265.08	265.08	0.00	530.16	530.16	0.00
Insurance - Malpractice	765.00	658.25	(106.75)	1,530.00	1,316.50	(213.50)
Insurance - Liability & Property	701.25	701.25	0.00	1,390.16	1,402.50	12.34
Insurance - Directors & Officer Liability	325.00	345.50	20.50	670.50	691.00	20.50
Total Insurance	2,056.33	1,970.08	(86.25)	4,120.82	3,940.16	(180.66)
Fundraising Department						
Fundraising Expenses	1,908.87	25.00	(1,883.87)	1,908.87	200.00	(1,708.87)
Fundraising Consulting	2,910.00	2,250.00	(660.00)	5,919.00	4,500.00	(1,419.00)
Total Fundraising Department	4,818.87	2,275.00	(2,543.87)	7,827.87	4,700.00	(3,127.87)

Professional Fees						
Consultant - Professional Fees	2,880.00	0.00	(2,880.00)	4,800.00	0.00	(4,800.00)
Total Professional Fees	2,880.00	0.00	(2,880.00)	4,800.00	0.00	(4,800.00)
General						
Depreciation Expense	21,237.72	23,202.00	1,964.28	44,168.53	46,404.00	2,235.47
Marketing Expense	366.33	1,071.67	705.34	2,370.10	2,063.34	(306.76)
Meeting & Travel Expenses	0.00	225.00	225.00	71.92	450.00	378.08
Fees and Interest	309.68	849.00	539.32	864.36	1,698.00	833.64
Merchant Processing	436.91	0.00	(436.91)	858.70	0.00	(858.70)
Total General	22,350.64	25,347.67	2,997.03	48,333.61	50,615.34	2,281.73
Computer expense						
Computer Support	2,857.26	3,900.00	1,042.74	8,607.37	7,800.00	(807.37)
Software Support	792.00	1,010.00	218.00	2,448.13	2,020.00	(428.13)
Total Computer expense	3,649.26	4,910.00	1,260.74	11,055.50	9,820.00	(1,235.50)
Total Indirect Expenses	88,873.17	94,208.54	5,335.37	184,198.14	188,432.13	4,233.99
Total Total Expenses	265,694.41	278,926.94	13,232.53	525,481.30	557,694.51	32,213.21
Other Income						
Estimated PPP Loan Forgiveness	65,895.00	0.00	65,895.00	65,895.00	0.00	65,895.00
Interest Income	4.68	0.00	4.68	9.21	0.00	9.21
Dividends	8.92	340.00	(331.08)	(84.69)	680.00	(764.69)
Total Other Income	65,908.60	340.00	65,568.60	65,819.52	680.00	65,139.52
Net income	12,589.91	(61,676.42)	74,266.33	(102.26)	(135,018.94)	134,916.68

Sonrisas Dental Health Balance Sheet

As of Date:

08/31/2020

Location:

Sonrisas Dental Health

Year To Date

08/31/2020

Current Year Balance

Assets

Current Assets

Cash and Cash Equivalents

11205 - Operating - Boston Private Checking	1,154,529.61
11210 - Operating - Boston Private Savings	110,139.42
11215 - Operating - Wells Fargo Checking	21,280.03
11600 - Petty Cash	581.41

Total Cash and Cash Equivalents	1,286,530.47
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Accounts Receivable, Net	149,995.86
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Other Current Assets	31,413.43
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Total Current Assets	<u>1,467,939.76</u>
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Long-term Assets

Property & Equipment

17300 - Improvements	1,053,510.75
17400 - Equipment	952,565.55
17500 - Furniture/Fixtures	128,033.06
17600 - Vehicle	111,934.08
17900 - Accum Depreciation 17900	(42,468.47)
17999 - Accum Depreciation 17999	(1,183,651.43)

Total Property & Equipment	1,019,923.54
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Other Long-term Assets	18,386.42
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Total Long-term Assets	<u>1,038,309.96</u>
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Investments

Long Term Investments

11410 - Investment Acct. - Merrill Lynch	204,135.26
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Total Long Term Investments	<u>204,135.26</u>
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Total Investments	<u>204,135.26</u>
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Total Assets**2,710,384.98****Liabilities and Net Assets**

Liabilities

Short-term Liabilities

Accounts Payable

21110 - Accounts Payable	72,808.32
22110 - Accrued Payable - General	1,521.66
23100 - Patient Prepayments	15,352.75
23200 - Patient Refunds Payable	5,742.64

Total Accounts Payable	95,425.37
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Accrued Liabilities

22210 - Accrued Payroll	105,113.39
22220 - Accrued PTO	48,016.76
22250 - Accrued 401k Funds Payable	3,670.23

22260 - Accrued HSA Fund Payable	305.35
22320 - FSA Employee Account	608.44
Total Accrued Liabilities	157,714.17
Withholding Tax Payable	
22230 - Accrued Payroll Taxes	<u>24,215.39</u>
Total Withholding Tax Payable	24,215.39
Other Short-term Liabilities	<u>260.33</u>
Total Short-term Liabilities	277,615.26
Long Term Liabilities	
Notes Payable - Long Term	
28000 - PPP Loan	395,365.00
28001 - Estimated PPP Loan Forgiveness	(65,895.00)
Total Long Term Notes Payable	<u>329,470.00</u>
Total Long Term Liabilities	329,470.00
Other Liabilities	<u>44,834.19</u>
Total Liabilities	<u>651,919.45</u>
Net Assets	<u>2,058,465.53</u>
Total Liabilities and Net Assets	<u>2,710,384.98</u>

Created on: 10/13/2020 12:45 PM PDT