



**Board Meeting  
August 20th, 2020**

**Teleconference Via Zoom**

**Join Zoom Meeting:** <https://us02web.zoom.us/j/84443980314>

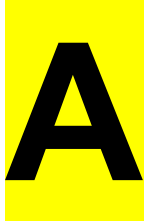
Meeting ID: 844 4398 0314

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**AGENDA**

**H5 6 G**

1. CALL TO ORDER AND ROLL CALL – Chair Taverner
2. MISSION MOMENT – Chair Taverner
3. PUBLIC COMMENTS
4. APPROVAL OF BOARD MINUTES: June 18<sup>th</sup>, 2020 5
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  - A. CEO Report – CEO Fecher 6
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  - A. Clinic Operations under COVID – CEO Fecher/Dr. Rothstein 8
    - a. Workforce COVID Testing
    - b. Financial Model
7. NEW BUSINESS 9
  - A. FY20 Financial Review 9
    - a. CFO Report – CFO Fama
    - b. Unaudited financials for June'20 – Tina Wang
  - B. Human Resources Update – CEO Fecher/Chair Taverner :
    - a. HR Consultant
    - b. Staff Performance Reviews
    - c. CEO Performance Review
    - d. Employee Handbook
  - C. FQHC Contract Change Request from San Mateo Medical Center – CEO Fecher
8. BOARD RETREAT IN SEPTEMBER: Action Requested - Chair Taverner/Director Young
9. SUGGESTED AGENDA ITEMS FOR NEXT MEETING – Chair Taverner
10. ADJOURN





**Board Meeting  
June 18<sup>th</sup>, 2020**

**MINUTES**

1. **CALL TO ORDER AND ROLL CALL – Chair Taverner** called the meeting to order at **6:33pm**
  - **Present:** Board Chair Nigel Taverner, Vice Chair Helen Galligan, Board Members Larry Cappel, Rick Navarro, Sheryl Young
  - **Also Present:** CEO Tracey Fecher, CFO Cheryl Fama, Center Director Pat Kinniburgh, Dental Director Dr. Torrey Rothstein, Community Engagement Director Dr. Bonnie Jue, Director of Development Maura LeBaron-Hsieh, Sr. Accountant Tina Wang, Administrative Assistant Libby Barnard
  - **Absent:** Directors Clyde Hinshelwood and Liz Dodge
  
2. **MISSION MOMENT – Dr. Torrey Rothstein** highlighted the new procedures and processes in place at Sonrisas to create a safe environment for staff and patients. As a result of the rigorous screening process before patients enter the clinic, the staff was able to reschedule a patient that had recently been tested for Covid-19. Dr. Rothstein reported that staff, who worked at other clinics, told him that Sonrisas is more diligent and stricter with its procedures. He thanked the board and leadership staff for making Sonrisas an environment where staff can safely and methodically ramp up services so that, as exceptions arise, staff can address them appropriately.
  
3. **PUBLIC COMMENTS** – No public in attendance.
  
4. **APPROVAL OF BOARD MINUTES – Vice Chair Galligan** *motioned to approve the minutes for the board meeting on May 21, 2020. The motion was seconded by Director Cappel and approved by roll call. Ayes: Rick Navarro, Nigel Taverner, Sheryl Young.*
  
5. **CEO REPORT – CEO Fecher**
  - **Current Status of Sonrisas' Clinics** – The San Mateo office is currently open five days a week with 3-4 providers. A trial run was conducted at the Coastsides center on June 18<sup>th</sup>. Most of the staff have returned to work with the remainder not having returned yet due to Covid-related concerns, child-care or awaiting rehire as Saturday staff. Sonrisas has rehired Dr. Wu to work full time (from two days per week). He is one of the few dentists trained to see FQHC patients. The number of patients has been ramping up from the last week of May through June 15<sup>th</sup>. The week of June 15<sup>th</sup> the San Mateo clinic had 100 patients scheduled.
  - **COVID-19 Pre-Screening** – Sonrisas' current practice is to screen patients 1-2 days before the appointment is scheduled, and again outside of the center once they have arrived. At the last board meeting Director Navarro asked whether it would be possible to require COVID-19 testing for patients prior to their appointment. **CEO Fecher** remarked that this is not a required or recommended practice for dental offices, but the team is monitoring this option. The hope is that rapid testing will be made available for dentist offices sometime in the future.
    - **Director Navarro** commented that while it is important to continue screening patients, as things re-open, it is likely that there will be another spike of cases. He also noted that Seton Hospital is experiencing decreased access to PPE, specifically N95 masks. Access to COVID-19 testing from the county would tell SDH if it were safe to treat a patient and could identify the 25-30% of asymptomatic carriers. **CEO**

**Fecher** commented that staff are treating all patients as if they have the virus.

**Director Cappel** reported a dramatic increase in claims (= demand) over the last two weeks, more in dental than medical in the businesses he manages.

**Dr. Rothstein** highlighted various ways that Sonrisas has adapted to protect staff and patients alike, including reducing procedures that produce aerosol, isolating and closing off rooms, HEPA filters to create better airflow in the rooms and addition PPE. **CEO Fecher** added that Dr. Rothstein and Dr. Laurie Jue have been keeping up to date on the evolving landscape of dentistry during the pandemic. Sonrisas staff have access to four different types of masks, and only one staff is having difficulty finding an N-95 respirator that fits.

- **Next Steps** – The Coastsides center had its first run through on June 18<sup>th</sup>. Dr. Riley Bateman will be switching roles with Dr. Gabriella Bateman. The Coastsides center will open next week with one provider. **Dr. Rothstein** explained that Sonrisas is being methodical in the reopening process and the team needs to see what the workflow is like before bringing in a second provider, which may be the resident provider or a hygienist. Sonrisas will start to see FQHC patients next week, two days per week, adding an additional hygiene day in August. The team is focusing on providing services five days per week in the San Mateo Clinic, while the FY 20-21 budget assumes adding Saturdays in October. It is possible that Saturdays may open earlier based on demand.
  - **Chair Taverner** asked when the workflow would reach a plateau. **CEO Fecher** replied that Sonrisas should be up to five provider days at the Coastsides center within the next several weeks, adding a second provider by August. The plan is to have two dentists and one hygienist at Coastsides by August. In San Mateo, Sonrisas has reached current capacity based on COVID-19 mitigations. Current capacity is two dentists and two hygienists in San Mateo.

**Farmworkers** – Sonrisas met with SMMC to discuss the delivery of the program and the contract extension. The contract, which ends at the end of December, may be extended to March 31<sup>st</sup>, 2021, pending approval from the County Board of Supervisors.

- **Dentistry landscape in San Mateo County and California** – **Dr. Bonnie Jue** reported that due to various unknowns, both patients and providers have assumed a “wait and see” attitude. Providers are waiting to see how procedures are adapted and patients are waiting to see how their friends’ appointments, or their first appointment will go before scheduling a second one.
- **Current Cash Position** – **CEO Fecher** reported that Sonrisas’ cash position is better than was forecasted at the May board meeting. The cash position she shared was after the first payroll of June.
- **Payroll Protection Plan Loan** – **CEO Fecher** credited Senior Accountant, Tina Wang, for bringing this \$400-500K loan opportunity to her attention. **CEO Fecher** asked the board to approve applying for PPP Loan.
  - **Director Cappel** strongly endorsed the idea; it has been very helpful for his clients and is easier to arrange now. **Director Young** asked which bank Sonrisas would be working with? **CEO Fecher** responded that Boston Private is no longer participating but she has received several strong recommendations and will explore which bank can get the loan approved before June 30<sup>th</sup>.
  - **Director Cappel** motioned to approve the approve applying for a PPP Loan. The motion was seconded by **Director Navarro** and approved by roll call. Ayes: **Helen Galligan, Nigel Taverner, Sheryl Young**.

#### 6. UNAUDITED FINANCIALS FOR April '20 – Tina Wang

- Sonrisas had 26 visits in April, one of those being an emergency visit. Each tele-visit was billed \$37.00. Net revenue was less than budget due to the write-off adjustments from the prior period. Expenses include \$224K in personnel costs, however year to date is better than budget overall.
- All historical documents have been added to Intacct, and Sonrisas will go live with the new system in the final week of June. **CFO Fama** added that she is working with Ms.

Wang on the 2019 tax 990 form.

## 7. FY 21 BUDGET – CEO Fecher

- The FY 20-21 Budget was created with the following budget assumptions:
  - Reduced patient visit volume in Q1 and Q2
  - Salary increase of 3% in Q2-Q4
  - Increase in dental supply costs
  - 5% Medical insurance benefit increase
  - 15% increase in insurance policies
- **CEO Fecher** noted that she is looking into COVID-19 related relief funding, from sources such as Health and Human Services and FEMA. **Director Cappel** shared his appreciation for CEO Fecher's foresight through this logical budget. **Chair Taverner** noted that while patient visits are being decreased by 6%, revenue is forecasted to increase by 3%, which is due to the budgeted increase of FQHC patients.
  - **Director Young** asked how Sonrisas was absorbing the losses from this proposed budget. **CEO Fecher** responded that FY20 may not have losses since the team has raised \$105K in COVID-19 relief funding. She added that Sonrisas has cash reserves as well. **Director Young** recommended including a contingency plan in the event Sonrisas does not receive the anticipated loans. **CEO Fecher** to follow up on this request.
- **CEO Fecher** thanked Sen. Accountant Tina Wang for her preparation of this budget.

## 8. FUNDRAISING – Maura LeBaron-Hsieh

- **Update on Paella Virtual Event** – This collaborative event raised over \$11K including sponsorships, donated tickets and individual donations. A special thank you to Clyde Hinshelwood (and family) for curating the cooking experience.
- **Grants** – \$105K has been generated for support related to the COVID-19 pandemic.
- **Ms. LeBaron-Hsieh** asked for feedback on how they would like fundraising efforts reported. **Director Cappel** commented that he appreciated the brevity of the report. **CEO Fecher** asked that progress against the YTD goal be added. **Director Cappel** asked for an aggregate number rather than a list of each individual donor. **Director Navarro** remarked that time would be better spent focusing on fundraising instead of reporting. **Chair Taverner** suggested pulling reports from Intacct.
- **Chair Taverner** asked **Vice Chair Galligan** for feedback on the Virtual Paella event. She responded that she enjoyed the event and cooking along with Clyde. She would have preferred more interaction with attendees besides the chat. Additionally, she suggested that the partnership with Peninsula Health Care District should have been highlighted alongside the sponsors.

## 9. DATE FOR NEXT BOARD MEETING (July 16<sup>th</sup>) – Chair Taverner suggested canceling the meeting for July 16<sup>th</sup>, under the assumption that no major decisions need to be made during this month.

- **Director Cappel** *motioned to cancel the board meeting on July 16<sup>th</sup>. The motion was seconded by Vice Chair Galligan and approved unanimously. Ayes: Director Navarro, Chair Taverner, Director Young.*

## 10. SUGGESTED AGENDA ITEMS FOR NEXT MEETING – Chair Taverner

- **Chair Taverner** and **Director Young** will discuss how to resume the Board Nomination and Governance Committee before the board meeting.
- **Director Young** also noted that she has reserved a conference room for the Board Retreat on September 12<sup>th</sup>. She suggested that board members discuss at the August board meeting whether it is the right timing for a board retreat.
- **Director Young** expressed her deepest thanks to CEO Fecher and all the staff for how they have navigated the past three months. She acknowledged the hard work that they

have put towards managing the ramp up to reopening the clinic and fundraising especially. **Director Navarro** thanked Senior Accountant Tina Wang for bringing forward the idea of applying for a PPP loan. Thank you was echoed from all board members.

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

Written and Submitted by  
Libby Barnard

Signed By

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Board Chair, Nigel Taverner

**B**



**DATE:** August 18, 2020

**TO:** SDH Board of Directors

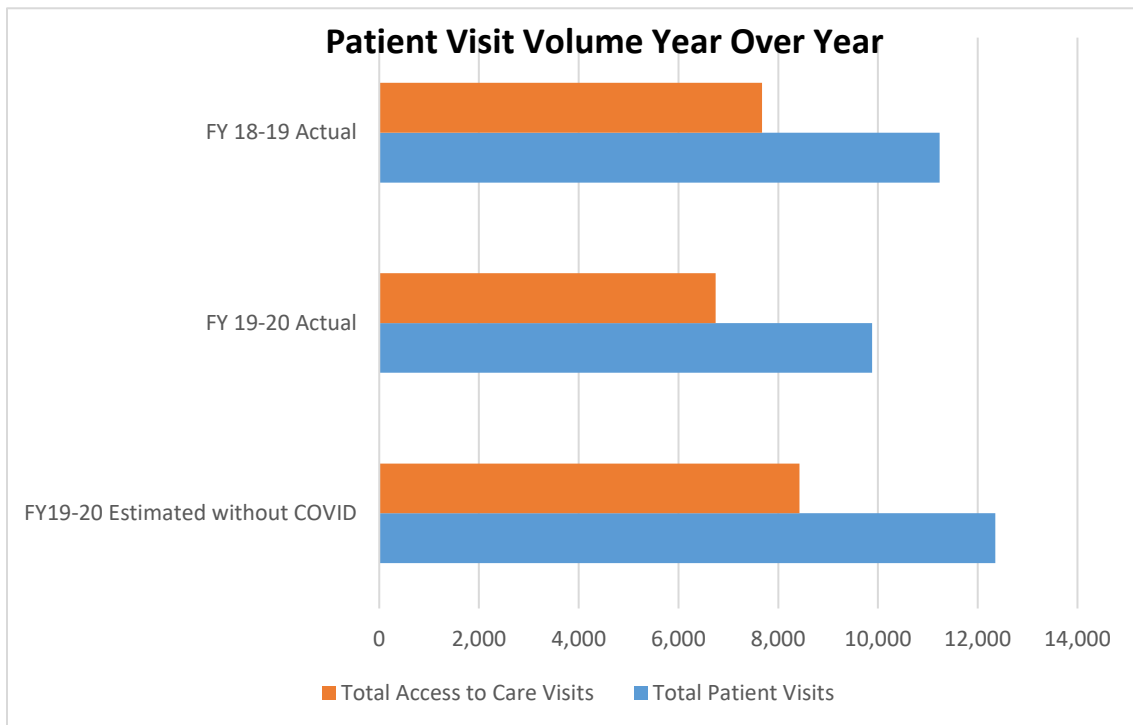
**FROM:** Tracey Fecher, CEO

**RE:** **CEO Monthly Report**

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1. Patient Visit Outcomes for FY19-20:

- The Sonrisas' team believes we were on track to provide more patient visits than the prior fiscal year when the shelter in place began in mid-March 2020. The shelter in place was 10 weeks in length with a slow ramp up to seeing patients as well as COVID mitigation allowing us to see less patients when we fully reopened. The Spring has historically been a strong quarter for patient visits. By adding a conservative 25% to FY 19-20 visit volumes, a year over year comparison can be found below:



- Patient Data Review – The team has done an initial analysis of the prior fiscal year patient data. One interesting data point is that 86% of pediatric patient visits were for children funded by Medi-Cal Dental. The team believes this is due to one extra pediatric dentist day a week as well as the pediatric dentist working with a registered dental assistant so she can treat more patients concurrently. Of the seniors served at Sonrisas, 59% were Access to Care patients utilizing Medi-Cal Dental, Farmworkers, FQHC or the Affordable Scale program.



**All Patient and Access to Care (ATC) Patient Data**

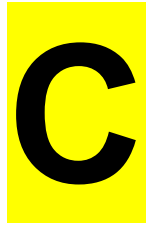
	# Visits	# Unique Patients	# New Patients	# ATC Visits	# ATC Unique Patients	# ATC New Patients
Young Children (0-5)	730	366	165	637	304	146
Children (<19)	3593	1587	417	3090	1326	361
Adults (19-64)	4743	1775	284	2717	922	159
Seniors (65+)	1544	520	67	935	291	43
Totals	<b>9880</b>	<b>3882</b>	<b>768</b>	<b>6742</b>	<b>2539</b>	<b>563</b>

% of ATC Visits	<b>68%</b>
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% Unique ATC Patients	<b>65%</b>
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% Pediatric Visits that were ATC	<b>86%</b>
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2. Quarterly Patient and Insurance A/R Review: The quarterly A/R meeting was held with the clinical and financial team. Due to SIP and the billing specialist being out for 4 months, Patient A/R had increased to 11% for 121-365+ days. Sonrisas' guideline is that patient A/R in this time frame be <5%. At the last quarterly meeting, Patient A/R in this timeframe was 4.6%. The team has identified action items to reduce the A/R to the guideline and has set itself the goal of meeting the guideline within the next quarter.
3. Employee Benefits: Open Enrollment was completed at the end of July. A Flexible Spending Account has been added for all eligible employees. The number of medical insurance plans was expanded with the addition of gold level plans that do not cost Sonrisas anything additional but give employees expanded options. Adjustments to the 401K plan are being reviewed and will be brought to the board in October.
4. Current Cash Position
  - On Tuesday, August 18<sup>th</sup>, Sonrisas' cash position was \$1,593,000, which includes the \$395K PPP. This amount includes a \$35K grant from Health and Human Services that was applied for in July.
  - The team is still researching the viability of applying for FEMA funding.
5. Strategic Partnerships
  - Oral Health Coalition: There have been changes in staffing of the county Public Oral Health program. Dr. Shakalpi Pendurkar will continue in her position until June 2020 and another oral health staff member has been moved to contact tracing for COVID-19. There are discussions about doing school oral health screenings outdoors and Dr. Bonnie Jue is considering a Sonrisas pilot of this as well. Changes to the tobacco tax (Prop 56) and cuts to Medi-Cal Dental are still possible and will depend on how the state's income looks by October.
  - Health Plan of San Mateo (HPSM): HPSM has continued to work with the state on the implementation of the Dental Integration Pilot; and they have decided to delay the start to January 1, 2022. Two reasons for this are that the state budget is uncertain and HPSM is focusing on their behavioral health integration with the county. HPSM has indicated they are still interested in the pilot and hope to move forward, even though the implementation has slipped a full year.





**DATE:** August 17, 2020

**TO:** SDH Board of Directors

**FROM:** Maura LeBaron-Hsieh, MPH, Director of Development

**RE:** **COVID-19 Relief Grant- and Loan-Seeking Success**

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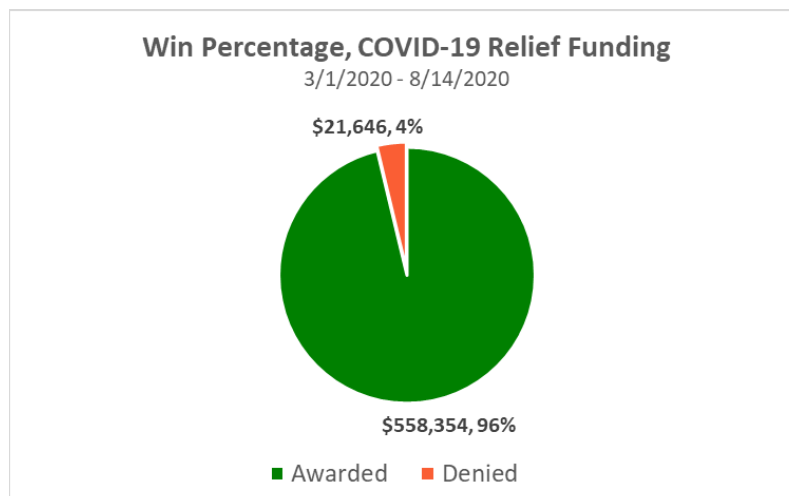
1. Overall outcome of COVID-19 Relief funding efforts:

- From March, 2020 to present, the Sonrisas team has sought a total of \$580,000 in COVID-19 Relief Funding, in a combination of loans, grants, and donations. Only one grant submission was denied; one was granted at a lower level than requested; in contrast, several funders supported Sonrisas at a level higher than anticipated. We received a total of \$559,354 in COVID-19 Relief Funding.

2. Key take-aways from COVID-19 funding efforts:

- In addition to COVID-19 funding from new sources, we received a large amount of support from our existing funders, ranging from \$5,000 - \$30,000 beyond existing grant agreements. In addition, several funders proactively re-allocated our program grant funding to General Operations for COVID-19 Relief. Our Sonrisas team takes great care to cultivate warm relationships with our existing funders, several of whom have recently shared with us that they place great value on SDH's good stewardship of funds and measurable impact on the community. Perhaps most heartwarming, we have also heard that Sonrisas Dental Health is "wonderful to work with." Our success in accessing COVID-19 Relief Funding is a testament to our dedication to building community through our work!

3. Visual Summary (Detailed Listing Next Page)



Funder	Funding Opportunity	Funding Category	Amount Requested	Amount Awarded	Status
Atkinson Foundation	2020 Atkinson Grant	Seniors, General Operations, Covid 19	\$10,000	\$10,000	Awarded
California Wellness Foundation	2020 CA Wellness Covid Relief	Covid 19	\$10,000	\$10,000	Awarded
City of Half Moon Bay	FY20-21 CSFA Grant	General Ops Coastsides, Covid 19, Materials and Supplies	\$10,000	\$20,000	Awarded
Delta Dental Community Foundation	2020 Covid 19 Relief Grant	General Operations, Covid 19	\$20,000	\$5,000	Awarded
Lucile Packard Childrens Hospital	FY19-20 LPCH Grant COVID-19 Expansion	School Screenings, Covid 19, Access to Care Children	\$10,000	\$10,000	Awarded
San Mateo County Strong Fund	2020 SMC Strong	Covid 19	\$20,000	\$0	Denied
Silicon Valley Community Foundation	FY20 SVCF Bay Area Nonprofit Relief Fund	General Operations, Covid 19	\$20,000	\$20,000	Awarded
Stanford Health Care	FY20-21 COVID-19 Relief Fund Request	Covid 19, Materials and Supplies	\$10,000	\$13,354	Awarded
Sunlight Giving	FY20-21 Sunlight Giving Grant	General Operations, Covid 19	\$30,000	\$30,000	Awarded
US Federal Gov't	PPP Loan	Covid 19	\$395,000	\$395,000	Awarded
US Federal Gov't	Small Business Administration	Covid 19	\$10,000	\$10,000	Awarded
US Federal Gov't	Health & Human Services Funding	Covid 19	\$35,000	\$35,000	Awarded
Totals			\$580,000	\$558,354	96%
				\$21,646	4%

## Sonrisas Dental Health FY20-21 Grantseeking Update



Grantseeking Chart and data table produced via SDH's new Grant Hub system. This report requires minimal hands-on time to create.

Please share your feedback & suggestions for improvement!

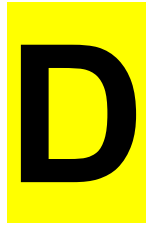
Funder	Funding Opportunity	Funding Category	Deadline	Amount Requested	Amount Awarded	Status
Sunlight Giving	FY20-21 Sunlight Giving Grant	Access to Care, General Operations	1/31/2020	\$50,000	\$50,000	Awarded
The Palo Alto Community Fund	2020 Palo Alto Community Foundation Grant	Access to Care	1/31/2020	\$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 (Sutter Health)	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		Application-Submitted
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
Health and Human Services	COVID-19 Relief Funding	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
Lucile Salter Packard Childrens Hospital at Stanford	FY 20-21 LPCH Grant	School Screenings, Access to Care Children	8/14/2020	\$40,000		Application-Submitted
Carl Gellert and Celia Berta 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
COASTSIDE WOMENS CLUB	FY20 Coastsides GO Grant	General Operations	8/15/2020			In-Progress
Stanford Health Care	FY 20-21 Stanford Grant	Access to Care	9/1/2020	\$61,000		In-Progress
Chan Zuckerberg Initiative Foundation	FY20-21 CZI Community Fund		9/1/2020	\$75,000		Research
Sunlight Giving	FY 20-21 Sunlight Giving Capacity-Building Grant	General Operations, Capital Project	TBD			Research
Kaiser Permanente Community Health	2021 Kaiser Community Grant	Access to Care	9/16/2020	\$40,000		Planned
American Academy of Pediatric Dentistry	FY 20-21 AAPD Grant	School Screenings, Access to Care Children	9/18/2020	\$20,000		Planned
Network for Good, Inc.	FY 20-21 Network For Good RFP	General Operations	9/21/2020	\$5,000		Research
Henry Schein Cares Foundation Inc	2021 Henry Schein Grant	Materials and Supplies	9/30/2020	\$50,000		Planned
Mattel Children's Foundation	FY 20-21 Mattel Grant	School Screenings, Access to Care Children	9/30/2020	\$1,000		Research
Touchpoint Foundation	FY20-21 TouchPoint Foundation Grant	Access to Care, Seniors	10/1/2020	\$10,000		Planned
Totals				\$1,597,456	\$1,132,970	34



### 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-19	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 Foundation	3/30/2020	\$ 12,500	\$ 12,500	\$ -	Apr-20	General Operating Support	CS
Hurlbut - Johnson Fund via Valley Community Foundation	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-19	SM/CS
SVC 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	\$ -	6/01/2020-05/31/2021	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
Stanford 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	\$ 75,000	\$ 825,000	July 20-June 21	ATC and Operating Support	SM

<b>Total</b>	<b>\$ 3,139,970</b>	<b>\$ 2,314,969.85</b>	<b>\$ 825,000</b>
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**DATE:** August 12, 2020

**TO:** SDH Board of Directors

**FROM:** Tracey Fecher, CEO

**RE:** **Clinic Operations Under COVID**

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1. July Patient Visit Volume

- July was the first month the San Mateo Clinic was fully open and there was one chair operating at the Coastsides clinic Monday to Friday. The July actual results were better than planned. The budget assumption was that dentists would see 7 patients per day and they are averaging 8 on most days. The pediatric dentist budget assumption was also 7 patients and she saw an average of 7-9 patients in July. We will track if this trend continues in August and September. The San Mateo Clinic opened for 2 Saturdays in July, when the budget assumption was that Saturdays would resume in October. The team has become more comfortable than anticipated scheduling, screening, and treating patients with the COVID protocols.

**July Patient Visit Volume**

	Budget	Actual	Actual vs. Budget	% of Actual Visits
Comm/PPO	144	220	76	32%
Private Pay	20	10	(10)	1%
Medi-Cal Dental	277	378	101	54%
Affordable Plan	30	38	8	5%
Farmworker	3	2	(1)	0%
FQHC	62	51	(11)	7%
<b>Access to Care Subtotal</b>	<b>372</b>	<b>469</b>	<b>97</b>	<b>67%</b>
<b>Total Visits</b>	<b>535</b>	<b>699</b>	<b>164</b>	

2. Saturdays at the San Mateo Clinic: Dr. Laurie Jue has begun seeing patients on Saturdays and there is a hygienist scheduled 2 Saturdays a month. Dr. Vincent Jue is not ready to return on Saturdays and Sonrisas does not have a hygienist available each Saturday of the month. We have posted for a Friday and Saturday hygienist. Saturday visits were budgeted to resume in October and the budget assumes two dentists and a hygienist each Saturday. It may not be possible to staff at this level by October.

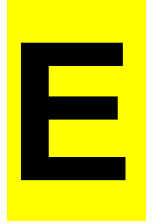


3. Coastside Clinic Operatories: With the repair of some windows in Half Moon Bay, all three operatories can be utilized at this time. The resident started on August 3<sup>rd</sup> and has had a strong start. The budget plan includes having a hygienist at Coastside two days a week. There may be some adjustments to this plan, including having an additional dentist day at Coastside, as staffing evolves.
4. Farmworker Update: Dr. Torrey Rothstein was exploring holding a weekly mobile clinic at a Puente location in La Honda. Dental Assistant staffing and overall COVID mitigation makes this plan challenging until at least late fall. Time has been set aside in the Coastside schedule to treat Farmworker patients and this plan has been communicated to the Farmworker contract partners. The Sonrisas team has started to schedule Farmworker patients who have not been seen this calendar year as well as scheduling patients who are in the middle of treatment plans.
5. Staffing Update and Workforce COVID Testing: A clinical staff member tested positive for COVID-19 at the end of July after having been at work before symptoms began. Sonrisas Dental Health already had a COVID Exposure Plan in place for such an incident. This was established from input from the CDC, American Dental Association and California Dental Association. After interviewing the COVID-19 positive staff member and contacting the California Department of Public Health and the San Mateo County Department of Public Health, SDH's COVID Exposure Plan helped management determine that other staff did not need to quarantine because all staff members wore appropriate PPE while on-site. The staff member is doing well as are other family members who tested positive for COVID-19.
  - This led to a discussion about workforce testing for COVID-19. SMMC has offered to assist Sonrisas with testing of staff. They are currently testing their staff once a month. There are two options for testing:
    - i. Utilizing County vendors with one who collects tests on-site and the other providing test results in 24 hours. The cost to Sonrisas would be \$50 for the collection and \$65 for the test, if the employee does not have insurance that will pay for the test. This is the most cost-effective solution for Sonrisas but may not work due to the minimum number of tests required by the collection vendor at one time.
    - ii. The second option is with a single vendor where tests are self-collected and shipped to the vendor. Results are within a 24-48 hours. The vendor requires a minimum of 10 tests for this service at \$150 per test.
  - The team has discussed the value of testing once a month versus testing after an employee contracts COVID-19. Input from the board about workforce testing is requested and will be discussed at the board meeting.
  - COVID-19 clinical procedures require additional dental assistant staff. The dental assistant who contracted COVID-19 has been out of the office for almost 4 weeks. There have been days when a hygienist's schedule has needed to be cancelled so she/he could work as a dental assistant so as not to need to cancel the dentist's patients. The team is currently recruiting an experienced dental assistant. The real possibility of one or two clinical staff being exposed to or testing positive for COVID-19, whether exposure occurs inside or outside working hours, makes Sonrisas vulnerable to not meeting our visit numbers and not being able to serve our patients.
6. PPE Update: We continue to have a good supply of PPE with two exceptions.
  - N95/KN95 Respirators: Respirators are not one-size-fits all. We have one staff member who passed the fit-testing process with only one respirator. As it happens, this respirator is no longer readily available and our supplies for this staff member are running low.. The team continues to try to source that respirator and will fit test for others when possible.
  - Gowns: The San Mateo Center has enough supply of reusable gowns that are laundered onsite. Coastside, however, had been using disposable gowns and did not have onsite laundering ability. The supply chain for disposable gowns has been heavily affected by COVID-19. The team ordered reusable gowns for Coastside and is researching the installation of a washer/dryer in the upstairs



office. In the meantime, protocols have been put in place to delay the risk of running out of gowns at Coastsides.

- The remaining PPE items (surgical masks, gloves, Caviwipes, N95s, etc) have at least three months of supply available at our current usage rate.
7. Financial Model - At the conclusion of the first quarter, there will be trends indicating the number of patients a provider can treat daily. This, along with patients' continued willingness to schedule preventative and restorative dental treatments, will give the team the data needed to develop new financial modeling tool.





**DATE:** August 20, 2020

**TO:** SDH Board of Directors

**FROM:** Cheryl Fama, CFO

**RE:** CFO Year End Report

**FY 2020 YEAR END PERFORMANCE:** The SDH Team performance ended the financial year **91% ahead of budget** improving the **NET INCOME** from a budgeted loss of **(\$350K)** down to a loss of **(\$32K)**. This performance is particularly noteworthy given:

- Unprecedented pandemic causing complete business disruption
- Successful “pivoting” activities including tele-dentistry, on-going outreach to schools and patients and engaging the staff and their creativity in those activities
- Significant expense to reopen in mid-June and implementing revised Covid operating protocols
- Pursuit of Covid funding support
- In-kind and new community health provider donations
- Carried out commitment to mission: serving all with quality and dignity, especially the most vulnerable

**1) Revenue:**

- a) Gross Program Revenue was \$3.26M or \$552K (11%) **less than** budget due to Covid impact and County-delayed start of FQHC contract, ending year 2797 visits (24.4%) **below budget**.
- b) Total Deductions were \$1.81M or \$224K (11%) **better than** budget.
- c) Net Patient Service Revenue was **\$1.45M or \$327K (18.4%) less than budget**.

**2) Expense:**

- a) Direct Expense was \$171K (8%) **under budget**
- b) Indirect Expense was \$187K (14%) **under budget**
- c) **Total Expense was \$358K (10.2%) under budget**

**3) Donations/Incentives/Other:**

- a) Donations \$72.5K **over budget**
- b) In-Kind donations \$75K **over budget**
- c) Incentives \$16K **over budget** due to high number of Medi-Cal Dental pediatric visits
- d) Other program revenue \$67K **over budget** through school district contract
- e) PHCD total \$25K **over budget**. Available funding not drawn down during 1/1/19-6/30/20 grant term requested in June for Covid expenses.
- f) **Net total \$1.68M, \$288K (21%) better than budget**.

**4) Other FY 2020 Accomplishments:**

- a) Applied for and received Payroll Protection Program (PPP) Loan of \$395K, reflected on Balance Sheet, as well as \$10K Economic Injury Disaster Grant from Small Business Administration
- b) Implementation of Intacct financial system that will provide operating efficiencies and flexible report writing.
- c) Completion and on-time filing of FY 2019 990 Form
- d) Launching of 2020 Audit; requested documents submitted electronically to Auditor.





**DATE:** August 14, 2020  
**TO:** SDH Board of Directors  
**CC:** Cheryl Fama, CFO  
**FROM:** Tina Wang, Senior Accountant  
**RE:** **June Unaudited Financials**

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**JUNE PERFORMANCE:**

Sonrisas applied for the Paycheck Protection Program and received a \$395,650 loan. The majority of the loan is expected to be forgiven. Sonrisas also applied for payment deferment on the employer portion of Social Security Tax and accrued \$9,920 as the end of June. After closing in April due to the shelter-in-place order from San Mateo County, the San Mateo Center fully reopened on June 1<sup>st</sup> and Coastsides Center on June 22<sup>nd</sup>.

**A. Revenue: Net Patient Revenue was \$57,439**

1. Total gross revenue was \$140,814.
2. 352 visits – 576 visits below budget because Coastsides center was not in the full operation until June 22<sup>nd</sup>. Less patients were scheduled due to additional cleaning and COVID protocols.
3. Total deduction was **(\$82,986)** – 59% of gross revenue. It included \$3,962 of prior period adjustment and \$3,730 an annual adjustment for allowance for bad debt.

**B. Donations/Grants & Other Income: \$144,372**

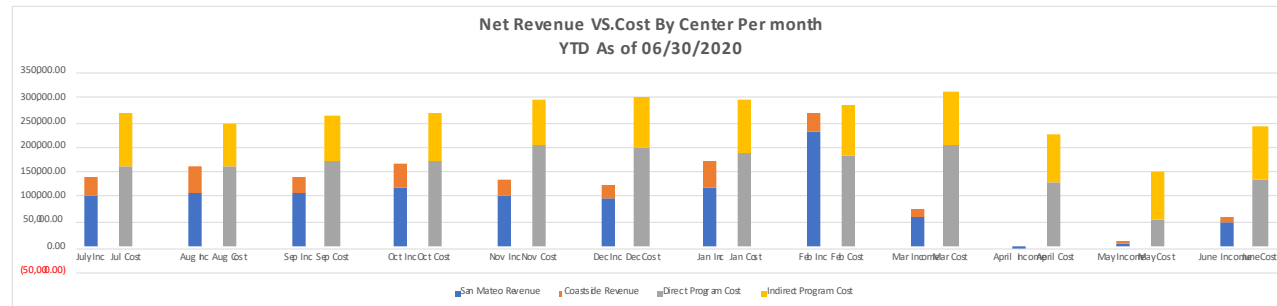
1. \$8,721 unrestricted funds received for general operation support; \$3,000 invoiced to County of San Mateo for the oral educational video usage; \$216 supplemental incentive check;
2. \$32,196 released from restricted grant; \$100,000 from PHCD;
3. \$240 for dividends & other income.

**C. Total Expense: **(\$242,594)** - \$52,457 better than budget as not all employees had returned.**

1. Direct Expense: **(\$132,944)** - \$44,924 better than budget. Personnel expense was \$65,250 better than budget because employees returned gradually after re-opening and Coastsides center was partially opened for the last week of June. An additional \$35,664 of PPE was purchased. There were savings in dental supplies and lab fees due to less patient visits.
2. Indirect Expenses: **(\$109,649)** - \$7,533 better than budget due to a combination of savings in personnel cost and additional expenses in professional services in HR and Tax preparation.

**D. Net Income: **\$(40,783)****

Sonrisas Dental Health Operations															
	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Total	YTD Budge	B(W)
San Mateo Revenue	103,976	110,431	109,955	118,002	101,271	95,407	118,500	228,633	57,495	(611)	4,100	49,230	1,096,388	1,324,367	(227,979)
Coastside Revenue	34,980	53,473	31,805	49,289	33,020	30,693	54,158	42,502	16,290		106	8,210	354,526	454,419	(99,893)
<b>Total Net Revenue</b>	<b>138,956</b>	<b>163,904</b>	<b>141,760</b>	<b>167,291</b>	<b>134,291</b>	<b>126,100</b>	<b>172,658</b>	<b>271,135</b>	<b>73,785</b>	<b>(611)</b>	<b>4,206</b>	<b>57,439</b>	<b>1,450,914</b>	<b>1,778,786</b>	<b>(327,872)</b>
<b>Direct Program Cost</b>	<b>160,634</b>	<b>162,047</b>	<b>172,576</b>	<b>173,985</b>	<b>204,507</b>	<b>200,595</b>	<b>185,781</b>	<b>184,556</b>	<b>206,212</b>	<b>129,423</b>	<b>54,705</b>	<b>132,944</b>	<b>1,967,965</b>	<b>2,138,830</b>	<b>170,865</b>
<b>Indirect Program Cos</b>	<b>107,847</b>	<b>87,327</b>	<b>91,652</b>	<b>95,322</b>	<b>93,584</b>	<b>102,321</b>	<b>110,010</b>	<b>99,427</b>	<b>106,978</b>	<b>96,736</b>	<b>96,681</b>	<b>109,650</b>	<b>1,197,534</b>	<b>1,384,416</b>	<b>186,882</b>
<b>Total Cost</b>	<b>268,482</b>	<b>249,375</b>	<b>264,228</b>	<b>269,306</b>	<b>298,090</b>	<b>302,915</b>	<b>295,791</b>	<b>283,983</b>	<b>313,190</b>	<b>226,159</b>	<b>151,386</b>	<b>242,594</b>	<b>3,165,500</b>	<b>3,523,247</b>	<b>357,747</b>
<b>TOTAL</b>	<b>(129,526)</b>	<b>(85,471)</b>	<b>(122,468)</b>	<b>(102,015)</b>	<b>(163,799)</b>	<b>(176,815)</b>	<b>(123,133)</b>	<b>(12,848)</b>	<b>(239,405)</b>	<b>(226,770)</b>	<b>(147,180)</b>	<b>(185,155)</b>	<b>(1,714,585)</b>	<b>(1,744,461)</b>	<b>29,875</b>
<b>Dividend/Other Inco</b>	<b>33,077</b>	<b>303</b>	<b>31,419</b>	<b>341</b>	<b>273</b>	<b>235</b>	<b>1,341</b>	<b>1,991</b>	<b>128</b>	<b>21</b>	<b>17</b>	<b>3,239</b>	<b>72,384</b>	<b>4,080</b>	<b>68,304</b>
<b>Donations Received</b>	<b>39,307</b>	<b>36,304</b>	<b>31,877</b>	<b>67,917</b>	<b>104,132</b>	<b>123,546</b>	<b>48,975</b>	<b>(16,281)</b>	<b>101,731</b>	<b>44,182</b>	<b>62,207</b>	<b>41,133</b>	<b>685,029</b>	<b>490,150</b>	<b>194,879</b>
<b>Grant from PHCD</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>150,000</b>	<b>100,000</b>	<b>925,000</b>	<b>900,000</b>	<b>25,000</b>
<b>OTHER INCOME</b>	<b>147,383</b>	<b>111,606</b>	<b>138,297</b>	<b>143,257</b>	<b>104,404</b>	<b>198,781</b>	<b>125,316</b>	<b>60,710</b>	<b>176,859</b>	<b>119,203</b>	<b>212,224</b>	<b>144,372</b>	<b>1,682,413</b>	<b>1,394,230</b>	<b>288,183</b>
<b>NET INCOME</b>	<b>17,857</b>	<b>26,135</b>	<b>15,829</b>	<b>41,242</b>	<b>(59,395)</b>	<b>21,965</b>	<b>2,183</b>	<b>47,862</b>	<b>(62,546)</b>	<b>(107,567)</b>	<b>65,044</b>	<b>(40,783)</b>	<b>(32,173)</b>	<b>(350,231)</b>	<b>318,058</b>



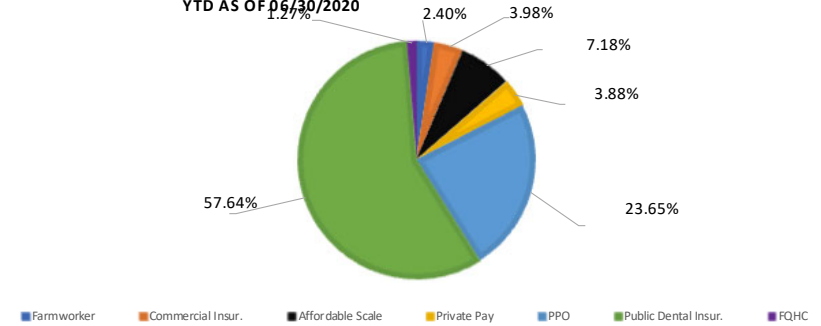
	Visits by Center												Total	Budget	Variance
	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	June 20			
San Mateo Visits	668	631	598	677	580	606	723	733	328	26	47	295	5912	7512	(1,600)
Coastside Visits	295	357	303	327	293	265	368	318	165	0	2	57	2750	3947	(1,197)
<b>Total Visits</b>	<b>963</b>	<b>988</b>	<b>901</b>	<b>1004</b>	<b>873</b>	<b>871</b>	<b>1091</b>	<b>1051</b>	<b>493</b>	<b>26</b>	<b>49</b>	<b>352</b>	<b>8662</b>	<b>11459</b>	<b>(2,797)</b>

\*Total 56 visits in Tele Dentistry with each billed for \$37 after write-off

#### Visits by Payer -San Mateo

	June 20	Budget	Variance	YTD Visits	YTD Budget	Variance
Commercial Insurance	12	40	(28)	263	465	(202)
PPO	94	175	(81)	1766	2,140	(374)
Private Pay	14	30	(16)	308	360	(52)
Affordable Scale	5	15	(10)	125	175	(50)
Farmworker		30	(30)	151	340	(189)
FQHC	10	50	(40)	110	370	(260)
Public Dental Insurance(Adult)	69			1486		(473)
Public Dental Insurance(Child)	91	300	(140)	1703	3662	(473)
<b>Total Visits</b>	<b>295</b>	<b>640</b>	<b>(345)</b>	<b>5912</b>	<b>7,512</b>	<b>(1,600)</b>

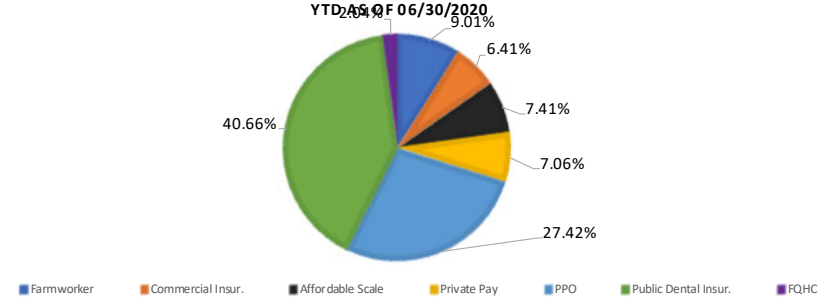
VISITS BY PAYER AS A PERCENTAGE  
YTD AS OF 06/30/2020



#### Visits by Payer -Coastside

	June 20	Budget	Variance	YTD Visits	YTD Budget	Variance
Commercial Insurance	5		(5)	82	60	22
PPO	4	29	(25)	282	317	(35)
Private Pay		8	(8)	28	76	(48)
Affordable Scale	11	57	(46)	497	720	(223)
Farmworker		0	0	57	0	57
Public Dental Insurance (Adult)	29			984		(970)
Public Dental Insurance (Child)	13	230	(188)	820	2774	(970)
<b>Total Visits</b>	<b>57</b>	<b>329</b>	<b>(272)</b>	<b>2,750</b>	<b>3,947</b>	<b>(1,197)</b>

NET REVENUE BY PAYER AS A PERCENTAGE  
YTD AS OF 06/30/2020





Avg. Income (Loss) per Visit		
	YTD	
Net Revenue per Visit	\$	166.52
Direct Cost per Visit	\$	(213.82)
Indirect	\$	(114.91)
Net Income per Visit	\$	(162.21)

True Income (Loss) per Visit by Payer		
Payer	Avg. YTD	
Commercial Insurance	\$	13.76
PPO	\$	(75.24)
Public Dental Insurance	\$	(290.69)
Private Pay	\$	219.46
Affordable Scale	\$	45.06

\* April, May & June figures were excluded to calculate Average income per visit & True income

Sonrisas Dental Health Operations FY20 VS. FY19						
	Jun 20	Jun 19	Variance B(W)	YTD 20	YTD 19	Variance B(W)
Visits	352	928	(576)	8662	11238	(2576)
San Mateo Revenue	49,230	\$ 116,735	\$ (67,505)	\$ 1,096,388	\$ 1,191,983	\$ (95,595)
Coastside Revenue	8,210	\$ 47,161	\$ (38,952)	\$ 354,526	\$ 531,628	\$ (177,102)
Total Net Revenue	57,439	\$ 163,896	\$ (106,457)	\$ 1,450,914	\$ 1,723,611	\$ (272,697)
Direct Program Cost	132,944	\$ 164,461	\$ 31,516	\$ 1,967,965	\$ 1,847,427	\$ 120,539
Indirect Program Cost	109,650	\$ 124,240	\$ 14,590	\$ 1,197,534	\$ 1,404,726	\$ (207,191)
Total Cost	242,594	\$ 288,701	\$ 46,106	\$ 3,165,500	\$ 3,252,153	\$ (86,653)
TOTAL	\$ (185,155)	\$ (124,804)	\$ (60,351)	\$ (1,714,585)	\$ (1,528,542)	\$ (186,044)
Dividend/Other Income	3,239	\$ 474	\$ 2,765	\$ 72,384	\$ 11,650	\$ 60,734
Donations Received	41,133	\$ 79,885	\$ (38,752)	\$ 685,029	\$ 478,652	\$ 206,376
Grant from PHCD	100,000	\$ 75,000	\$ 25,000	\$ 925,000	\$ 750,000	\$ 175,000
OTHER INCOME	\$ 144,372	\$ 155,359	\$ (10,987)	\$ 1,682,413	\$ 1,240,302	\$ 442,111
NET INCOME	\$ (40,783)	\$ 30,554	\$ (71,337)	\$ (32,173)	\$ (288,239)	\$ 256,067

SONRISAS DENTAL HEALTH, INC.  
Profit & Loss Budget Performance  
June 2020

26

	Jun 20	Budget	VarianceB(W)	Jul '19 - Jun 20	YTD Budget	VarianceB(W)
Ordinary Income/Expense						
Income						
Program Revenue						
Patient Services						
4103 · Commercial Insurance	3,949.00	13,626.55	(9,677.55)	115,507.00	158,860.76	(43,353.76)
4102 · PPO	35,338.00	64,787.15	(29,449.15)	701,179.00	782,202.40	(81,023.40)
4100 · Public Dental Insurance	85,783.64	185,406.60	(99,622.96)	1,974,839.03	2,253,778.27	(278,939.24)
4106 · Private Pay	7,245.00	10,317.19	(3,072.19)	108,041.08	120,061.59	(12,020.51)
4101 · Affordable Scale	5,331.00	20,028.65	(14,697.65)	195,216.00	248,687.78	(53,471.78)
4104 · Farmworker	0.00	12,543.71	(12,543.71)	107,731.00	142,162.04	(34,431.04)
4017 · FQHC	3,167.00	14,500.00	(11,333.00)	58,635.00	107,300.00	(48,665.00)
Total Patient Services	140,813.64	321,209.85	(180,396.21)	3,261,148.11	3,813,052.84	(551,904.73)
Uncompensated Care						
5020 · Prior Period Adjustment	(3,961.73)	0.00	(3,961.73)	(16,184.87)	(9,000.00)	(7,184.87)
5005 · Commercial Insurance	(79.00)	(2,735.73)	2,656.73	(20,416.54)	(31,921.53)	11,504.99
5004 · PPO	(13,849.30)	(25,255.00)	11,405.70	(287,802.16)	(305,250.00)	17,447.84
5009 · Public Dental Insurance	(58,373.15)	(121,891.44)	63,518.29	(1,367,585.70)	(1,481,742.16)	114,156.46
5007 · Affordable Scale	(2,168.00)	(7,352.00)	5,184.00	(85,108.90)	(91,682.00)	6,573.10
5003 · Farmworker Program	0.00	(7,470.96)	7,470.96	20,367.07	(84,671.08)	105,038.15
5002 · Hope Fund	0.00		0.00	0.00		0.00
5001 · Fee Adjustments	(946.58)	(2,500.00)	1,553.42	(22,991.62)	(30,000.00)	7,008.38
5006 · Private Pay	0.00		0.00	0.00	0.00	0.00
5010 · Bad Debt Write-off	(3,730.34)		(3,730.34)	(3,730.34)		(3,730.34)
5008 · FQHC	(267.00)		(267.00)	(26,781.00)		(26,781.00)
Total Uncompensated Care	(83,375.10)	(167,205.13)	83,830.03	(1,810,234.06)	(2,034,266.77)	224,032.71
Total Program Revenue	57,438.54	154,004.72	(96,566.18)	1,450,914.05	1,778,786.07	(327,872.02)
Donations/ Incentives / Others						
5104 · Fundraiser	0.00	0.00	0.00	0.00	2,500.00	(2,500.00)
5100 · Donations	8,721.22	3,200.00	5,521.22	104,892.04	32,400.00	72,492.04
5101 · In-Kind Donations	0.00		0.00	75,965.00	0.00	75,965.00
5103 · Incentives	216.00	35,000.00	(34,784.00)	50,709.00	35,000.00	15,709.00
5200 · Other Program Revenue	3,000.00		3,000.00	66,640.45		66,640.45
Events/Fundraisers						
5105 · Raffle	0.00	0.00	0.00	2,615.64	2,650.00	(34.36)
5106 · Other Events	0.00		0.00	1,500.00	0.00	1,500.00
Total Events/Fundraisers	0.00	0.00	0.00	4,115.64	2,650.00	1,465.64
5150 · PHCD Grants	100,000.00	75,000.00	25,000.00	925,000.00	900,000.00	25,000.00
5199 · Net Assets Released from Restri	32,195.60	34,800.00	(2,604.40)	451,224.74	417,600.00	33,624.74
Total Donations/ Incentives / Others	144,132.82	148,000.00	(3,867.18)	1,678,546.87	1,390,150.00	288,396.87
Total Income	201,571.36	302,004.72	(100,433.36)	3,129,460.92	3,168,936.07	(39,475.15)
Gross Profit	201,571.36	302,004.72	(100,433.36)	3,129,460.92	3,168,936.07	(39,475.15)
Expense						
Direct Program Costs						
Personnel						
5250 · Direct Program Salaries	74,538.45	139,788.00	65,249.55	1,438,587.23	1,677,456.00	238,868.77

SONRISAS DENTAL HEALTH, INC.  
Profit & Loss Budget Performance  
June 2020

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	Jun 20	Budget	VarianceB(W)	Jul '19 - Jun 20	YTD Budget	VarianceB(W)
5260 · Payroll Taxes	5,793.56	11,183.04	5,389.48	104,552.81	134,196.48	29,643.67
5261 · Unemployment Taxes	588.83	1,554.05	965.22	11,105.36	18,648.60	7,543.24
5270 · Benefits	5,083.28	2,643.47	(2,439.81)	54,401.16	31,721.64	(22,679.52)
5275 · 401k Match	897.89	963.66	65.77	11,691.29	11,563.92	(127.37)
5278 · Worker's Comp.	864.70	1,397.88	533.18	13,444.45	16,774.56	3,330.11
5280 · Continuing Educ.	0.00	21.30	21.30	2,462.45	1,563.90	(898.55)
5281 · Licenses and Registrations	445.53	216.00	(229.53)	9,491.27	2,592.00	(6,899.27)
<b>Total Personnel</b>	<b>88,212.24</b>	<b>157,767.40</b>	<b>69,555.16</b>	<b>1,645,736.02</b>	<b>1,894,517.10</b>	<b>248,781.08</b>
<b>Contracted Services</b>						
5301 · Contract Employees	0.00		0.00	0.00	0.00	0.00
5303 · Sterilization Services	672.00	760.00	88.00	9,320.00	9,120.00	(200.00)
5304 · Pathogen Testing	0.00	65.00	65.00	0.00	780.00	780.00
5305 · Shredding	67.00		(67.00)	721.00	0.00	(721.00)
<b>Total Contracted Services</b>	<b>739.00</b>	<b>825.00</b>	<b>86.00</b>	<b>10,041.00</b>	<b>9,900.00</b>	<b>(141.00)</b>
5321 · PPE/Covid-Related Supplies	35,663.69		(35,663.69)	49,943.30		(49,943.30)
5320 · Dental Supplies	6,717.67	10,876.10	4,158.43	186,853.50	130,513.19	(56,340.31)
5325 · Small Dental Equipment	559.70	0.00	(559.70)	11,016.78	2,500.00	(8,516.78)
5326 · Dental Equipment Repair	(2,288.15)	800.00	3,088.15	5,093.91	9,600.00	4,506.09
5330 · Lab Fees	3,340.18	7,500.00	4,159.82	59,181.47	90,000.00	30,818.53
5331 · Uniforms	0.00	100.00	100.00	100.00	1,800.00	1,700.00
<b>Total Direct Program Costs</b>	<b>132,944.33</b>	<b>177,868.50</b>	<b>44,924.17</b>	<b>1,967,965.98</b>	<b>2,138,830.29</b>	<b>170,864.31</b>
<b>Indirect Costs</b>			0.00			0.00
<b>Administrative Personnel</b>			0.00			0.00
5450 · Salaries/Wages	51,376.51	53,649.00	2,272.49	532,865.45	618,792.00	85,926.55
5460 · Payroll Taxes, Admin/Mgmt	4,201.04	4,291.92	90.88	39,227.10	49,503.36	10,276.26
5461 · Unemployment Taxes	47.52	804.74	757.22	8,318.87	9,281.94	963.07
5470 · Benefits	1,202.51	5,364.90	4,162.39	16,590.85	61,879.20	45,288.35
5475 · 401k Match, Admin/Mgmt.	437.66	804.74	367.08	5,902.18	9,281.94	3,379.76
5478 · Worker's Comp.	322.88	536.49	213.61	4,390.44	6,187.92	1,797.48
<b>Administrative Personnel - Other</b>	<b>0.00</b>		<b>0.00</b>	<b>11,927.26</b>		<b>(11,927.26)</b>
<b>Total Administrative Personnel</b>	<b>57,588.12</b>	<b>65,451.79</b>	<b>7,863.67</b>	<b>619,222.15</b>	<b>754,926.36</b>	<b>135,704.21</b>
<b>Business Taxes</b>			0.00			0.00
5520 · Property Taxes	0.00		0.00	79.29	250.00	170.71
<b>Total Business Taxes</b>	<b>0.00</b>		<b>0.00</b>	<b>79.29</b>	<b>250.00</b>	<b>170.71</b>
<b>Equipment Expenses</b>						
5507 · Computer Support	4,363.13	3,650.00	(713.13)	46,503.57	43,800.00	(2,703.57)
5608 · Software Support	1,846.70	850.00	(996.70)	13,486.10	10,200.00	(3,286.10)
5630 · Office. Equip. Maintenance	0.00		0.00	0.00	1,500.00	1,500.00
<b>Total Equipment Expenses</b>	<b>6,209.83</b>	<b>4,500.00</b>	<b>(1,709.83)</b>	<b>59,989.67</b>	<b>55,500.00</b>	<b>(4,489.67)</b>
<b>Facilities Expenses</b>						
5600 · Auto Expenses	84.51	300.00	215.49	3,412.71	3,600.00	187.29
5610 · Building Maintenance	1,018.25	750.00	(268.25)	13,500.80	9,000.00	(4,500.80)
5611 · Janitorial Service	2,085.00	2,250.00	165.00	23,436.30	27,000.00	3,563.70
5670 · Rent	3,300.00	3,300.00	0.00	39,600.00	39,600.00	0.00
5672 · Phone / Internet	950.63	1,247.00	296.37	16,015.38	14,964.00	(1,051.38)

SONRISAS DENTAL HEALTH, INC.  
Profit & Loss Budget Performance  
June 2020

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	Jun 20	Budget	VarianceB(W)	Jul '19 - Jun 20	YTD Budget	VarianceB(W)
5680 · Utilities	1,669.33	2,444.00	774.67	26,447.97	29,328.00	2,880.03
Total Facilities Expenses	9,107.72	10,291.00	1,183.28	122,413.16	123,492.00	1,078.84
Insurance			0.00			0.00
5635 · Auto Insurance	265.08	671.00	405.92	2,889.38	8,052.00	5,162.62
5636 · Malpractice (Prof. Liab.)	765.00	457.60	(307.40)	9,835.00	5,491.20	(4,343.80)
5637 · Liability & Property	688.91	1,030.70	341.79	11,323.46	12,368.40	1,044.94
5638 · Directors & Officer Liability	691.00	309.10	(381.90)	4,036.50	3,709.20	(327.30)
Total Insurance	2,409.99	2,468.40	58.41	28,084.34	29,620.80	1,536.46
Office Exp.			0.00			0.00
5502 · Claims Processing	4.54	126.00	121.46	1,439.56	1,512.00	72.44
5504 · Payroll Processing / BG Checks	1,537.43	984.00	(553.43)	11,187.59	11,808.00	620.41
5616 · Patient Notification	486.00	485.00	(1.00)	5,840.90	5,820.00	(20.90)
5660 · Office Supplies	953.45	1,280.00	326.55	10,314.22	15,360.00	5,045.78
5665 · Postage and Shipping	335.37	310.00	(25.37)	3,271.79	3,720.00	448.21
5668 · Printing Costs	0.00	100.00	100.00	956.20	2,000.00	1,043.80
Total Office Exp.	3,316.79	3,285.00	(31.79)	33,010.26	40,220.00	7,209.74
Fundraising Expenses			0.00			0.00
5632 · Fundraising Expenses	130.00	1,100.00	970.00	2,206.24	9,900.00	7,693.76
5633 · Fundraising Consulting	2,152.00	2,800.00	648.00	25,147.25	33,600.00	8,452.75
Total Fundraising Expenses	2,282.00	3,900.00	1,618.00	27,353.49	43,500.00	16,146.51
Meeting & Travel Expenses			0.00			0.00
5676 · Travel Costs	0.00	0.00	0.00	2,897.06	100.00	(2,797.06)
5677 · Meals	0.00	25.00	25.00	0.00	300.00	300.00
5678 · Mileage	0.00	225.00	225.00	1,062.75	3,100.00	2,037.25
Total Meeting & Travel Expenses	0.00	250.00	250.00	3,959.81	3,500.00	(459.81)
Outsourced Services			0.00			0.00
5501 · Accounting	2,500.00		(2,500.00)	2,500.00		(2,500.00)
5503 · Consultants	0.00		0.00	0.00	0.00	0.00
5508 · Professional Fees	2,130.00		(2,130.00)	6,580.00	0.00	(6,580.00)
Total Outsourced Services	4,630.00		(4,630.00)	9,080.00	0.00	(9,080.00)
5615 · Depreciation Expense	23,629.59	22,300.60	(1,328.99)	271,354.68	266,097.52	(5,257.16)
5618 · Dues, Fees & License	4.00	210.00	206.00	666.00	2,520.00	1,854.00
5620 · Employee Goodwill	5.00	200.00	195.00	2,338.26	2,400.00	61.74
5639 · Recruitment Expense	0.00	1,475.00	1,475.00	2,533.60	17,700.00	15,166.40
5648 · Marketing Expense			0.00			0.00
5651 · Outreach	424.68		(424.68)	5,729.24	10,000.00	4,270.76
5648 · Marketing Expense - Other	0.00	2,000.00	2,000.00	3,000.60	24,000.00	20,999.40
Total 5648 · Marketing Expense	424.68	2,000.00	1,575.32	8,729.84	34,000.00	25,270.16
Fees and Interest						
5605 · Service Charges	0.00		0.00	0.00	0.00	0.00
5625 · Penalty charges	0.00		0.00	0.00		0.00
5641 · Finance Charges	0.00	50.00	50.00	553.45	600.00	46.55
5642 · Loan Interest	0.00	0.00	0.00	0.00	0.00	0.00
5650 · Merchant Processing	41.46	800.00	758.54	8,046.14	10,089.74	2,043.60
Total Fees and Interest	41.46	850.00	808.54	8,599.59	10,689.74	2,090.15

SONRISAS DENTAL HEALTH, INC.  
Profit & Loss Budget Performance  
June 2020

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	Jun 20	Budget	VarianceB(W)	Jul '19 - Jun 20	YTD Budget	VarianceB(W)
Total Indirect Costs	109,649.18	117,181.79	7,532.61	1,197,414.14	1,384,416.42	187,002.28
Total Expense	242,593.51	295,050.29	52,456.78	3,165,380.12	3,523,246.71	357,866.59
Net Ordinary Income	(41,022.15)	6,954.43	47,976.58	(35,919.20)	(354,310.64)	318,391.44
Other Income/Expense						
Other Income						
Other Income						
6120 · Interest Income	4.51		(4.51)	95.33		95.33
6121 · Dividends	(35.27)	340.00	375.27	2,159.54	4,080.00	(1,920.46)
6130 · Other Income	270.01		(270.01)	1,839.52		1,839.52
Total Other Income	239.25	340.00	100.75	4,094.39	4,080.00	14.39
Total Other Income	239.25	340.00	100.75	4,094.39	4,080.00	14.39
Other Expense						0.00
5900 · Other Expenses	0.00		0.00	349.09		349.09
Total Other Expense	0.00		0.00	349.09		349.09
Net Other Income	239.25	340.00	100.75	3,745.30	4,080.00	(334.70)
Net Income	(40,782.90)	7,294.43	48,077.33	(32,173.90)	(350,230.64)	318,056.74

# Balance Sheet

As of June 30, 2020

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Jun 30, 20

## ASSETS

### Current Assets

#### Checking/Savings

##### Checking/Savings

1010 · Boston Private BusinessChecking	1,025,843.02
1020 · Boston Private Saving	110,130.21
1050 · Wells Fargo Checking	21,280.03
1070 · Merrill Lynch	204,219.95

Total Checking/Savings 1,361,473.21

1175 · Petty Cash - Coastsides 381.41

1176 · Petty Cash -San Mateo 200.00

Total Checking/Savings 1,362,054.62

#### Accounts Receivable

##### Accounts Receivable

1210 · Grants Receivable	100,000.00
1250 · Accounts Receivable - Services	85,013.59
1260 · Accts.Rec.- Other Agencies	6,597.28

Total Accounts Receivable 191,610.87

Total Accounts Receivable 191,610.87

#### Other Current Assets

1400 · Prepaid Expense	27,905.81
1405 · Work Comp Deposit	1,898.00
1450 · Allowance for Bad Debt	(8,668.95)

Total Other Current Assets 21,134.86

Total Current Assets 1,574,800.35

### Fixed Assets

#### Fixed Assets

1320 · Leasehold Impvmnt. - Coastsides	25,886.14
1321 · Leasehold Improv. - S. Mateo	1,027,624.61
1335 · Dental Equipment - Coastsides	119,765.14
1336 · Dental Equipment - San Mateo	533,043.28
1340 · Computers - Coastsides	35,725.63
1341 · Computers - San Mateo	73,836.41
1350 · Mobile Equipment	188,945.09
1370 · Furniture/Fixtures - Coastsides	10,171.94
1371 · Furniture/Fixtures - S.Mateo	117,861.12
1380 · Truck	111,934.08

#### Less Accumulated Depr.

1390 · Accum. Depreciation-Coastsides (170,154.08)

1395 · Accum. Depreciation - San Mateo (1,011,797.29)

Total Less Accumulated Depr. (1,181,951.37)

Total Fixed Assets 1,062,842.07

Total Fixed Assets 1,062,842.07

### Other Assets

1420 · Security Deposits 14,697.00

# Balance Sheet

As of June 30, 2020

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	Jun 30, 20
Total Other Assets	14,697.00
<b>TOTAL ASSETS</b>	<b>2,652,339.42</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	57,081.13
<b>Total Accounts Payable</b>	57,081.13
<b>Credit Cards</b>	
<b>Credit Cards</b>	
2118 · Chase Ink (Cheryl Fama)	12,121.79
<b>Total Credit Cards</b>	12,121.79
<b>Total Credit Cards</b>	12,121.79
<b>Other Current Liabilities</b>	
<b>*Payroll Liabilities</b>	
2300 · Accrued Salaries/Wages	63,017.88
2301 · Accrued PTO	48,016.76
2321 · 401k Funds Payable	5,580.92
2322 · HSA Fund Payable	689.19
2383 · Accrued Payroll Taxes	16,174.23
2384 · Accrued PR Taxes on PTO	4,680.98
2387 · Accrued 401K Match	155.68
<b>Total *Payroll Liabilities</b>	138,315.64
<b>Patient Liabilities</b>	
2220 · Patient Prepayments - Coastsid	8,910.06
2221 · Patient Prepayments - SM	10,435.95
2225 · Patient Refunds Payable -SM	3,035.84
2226 · Patient Refunds Payable - CSTSE	2,421.90
<b>Total Patient Liabilities</b>	24,803.75
2200 · Accrued Payables	7,448.46
2205 · Accrued Interest	260.33
<b>Total Other Current Liabilities</b>	170,828.18
<b>Total Current Liabilities</b>	240,031.10
<b>Long Term Liabilities</b>	
2900 · Social Security Tax Deferal	9,919.77
2800 · PPP Loan	395,365.00
<b>Total Long Term Liabilities</b>	405,284.77
<b>Total Liabilities</b>	645,315.87
<b>Equity</b>	
3900 · Retained Earnings- Coastsid	344,765.83
3901 · Retained Earnings - San Mateo	1,486,780.08
3905 · Restricted Net Assets- Coastsid	99,303.70
3906 · Restricted Net Assets-S.Mateo	108,347.03
<b>Net Income</b>	(32,173.09)
<b>Total Equity</b>	2,007,023.55

**SONRISAS DENTAL HEALTH, INC.**

**Balance Sheet**

As of June 30, 2020

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**TOTAL LIABILITIES & EQUITY**

Jun 30, 20

**2,652,339.42**