



Board Meeting May 20th, 2021

6:30 PM

Teleconference Via Zoom

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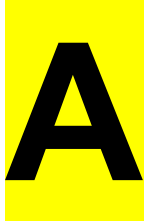
Meeting ID: 860 9144 4881

Dial In

1 669 900 9128 US (San Jose)

AGENDA

1. CALL TO ORDER AND ROLL CALL – Chair Taverner **TABS**
2. MISSION MOMENT – Dr. Torrey Rothstein
3. PUBLIC COMMENTS
4. APPROVAL OF BOARD MINUTES – Chair Taverner **A**
5. REPORTS **B**
 - A. CEO Report – CEO Fecher **B**
 - B. CFO Report – CFO Fama **C**
 - C. Fundraising Report – Maura LeBaron-Hsieh **D**
 - D. Outreach Report– Dr. Bonnie Jue
 - E. Board Nomination Committee – Director Young
6. NEW BUSINESS **E**
 - A. Financial Review **E**
 - a. Unaudited financials for March '21– Tina Wang
 - b. Financial Projection Model – CEO Fecher
 - B. FY22 Budget ACTION Requested – CEO Fecher **F**
7. OLD BUSINESS
 - A. COVID Testing for Staff – CEO Fecher
 - B. Half Moon Bay HVAC and Lease Renewal ACTION Requested – CEO Fecher
 - C. San Mateo Operatory Build Out and Coastsides Refresh Updates – Pat Kinniburgh
 - D. Medi-Cal Dental Adult Patient Waitlist – CEO Fecher
 - E. FQHC Contract Update – CEO Fecher
 - F. Employee Payments for 401K employer contribution ACTION Requested – CFO Fama
8. SUGGESTED AGENDA ITEMS FOR NEXT MEETING – Chair Taverner
9. ADJOURN





**Board Meeting
March 18, 2021
6:30 PM
Teleconference Via Zoom**

Minutes

1. **CALL TO ORDER AND ROLL CALL – Chair Taverner** called the meeting to order at **6:36 pm**
 - **Present:** Board Chair Nigel Taverner, Vice Chair Helen Galligan, Board Members: Sheryl Young, Clyde Hinshelwood, Rick Navarro, Liz Dodge.
 - **Also Present:** CEO Tracey Fecher, CFO Cheryl Fama, Dental Director Dr. Torrey Rothstein, Center Director Pat Kinniburgh, Community Engagement Director Dr. Bonnie Jue, Director of Development Maura LeBaron-Hsieh, Sr. Accountant Tina Wang, Executive Assistant Libby Barnard, Registered Dental Assistant Giana Molinari
 - **Absent:** Larry Cappel
2. **MISSION MOMENT – Pat Kinniburgh** acknowledged Sonrisas’ dedicated clinical team. In honor of Dental Assistant Week (March 8th-14th), she highlighted the work ethic, flexibility, and dedication of Sonrisas’ Dental Assistants. Their hard work allows both Sonrisas’ clinics to run smoothly and effectively through the workday, despite the extra precautions around Covid-19. Ms. Kinniburgh named each Dental Assistant, listing each of the things that they bring to the team. She also introduced Sonrisas’ newest addition, RDA Giana Molinari. Gina expressed her thanks for being part of a welcoming and supportive team like Sonrisas.
3. **PUBLIC COMMENTS**—No public in attendance

[Director Navarro left at 6:48pm]
4. **APPROVAL OF BOARD MINUTES –Vice Chair Galligan** motioned to approve the minutes for the board meeting on February 18th, 2021. The motion was seconded by **Director Young** and approved by roll call. Ayes: **Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Sheryl Young, Liz Dodge.**
5. **REPORTS**

CEO Report –Director Young asked for an update on the on the Half Moon Bay clinic lease agreement. **CEO Fecher** responded that through CFO Fama, the district’s real estate attorney is advising Sonrisas on the lease renewal; he suggests asking for tenant improvements as part of the new lease due July 1st. The immediate issue is that the furnace is not working in that clinic and we need it fixed fast.

[Director Navarro joined the meeting at 6:50pm]

Director Galligan asked for an update on and the timeline for IT improvements for the FQHC contract. The IT Support Team at SMMC found bandwidth issues that required going back to the drawing board. When Sonrisas meets with the FQHC team, CEO Fecher will request to move forward with the current client VPN at the Half Moon Bay Clinic if the issue is not resolved soon.

Director Hinshelwood asked for an explanation for the less than budgeted number of forecasted visits, given that we have a four and a half week wait list. **CEO Fecher** responded that while the



team anticipated to be seeing patients at pre-pandemic capacity by this time, they are unable to do that because of the ongoing Covid mitigation measures. They will be able to return to that budgeted forecast once the two operatories are outfitted at the San Mateo clinic. **Director Hinshelwood** requested an update on Sonrisas' Professional Employer Organization (PEO) research and finding a new HR consultant. The team has onboarded an HR Consultant. CEO Fecher is talking with a PEO company to review their benefits packages and HR services compared to Sonrisas' current offerings. CEO Fecher reported that PEO research will be suspended until the fall.

- **CFO Report – Director Galligan** asked how the termination of the tobacco tax relates to Sonrisas. This tax gives Sonrisas an increased return on Denti-Cal procedure codes, but this tax will be retired soon. When introduced, the Health Plan of San Mateo should pay 30% above the standard Medi-Cal Dental fee for treatments. **Director Galligan** requested an update on the PPP loan. The loan has been approved by the credit union and has been submitted to the SBA. CEO Fecher expects it to be fully funded. Sen. Accountant Wang is also working on the forgiveness application of the first loan. **Chair Taverner** asked whether the proposed 4% increase for staff salaries would be applied to all salaries and/or the merit increases. **CEO Fecher** clarified that her philosophy is that increases would be merit-based. The 4% salary increase pool will be given to supervisors to divide among their employees based on their performance.
- **Fundraising Report – Director of Development LeBaron-Hsieh** highlighted that Sonrisas has been approved for a \$30K grant from the Irwin Foundation. Funds will be used to build out one of the operatories in the San Mateo center. **Chair Taverner** also noted that Sunlight Giving awarded Sonrisas a grant of \$150K, spread out over three years. This is historically a large grant for Sonrisas.
- **Outreach Report – Sonrisas** will be making a virtual presentation to a classroom at Hatch Elementary. **Dr. Jue** has been in communication with the School Principal about resuming in-person school screenings; schools opening up to in-person teaching before the end of the school year cannot duck healthcare anymore. The Outreach team continues to provide Drive-Up Screenings, which help connect families to a dental home. At the last one, there were 92 sign-ups, and 47 kids were screened including eight walk-ins. **Director Galligan** recommended asking local city governances and education foundations for funding to go towards the Drive-Up Dental Screening Programs. **Dr. Jue** also shared that Sonrisas recently applied for funding from a local Head Start program and she will provide an update at the next board meeting.
- **Board Nomination Committee – Director Young** reported that the Board Nomination Committee is actively recruiting new board members. **Director Hinshelwood** has been particularly effective in identifying candidates) and **Executive Assistant Barnard** has created a role description and packet for potential candidates. The committee is in the process of creating an onboarding process. **Director Young** asked board members to refer any recommendations to her. Executive Assistant Barnard is researching options for Diversity, Equity, and Inclusion (DEI) training options to add to the FY22 budget. The committee is also researching and discussing the format of Sonrisas' Board Retreat 2021.

6. OLD BUSINESS

- **COVID Testing for Staff – Sonrisas' Dental Director, Dr. Torrey Rothstein**, recommends continuing to test employees for Covid-19, for reasons including that a few staff have not been vaccinated, unclear guidelines on whether vaccinated individuals can transmit Covid to others and current guidelines mandate quarantine if someone tests positive. Tests are now oral swabs and it takes Justine an hour and a half every two weeks to administer the tests. **CEO Fecher** asked Director



Navarro what the hospital policy is if a staff has been vaccinated but has Covid symptoms. He responded that if a staff shows symptoms, they must isolate.

- **San Mateo Operatory Build Out and Coastside Refresh Updates – Center Director Kinniburgh** reported that the refresh will begin on May 4. The team is waiting on a final quote from the contracted construction company. The project will take about a month to complete. The team received the two final proposals for the build out of the operatories at the San Mateo center and have decided to work with Patterson on this project, starting in July. During the Coastside clinic refresh, staff will operate out of the San Mateo clinic, scheduling as many Coastside patients that can make the trip over the hill. The resident will work out of the San Mateo center, so Sonrisas' revenue will not be significantly affected by this change. **Director Hinshelwood** asked whether they could set up a clinic elsewhere on the coast for the convenience of Sonrisas' Coastside resident patients. While the team explore various options, considering the constraints of Covid and the effort to fit within the time of another clinic, it might be difficult to manage. The team will inquire whether there is a private dentist that would be willing to rent out space to Sonrisas on days that they do not run their practice.
 - **Coastside Furnace ACTION Requested** – With the current furnace not working at the Half Moon Bay clinic, the team recommends replacing the furnace with a dual system that would provide A/C as well. The cost to replace this system is around \$20-25K. The team, after consulting with an attorney, has submitted a letter to the landlord, requesting they pay for the furnace replacement. Because of Covid-related restrictions, the windows in the clinic must remain open, making the space cold for staff and patients without a furnace. The Sonrisas team will be meeting with the landlord to negotiate their responsibility in the cost. **CEO Fecher** requested a motion for approval for funding up to \$25k to install air conditioning and the ventilations of a split HVAC system. **Director Navarro** *motioned to approve, the motion was seconded by Director Dodge, and unanimously approve by roll call: Ayes: Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Sheryl Young, Liz Dodge, Rick Navarro.*
- **Revised Finance Internal Control Policy ACTION Requested**– CFO Fama reported that this Internal Control Policy more accurately aligns with current finance workflow and the new accounting system. It adds clarity to processes and procedures. **Director Galligan** *motioned to approve the revised policy, the motion was seconded by Director Navarro, and unanimously approved by roll call: Ayes: Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Sheryl Young, Liz Dodge, Rick Navarro.*
- **FQHC Contract Update** – No update and no questions.

7. NEW BUSINESS

- **Financial Review**
 - **Unaudited financials for December '20** – **Sen. Accountant Wang** reported that Sonrisas' net income was \$32K. Sonrisas received a grant from Sequoia Healthcare District for \$50K to retroactively cover uncompensated care from July 2020 to September 2020.
 - **Financial Projection Model** – **CEO Fecher** reported that Sonrisas' cash position continues to be healthy and as forecast. (See Board Packet Pg 51).
- **FY22 – FY25 Opportunities and Challenges** – **CEO Fecher** shared four categories of challenges and opportunities facing Sonrisas in the coming years, including external societal factors, funding, dentistry and clinical operations, and outreach programs (see PowerPoint Slide 7B). **Director Hinshelwood** recommended adding more factors—cyber security, cost of living and availability of Dental Assistants in the area; **Director Taverner** mentioned climate change. **Director Young** thanked Sonrisas' leadership team for their work to assemble these notes, which can be used as



a guide for Sonrisas' board members and as the Board Nomination Committee is looking for new board members. Board members agreed that these topics should be used to focus the Board Retreat. **Chair Taverner** asked for feedback from the board about the retreat. Board members liked the idea of a dinner before the retreat to allow time for socialization and team building.

- **20th Anniversary Sonrisas Event ACTION Requested – Director Dodge** invited Board members to mark their calendars for Sonrisas' 20th Anniversary celebration on June 5th, which will include a live comedian, a custom "Sonrisas" cocktail/mocktail and a live donation drive. The Development Committee is anticipating bringing in at least \$18,500. The team requested that the board approve an event budget increase of \$8,500 to cover marketing, technology production, and entertainment costs. **Director Galligan** *motioned to approve, the motion was seconded by Director Hinshelwood, and unanimously approved by roll call: Ayes: Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Sheryl Young, Liz Dodge, Rick Navarro.*
- **Coastside Lease Renewal ACTION Requested – Chair Taverner** requested that the board approve a motion to grant him authority to negotiate the lease renewal on behalf of the board of directors for Sonrisas' Half Moon Bay clinic location. **Director Hinshelwood** *motioned to approve, the motion was seconded by Director Galligan, and unanimously approved by roll call: Ayes: Nigel Taverner, Helen Galligan, Clyde Hinshelwood, Sheryl Young, Liz Dodge, Rick Navarro.*
- **Medi-Cal Dental Adult Patient Waitlist – Chair Taverner** raised the topic of Sonrisas' Medi-Cal Dental adult patient waitlist. Sonrisas staff, out of sympathy for the people they serve, expressed their displeasure in having to put people on the waitlist knowing that they are unlikely to be called from that list. The waitlist may be giving them false hope that they will be seen. **Center Director Kinniburgh** added that Sonrisas could start trying to see 10 patients per month, to try to get patients removed from the list. It is possible that these adults qualify to be seen under the FQHC program. **Dental Director, Dr. Torrey Rothstein**, suggested increasing the number of providers, by hiring more clinical staff. Director Navarro asked if we can at least maintain the list, i.e. at least stop it getting any longer. Director Hinshelwood pointed out that, according to the Oral Health Coalition, there are 157,000 potential patients without access today; we should set expectations with the staff. Board members would like more time to discuss this topic further. **Director Young** suggested adding this topic to the board retreat. **CEO Fecher** reviewed several possible approaches to managing a waitlist and offered to raise the topic at the next staff meeting. **Director Navarro** summarized that Sonrisas needs to grow its business so that FQHC can subsidize more patients on the list, so that over time, Sonrisas can provide care for more people in need. **Dr. Jue** asked whether the list could be managed by age. The board agreed that this is an important, though complex, conversation that should be continued at the next board meeting.

8. **SUGGESTED AGENDA ITEMS FOR NEXT MEETING – Chair Taverner**

- Continued discussion of Medi-Cal Dental Adult Patient Waitlist

9. Meeting was adjourned at **9:00pm**.

B



DATE: May 17, 2021

TO: SDH Board of Directors

FROM: Tracey Fecher, CEO

RE: CEO Monthly Report

1. Patient Visit Volume:

- April visit volume was better than forecast. The increase in Medi-Cal Dental patients was primarily at the Half Moon Bay clinic, where Affordable Scale visits were off target to budget. Medi-Cal Dental is budgeted to be 56% of Sonrisas visit volume overall. Year to date, Medi-Cal Dental visits are 55% of total visits.

	April				
	Budget	Forecast	Actual	Actual vs. Budget	% of Actual Visits
Comm/PPO	291		221	(70)	22%
Private Pay	40		24	(16)	2%
Medi-Cal Dental	585		598	13	59%
Affordable Plan	69		53	(16)	5%
Farmworker	30		22	(8)	2%
FQHC	97		104	7	10%
Access to Care Subtotal	781		777	(4)	76%
Total Visits	1,113	990	1,022	(91)	

- Visit Forecast: We have forecasted through June. We expect the year to end with approximately 10,600 actual visits. The budget, which assumed the second half of FY21 would be back to pre-COVID visit volume, had 10,712 visits. The clinical team has worked hard to increase visits, while following the best practices for pandemic safety.

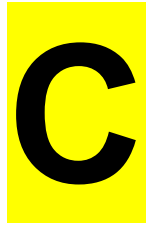
	May	June
Budgeted Visits	1,059	1,139
Adjusted Visit Forecast	951	1,000
Delta Budget to Forecast Visits	(108)	(139)

2. Clinic Operations:

- The equipment for the build out of two operatories in San Mateo has been ordered and will be installed in June.

3. COVID Testing for Staff:

- The government mandate that medical insurance cover essential worker COVID-19 testing expired in mid-May.
 - Curative is ending the program Sonrisas has been participating in.
 - The majority of the Sonrisas' staff have been vaccinated.
 - The CDC guideline is that asymptomatic, vaccinated clinical workers, who do not have know exposure to COVID-19, can be excluded from routine testing.
 - Sonrisas management is recommending that staff surveillance testing be terminated at this time. If any
4. FQHC Contract Update:
- Sonrisas has billed \$259K to date of the \$500K contract. With the current billing rate, we expect to hit \$500K in early FY22. The process to renew the contract with SMMC has been initiated.
 - The VPN solution that both teams hope will resolve the technical issues being experienced will be implemented in late May.
5. Half Moon Bay Clinic Refresh and Lease:
- Providers at the Half Moon Bay clinic are expecting a baby in November. With those providers taking maternity/paternity leave, the team is recommending that the clinic be closed for the refresh in late November and December. A revised quote with a new contractor is being finalized.
 - The team is still working with Ralph Barsi, PHCD facilities consultant, and the landlord on an HVAC solution.
6. Financial Trends: On Tuesday, May 11th, Sonrisas' current cash position was \$1,629,465.





DATE: May 14, 2021

TO: SDH Board of Directors

FROM: Cheryl Fama, CFO

RE: CFO April Report

1. Financial Performance YTD July-March FY 2021:

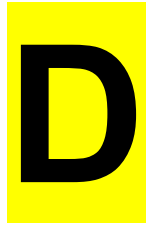
- **Gross Patient Revenue *exceeded budget*** by \$411K. Commercial, PPO, Public Dental and FQHC exceeded budget; Private Pay, Affordable and Farmer Workers was under budget.
- **Net Program Income was <\$1.26M> which was \$242K better than budget.**
 - Total visit volume was 254 visits better than budget.
 - Direct expenses were \$125K under budget due to Direct Personnel Expense coming in under budget by \$177K.
 - Total Direct Expenses were \$125K under budget.
 - Total Indirect Expenses were \$22K under budget.
 - Total Expenses were \$147K under budget.
- **Grants and Donations** were \$877K, under budget by <\$208K> due to decision *not* to draw \$425K from the PHCD fund.
- **Other Income** was \$396K, \$393K better than budget due to PPP Loan Forgiveness Program.
- **Net Income YTD was a positive \$14K as compared to budgeted loss of <\$412K>.**

2. FY '22 Budget: To be presented by CEO at Board's May 20 meeting. Of note:

- Coastside lease up August 2021, CEO in negotiations with landlord.
- Second PPP Loan approved and will impact last 3 month of FY '21 and first 3 months of FY '22.
- FY' 22 will include \$900K of PHCD Funding Support, the second year of a 3-year commitment.
- CEO conducted an analytical and inclusive budget process involving her Management team and has developed a budget that reflects program opportunities (E.g., San Mateo Center operatory build out, Health Plan of San Mateo's launching of its Medical/Dental Integration Program, new Senior services, and funding sources, etc.) and program challenges (E.g., down time at Coastside for HVAC and facility improvements, cost/visit for FQHC patients, etc.)

3. Employee Payments to Make them Whole Per Employer's Contribution to 401K Plan Policy:

- It came to management's attention from staff months ago that their 401K Plan did not accurately reflect the correct employer contribution commensurate with their seniority. [20% each year for 5 years bringing total contribution to 100%.]
- According to the 401K administrator, the total value of what the three employees lost due to the uninvested amount from 2017 is \$5,120.
- Management will be seeking Board approval at the May 20 meeting to make employees whole.
- 401K Plan regulations do not allow this "make up" funding to go directly to the Plan from employer and therefore, will need to be paid to them as a "bonus" and then each employee can determine if they want to put that money into their current 401K account.





DATE: May 17, 2021
TO: SDH Board of Directors
FROM: Maura LeBaron-Hsieh, MPH, Director of Development
RE: Development Update

In late April and early May, the SDH Development Team has focused on Coastsides Gives (May 6th) and planning our Anniversary Celebration. We have also had a busy and productive month in grants.

Our current focus is increasing attendance for our upcoming 20th Anniversary Celebration.

Please see the attached Fundraising Report for visual overview of progress toward annual fundraising goals.

1. Individual Donations

- As of May 17th, we have raised \$90,300 in donations, event funds, and sponsorships (88% of annual goal).
- We raised a record \$15,429 through Coastsides Gives, with donations from 68 donors, several donors who increased their donations compared to last year, and a few first-time donors who gave \$500 or more.
- Thank you to the Development Committee for helping to call our Coastsides Gives donors to thank them!

2. Grant-seeking

- Several exciting developments to report in the grant-seeking realm:
 - First 5 San Mateo County has awarded us a \$70,000 grant for FY21-22 to provide dental screenings and access to care for 400 preschool children.
 - Stanford Healthcare invited us to submit a capital grant proposal for the San Mateo operatory buildout.
 - We are currently in consideration for 5 grant proposals totaling \$173,000.

3. 20th Anniversary Virtual Celebration Update

Special note: we will be honoring Dr. Jue's retirement at the event!

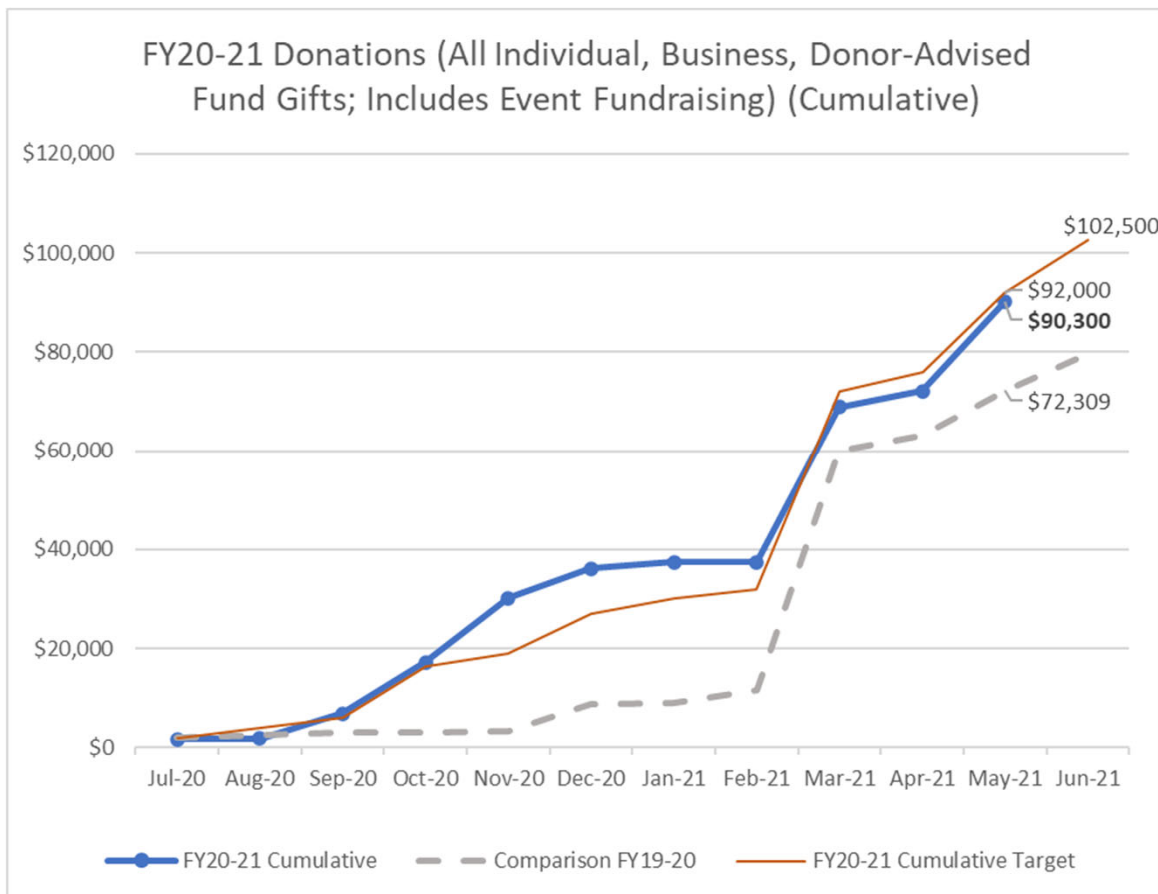
- **Ticketing update:**
 - 59 tickets have been reserved by 25 people
 - Please reserve **your** spot at <https://bit.ly/20YearsOfSmiles>
- **Help spread the word and increase attendance:**
 - Invite your family, friends, acquaintances, and NextDoor neighborhood to this fun, FREE event.
 - As the Celebration is virtual, far-away friends and family are also able to attend!
- **20th Anniversary Fundraising update:**
 - So far we have raised \$8,704 (\$4,004 in donations, \$4,704 in new sponsorships).
 - We are **29% of the way to our \$30,000 event fundraising goal** for the event.





SDH Fundraising Report

Through May 16, 2021

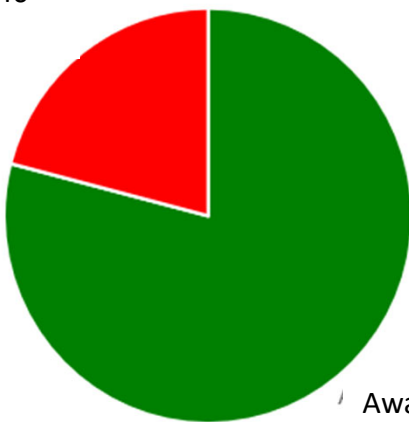


Grants Awarded Year to Date

7/1/2020– 6/30/2021

Budget Goal: \$450,000

Denied: \$200,340
(21%)

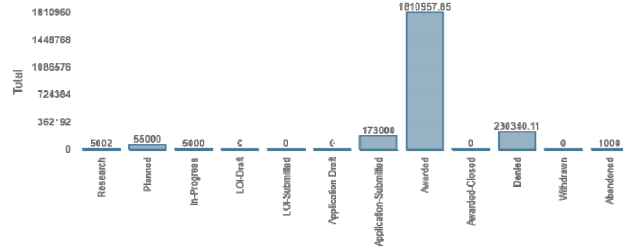


Awarded: \$755,957
(79%)

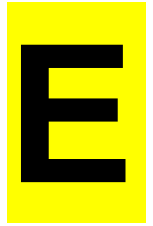
■ Awarded ■ Denied

**Excluding PHCD Grant Dollars.*

3/1/2020 - 6/30/2021



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
Delta Dental Community Care 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
Lucile Salter Packard Childrens Hospital at Stanford	FY19-20 LPHC 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	FY 20-21 CSFA Grant	General Operations, Covid 19, Materials and Supplies	6/16/2020	\$10,000	\$20,000	Awarded
America's ToothFairy: National Childrens Oral Health Foundation	FY 20-21 Tooth Fairy Update		7/15/2020	\$0	\$0	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	7/23/2020	\$10,000	\$13,354	Awarded
Sidney Stern Memorial Trust	FY20-21 Grant Application	General Operations	7/31/2020	\$5,000	\$0	Denied
Dignity Health-Sequoia Hospital	2021 Dignity Health Grant	Seniors	7/31/2020	\$20,000	\$0	Denied
Lucile Salter Packard Childrens Hospital at Stanford	FY 20-21 LPHC Grant	School Screenings, Access to Care Children	8/14/2020	\$40,000	\$40,000	Awarded
William G Irwin Charity Foundation	2020 William G Irwin Charity Foundation Grant	Capital Project	8/14/2020	\$30,000	\$30,000	Awarded
CARL GELLERT AND CELIA BERTA GELLERT FOUNDATION	2020 Gellert Foundation Grant	Capital Project	8/14/2020	\$30,000	\$0	Denied
Stanford Health Care	FY 20-21 Stanford Grant	Access to Care	8/21/2020	\$61,000	\$61,000	Awarded
Kaiser Permanente Community Health	2021 Kaiser Community Grant	Access to Care	9/16/2020	\$40,000	\$40,000	Awarded
American Academy of Pediatric Dentistry	FY 20-21 AAPD Grant	School Screenings, Access to Care Children	9/18/2020	\$20,000	\$0	Denied
Mattel Children's Foundation	FY 20-21 Mattel Grant	School Screenings, Access to Care Children	9/30/2020	\$1,000	\$0	Abandoned
The San Bruno Community Foundation	2021 San Bruno Community Foundation Grant	School Screenings, Access to Care Children	9/30/2020	\$7,500	\$7,500	Awarded
Henry Schein Cares Foundation Inc	2021 Henry Schein Grant	Materials and Supplies	9/30/2020	\$50,000	TBD	Awarded
Touchpoint Foundation	FY20-21 TouchPoint Foundation Grant	Access to Care, Seniors	10/1/2020	\$7,500	\$3,000	Awarded
Sequoia Healthcare District	FY 20-21 Sequoia Healthcare District Q1 Grant	Access to Care	10/15/2020	\$58,000	\$58,000	Awarded
Delta Dental Community Care Foundation	2020 Access to Care Unrestricted Grant	Access to Care, General Operations, Covid 19	10/28/2020	\$1	\$10,000	Awarded
ARCHSTONE FOUNDATION	2021 Access to Care and Community Referral Network - Aline	Access to Care, Seniors, Outreach	11/16/2020	\$50,000	\$0	Denied
San Mateo County Strong Fund	2020 SMC Strong - Round 2	Covid 19	11/25/2020	\$20,000	\$20,000	Awarded
Sequoia Healthcare District	FY 20-21 Sequoia Healthcare District Q2 Grant	Access to Care	1/8/2021	\$45,648	\$45,648	Awarded
Patterson Foundation	2021 Patterson Application	School Screenings, Access to Care Children	1/8/2021	\$35,000	\$0	Denied
Atkinson Foundation	2021 Senior Programs Grant	Access to Care, Seniors, Outreach	2/1/2021	\$12,500	\$12,500	Awarded
Sunlight Giving	2021-2023 Sunlight Giving Grant	General Operations, Access to Care Children, Capital Project	2/1/2021	\$50,000	\$150,000	Awarded
The Comcast Nbcuniversal Foundation	2021 Community Impact Grant - Program Innovation	School Screenings, Access to Care Children	2/12/2021	\$40,000		Application-Submitted
Mills Peninsula Hospital (Sutter Health)	2021 RFP Mills Sutter Health	Access to Care, School Screenings	3/1/2021	\$20,000	\$20,000	Awarded
Rotary Club of San Mateo	2021 Rotary Club of San Mateo		3/15/2021	\$3,000		Application-Submitted
Sobrato Family Foundation	2021-2022 Sobrato Essential Human Services Grant	Access to Care, General Operations, Capital Project	3/19/2021	\$50,000		Application-Submitted
America's ToothFairy: National Childrens Oral Health Foundation	March 2021 Tooth Fairy In The Gap	Access to Care Children	3/31/2021	\$500	\$500	Awarded
Sand Hill Foundation	2021 Sand Hill Foundation	Access to Care	4/1/2021	\$50,000	\$25,000	Awarded
Sequoia Healthcare District	FY 20-21 Sequoia Healthcare District Q3 Grant	Access to Care	4/9/2021	\$64,839	\$64,839	Awarded
First Five San Mateo County	2021 First Five Oral Health RFP		4/13/2021	\$70,000	\$70,000	Awarded
City of Burlingame	2021 Community Funding Information		4/16/2021	\$5,000		Application-Submitted
City of Half Moon Bay	2021 CSFA		4/16/2021	\$20,000	\$20,000	Awarded
Stanford Health Care	FY21 Capital Grant for SM Operatory Build-Out		5/14/2021	\$75,000		Application-Submitted
Delta Dental Community Care Foundation	2021 Delta Dental Community Care Grant		5/31/2021	\$50,000		In-Progress
Network for Good, Inc.	FY 20-21 Network For Good RFP	General Operations	6/15/2021	\$5,000		Pl





DATE: May 17th, 2021
TO: SDH Board of Directors
CC: Cheryl Fama, CFO
FROM: Tina Wang, Senior Accountant
RE: **March Unaudited Financials and YTD Performance to Budget**

March PERFORMANCE:

- **2nd PPP loan of \$402,210 was received and will be recognized as revenue starting in next month. 1st round of PPP loan has been fully used.**
- A. Revenue:** Net Patient Revenue was **\$181,954**
 - Total gross revenue was \$421,632- Highest YTD
 - 1082 visits -Highest YTD
 - Total deduction was **(\$239,678)** – 57% of gross revenue
- B. Total Expense: (\$316,075) – \$10,000 better than budget.**
 - **Direct Expense: (\$214,204)** – \$11,735 less than budget
 - Direct salary was \$16K better than budget due to less FTE and a decrease in benefit expenses. A couple of employees withdraw from the benefit plan.
 - Dental supplies were \$2K more than budget; Lab fees were \$3K more than budget because patient visit numbers were higher, and the cost for procedures for both children and FQHC adult patients increased.
 - Dental Equipment repair was \$2k more than the budget due to the annual maintenance fee paid during the month. Expenses are expected to level out by the end of the year.
 - **Indirect Expenses: (\$101,871)** – \$1,735 more than budget
 - Fundraising expenses were higher than the budget because of extra spending in preparation for the 20th-anniversary event, which the Board approved.
- C. Donations/Grants & Other Income: \$200,092**
 - \$93,777 released from restricted grant including \$45,648 grant from Sequoia Health District; \$31,315 from individual donation including \$30,600 received from Hurbult -Johnson fund.
 - \$75,000 received from PHCD for general support.

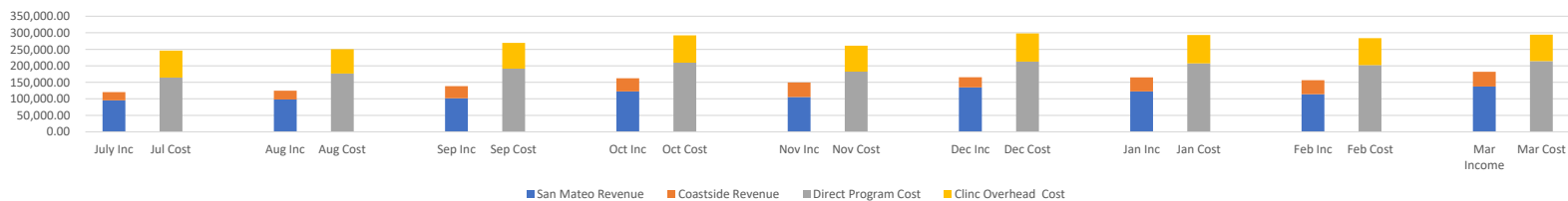
Net Income: \$65,971

YTD PERFORMANCE TO BUDGET: YTD net income is **\$426,076**, better than budget. Cash-flow is **\$408,852**, better than the budget. PHCD grant received to date is **\$250,000**.

	YTD Actual	YTD Budget	Performance
<i>Visits</i>	<i>7655</i>	<i>5691</i>	<i>1964</i>
Gross Patient Revenue	\$3,135,679	\$2,724,858	15%
Uncompensated Care (Deductions)	\$(1,770,747)	\$(1,454,833)	(22%)
Grants/Donations/Other Income	\$1,272,595	\$1,088,060	11%
Direct Cost	\$(1,760,811)	\$(1,885,755)	7%
Indirect Cost	\$(862,944)	\$(884,634)	2%
Net Income	\$13,711	\$(412,304)	103%
<i>Non-cash items adj.</i>			
Depreciation	\$191,655	\$208,818	8%
Estimated Cash Flow	\$205,366	(\$203,486)	200%

Sonrisas Dental Health Operations												
	Jul 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Total	YTD Budget	B(W)
San Mateo Revenue	95,445	97,967	101,872	122,334	105,804	134,840	122,313	114,003	137,275	1,031,852	971,518	60,334
Coastside Revenue	25,056	26,925	36,790	39,908	43,971	30,796	42,374	42,587	44,679	333,086	298,507	34,579
Total Net Revenue	120,496	124,892	138,662	162,242	149,774	165,636	164,686	156,590	181,954	1,364,932	1,270,025	94,908
Direct Program Cost	164,462	176,821	191,421	209,430	182,639	212,719	207,446	202,167	214,204	1,761,309	1,885,755	(124,446)
Indirect Program Cost	95,325	88,873	93,432	100,264	89,760	98,212	98,033	96,675	101,871	862,446	884,634	(22,188)
Total Cost	259,787	265,694	284,853	309,694	272,399	310,932	305,479	298,842	316,075	2,623,755	2,770,390	(146,635)
TOTAL	(139,291)	(140,802)	(146,191)	(147,452)	(122,625)	(145,296)	(140,793)	(142,252)	(134,121)	(1,258,823)	(1,500,365)	241,542
Dividend/Other Income	(89)	65,908	65,899	66,290	65,900	65,976	65,905	80	0	395,868	3,060	392,808
Donations Received	51,683	62,483	33,562	51,751	65,232	52,261	107,151	77,508	125,092	626,724	410,000	216,724
Grant from PHCD	75,000	25,000	0	0	0	0	0	75,000	75,000	250,000	675,000	(425,000)
OTHER INCOME	126,594	153,391	99,461	118,041	131,132	118,237	173,056	152,588	200,092	1,272,593	1,088,060	184,533
NET INCOME	(12,697)	12,589	(46,730)	(29,411)	8,507	(27,059)	32,263	10,336	65,972	13,770	(412,305)	426,075

Net Revenue VS. Cost By Center Per Month
YTD as of 03/31/2021



Visits by Center

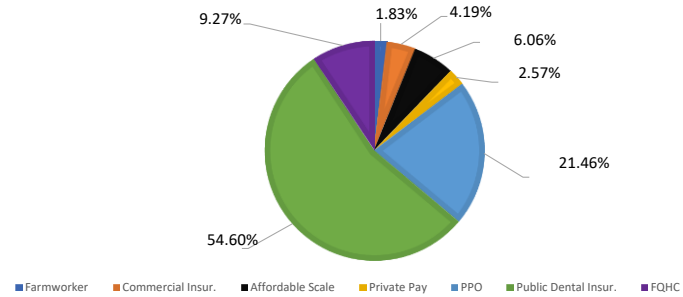
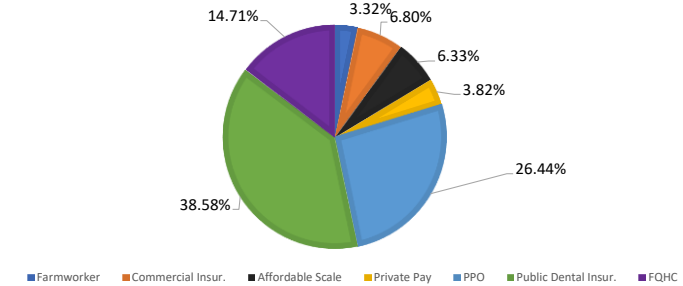
	Jul 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Year to Date	Budget	Variance
San Mateo Visits	533	537	548	587	551	608	610	658	750	5382	3910	1,472
Coastside Visits	166	228	263	283	261	225	260	255	332	2273	1781	492
Total Visits	699	765	811	870	812	833	870	913	1082	7655	5691	1,964

Visits by Payer -San Mateo

	Mar 21	Budget	Variance
Commercial Insurance	39	33	6
PPO	181	220	(39)
Private Pay	33	37	(4)
Affordable Scale	21	15	6
Farmworker		24	(24)
FQHC	107	104	3
Public Dental Insurance(Adult)	117	185	(68)
Public Dental Insurance (Child)	252	209	43
Total Visits	750	827	(77)

Visits by Payer -Coastside

	Mar 21	Budget	Variance
Commercial Insurance	15	10	5
PPO	22	34	(12)
Private Pay	6	3	3
Affordable Scale	41	59	(18)
Farmworker	14	7	7
Public Dental Insurance (Adult)	109	114	(5)
Public Dental Insurance (Child)	125	97	28
Total Visits	332	324	8

VISITS BY PAYER AS A PERCENTAGE
YTD AS OF 03/31/2021NET REVENUE BY PAYER AS A PERCENTAGE
YTD AS OF 03/31/2021

Avg. Income (Loss) per Visit		
		YTD
Net Revenue per Visit	\$	178.37
Direct Cost per Visit	\$	(231.26)
Indirect Cost per Visit	\$	(96.07)

True Income (Loss) per Visit by Payer		
Payer		Avg. YTD
Commercial Insurance	\$	24.67
PPO	\$	(40.47)
Public Dental Insurance	\$	(264.94)
Private Pay	\$	174.47
FQHC	\$	(24.71)
Affordable Scale	\$	63.33

* Indirect Cost only includes clinic overhead cost without fundraising and outreach expenses.

Sonrisas Dental Health Operations FY21 VS. FY20						
	Mar 21	Mar 20	Variance B(W)	YTD 21	YTD 20	Variance B(W)
Visits	1,082	493	589	7,655	8,235	(580)
San Mateo Revenue	137,275	57,495	79,780	1,031,852	1,043,670	(11,818)
Coastside Revenue	44,679	16,290	28,389	333,086	346,210	(13,124)
Total Net Revenue	181,954	73,785	108,169	1,364,932	1,389,880	(24,947)
Direct Program Cost	214,204	206,212	(7,992)	1,761,309	1,650,893	(110,416)
Indirect Program Cost	101,871	106,978	5,107	862,446	894,468	32,022
Total Cost	316,075	313,190	(2,885)	2,623,755	2,545,360	(78,395)
TOTAL	(134,121)	(239,405)	105,284	(1,258,823)	(1,155,481)	(103,342)
Dividend/Other Income	0	128	(128)	395,868	69,133	326,736
Donations Received	125,092	101,731	23,361	626,724	537,507	89,217
Grant from PHCD	75,000	75,000	0	250,000	600,000	(350,000)
OTHER INCOME	200,092	176,859	23,233	1,272,593	1,206,640	65,953
NET INCOME	65,972	(62,546)	128,518	13,770	51,159	(37,389)

Sonrisas Dental Health Balance Sheet

As of Date:

03/31/2021

Location:

Sonrisas Dental Health

Year To Date

03/31/2021

Current Year Balance

Assets

Current Assets

Cash and Cash Equivalents

11205 - Operating - Boston Private Checking	1,286,272.54
11210 - Operating - Boston Private Savings	110,157.54
11215 - Operating - Wells Fargo Checking	21,280.03
11600 - Petty Cash	581.41

Total Cash and Cash Equivalents 1,418,291.52

Accounts Receivable, Net 298,651.54

Other Current Assets 29,825.74

Total Current Assets 1,746,768.80

Long-term Assets

Property & Equipment

17300 - Improvements	1,053,510.75
17400 - Equipment	1,008,625.81
17500 - Furniture/Fixtures	128,033.06
17600 - Vehicle	111,934.08
17900 - Accum Depreciation (Trousdale)	(21,260.34)
17999 - Accum Depreciation	(1,352,345.78)

Total Property & Equipment 928,497.58

Other Long-term Assets 15,763.00

Total Long-term Assets 944,260.58

Investments

Long Term Investments

11410 - Investment Acct. - Merrill Lynch	204,185.16
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Total Long Term Investments 204,185.16

Total Investments 204,185.16

Total Assets

2,895,214.54

Liabilities and Net Assets

Liabilities

Short-term Liabilities

Accounts Payable

21110 - Accounts Payable	78,659.83
22110 - Accrued Payable - General	1,521.66
23100 - Patient Prepayments	23,245.05
23200 - Patient Refunds Payable	7,344.62

Total Accounts Payable 110,771.16

Accrued Liabilities

22210 - Accrued Payroll	143,804.52
22220 - Accrued PTO	48,016.76
22250 - Accrued 401k Funds Payable	10,062.68
22255 - Accrued 401k Match Fund	2,419.36
22260 - Accrued HSA Fund Payable	630.35
22320 - FSA Employee Account	5,196.96

Total Accrued Liabilities	210,130.63
Withholding Tax Payable	
22230 - Accrued Payroll Taxes	37,149.96
Total Withholding Tax Payable	37,149.96
Other Short-term Liabilities	260.33
Total Short-term Liabilities	358,312.08
Long Term Liabilities	
Notes Payable - Long Term	
28000 - PPP Loan	797,575.00
28001 - Estimated PPP Loan Forgiveness	(395,365.00)
Total Long Term Notes Payable	402,210.00
Other Long-term Liabilities	8,541.79
Total Long Term Liabilities	410,751.79
Other Liabilities	83,988.56
Total Liabilities	853,052.43
Net Assets	2,056,186.45
Total Liabilities and Net Assets	2,909,238.88

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Sonrisas Dental Health
Revenues and Expenditures - Budget vs Actual
As of March 31, 2021

As of Date: 03/31/2021
Location: Sonrisas Dental Health
Restriction: Unrestricted

	Month Ending 03/31/2021			Year To Date 03/31/2021		
	Actual	2021 BUDGET	Budget Diff	Actual	2020 2021 BUDGET	Budget Diff
Revenue and Expenditures						
Net Program Income						
Patient Revenue						
Patient Services						
Commercial Insurance	18,591.00	14,485.96	4,105.04	113,520.00	91,722.25	21,797.75
PPO	73,350.00	86,561.38	(13,211.38)	650,284.00	537,158.98	113,125.02
Public Dental Insurance	243,460.00	244,125.06	(665.06)	1,767,485.41	1,565,159.74	202,325.67
Private Pay	9,327.00	11,264.30	(1,937.30)	55,719.00	68,377.57	(12,658.57)
Affordable Scale	23,645.00	23,133.13	511.87	152,254.00	162,464.68	(10,210.68)
Farmworker	4,307.00	15,941.47	(11,634.47)	57,649.00	109,735.45	(52,086.45)
FQHC	48,952.00	30,160.00	18,792.00	338,768.00	190,240.00	148,528.00
Gross Patient Revenue	421,632.00	425,671.30	(4,039.30)	3,135,679.41	2,724,858.67	410,820.74
Uncompensated Care						
Prior Period Adjustment	(11,102.81)	(1,500.00)	(9,602.81)	(29,110.38)	(13,500.00)	(15,610.38)
Uncompensated Care - Commercial Insurance	(2,828.20)	(2,597.25)	(230.95)	(17,527.67)	(17,108.49)	(419.18)
Uncompensated Care - PPO	(30,880.55)	(35,620.03)	4,739.48	(276,988.76)	(221,365.33)	(55,623.43)
Uncompensated Care - Public Dental Insurance	(163,781.50)	(169,928.47)	6,146.97	(1,222,810.21)	(1,090,839.47)	(131,970.74)
Uncompensated Care - Affordable Scale	(9,089.00)	(11,451.03)	2,362.03	(62,896.87)	(80,841.63)	17,944.76
Uncompensated Care - Farmworker	(1,082.16)	(1,391.50)	309.34	(10,724.41)	(9,578.61)	(1,145.80)
Uncompensated Care - FQHC	(17,399.05)	0.00	(17,399.05)	(131,154.00)	0.00	(131,154.00)
Fee Adjustments	(3,122.70)	(2,400.00)	(722.70)	(18,320.25)	(21,600.00)	3,279.75
Patient Account - Bad Debt Write-off	(391.70)	0.00	(391.70)	(1,214.70)	0.00	(1,214.70)
Total Uncompensated Care	(239,677.67)	(224,888.28)	(14,789.39)	(1,770,747.25)	(1,454,833.53)	(315,913.72)
Net Patient Revenue	181,954.33	200,783.02	(18,828.69)	1,364,932.16	1,270,025.14	94,907.02
Total Expenses						
Direct Expenses						

Direct Personnel Expense						
Direct Program Salaries	161,307.39	172,369.40	11,062.01	1,313,984.36	1,457,697.96	143,713.60
Payroll Taxes	11,830.85	13,789.55	1,958.70	93,354.05	116,615.79	23,261.74
Unemployment Taxes	480.31	1,551.33	1,071.02	13,167.63	13,119.30	(48.33)
Benefits	173.20	5,682.68	5,509.48	34,634.03	47,873.85	13,239.82
401k Match	4,287.31	1,292.77	(2,994.54)	15,569.49	10,932.75	(4,636.74)
Worker's Comp	1,053.51	864.70	(188.81)	7,971.11	7,782.30	(188.81)
Continuing Education	0.00	125.00	125.00	300.00	3,125.00	2,825.00
License and Registration	892.37	863.00	(29.37)	8,636.12	7,767.00	(869.12)
Total Direct Personnel Expense	180,024.94	196,538.43	16,513.49	1,487,616.79	1,664,913.95	177,297.16
Clinic Expenses						
Sterilization Services	756.00	898.00	142.00	6,804.00	8,082.00	1,278.00
Shredding	72.00	67.00	(5.00)	608.00	603.00	(5.00)
Dental Supplies	12,792.82	10,800.00	(1,992.82)	127,031.64	79,272.00	(47,759.64)
Small Dental Equipment	886.57	600.00	(286.57)	3,154.72	5,400.00	2,245.28
Dental Equipment Repair	2,999.22	780.00	(2,219.22)	9,642.90	12,020.00	2,377.10
Lab Fees	9,041.91	6,011.21	(3,030.70)	61,264.63	38,918.28	(22,346.35)
Uniforms	0.00	37.50	37.50	107.94	337.50	229.56
PPE& Covid Related	7,630.84	10,207.00	2,576.16	64,581.02	76,208.61	11,627.59
Total Clinic Expenses	34,179.36	29,400.71	(4,778.65)	273,194.85	220,841.39	(52,353.46)
Total Direct Expenses	214,204.30	225,939.14	11,734.84	1,760,811.64	1,885,755.34	124,943.70
Indirect Expenses						
Indirect Personnel Expenses						
Salaries/Wages	41,071.43	44,745.37	3,673.94	373,151.03	380,196.45	7,045.42
Payroll Taxes	3,128.58	3,579.63	451.05	25,069.86	30,415.74	5,345.88
Unemployment Taxes	142.24	894.91	752.67	2,464.54	7,603.95	5,139.41
Benefits	1,062.88	1,605.47	542.59	7,594.94	13,586.50	5,991.56
401k Match	1,961.38	671.17	(1,290.21)	7,039.56	5,702.91	(1,336.65)
Worker's Comp	352.88	322.88	(30.00)	2,935.92	2,905.92	(30.00)
Total Indirect Personnel Expenses	47,719.39	51,819.43	4,100.04	418,255.85	440,411.47	22,155.62
Facility Expenses						
Auto Expenses	127.75	270.00	142.25	978.22	2,430.00	1,451.78
Building Maintenance	701.35	1,057.00	355.65	7,231.75	9,513.00	2,281.25
Janitorial Service	1,875.00	2,235.00	360.00	17,242.47	20,115.00	2,872.53
Rent	3,300.00	3,300.00	0.00	29,700.00	29,700.00	0.00
Phone/Internet	1,664.58	1,485.00	(179.58)	13,636.88	13,365.00	(271.88)
Utilities	3,007.03	2,315.00	(692.03)	24,607.14	20,835.00	(3,772.14)

Total Facility Expenses	10,675.71	10,662.00	(13.71)	93,396.46	95,958.00	2,561.54
Office Expenses						
Claims Processing	156.40	161.00	4.60	1,166.96	1,449.00	282.04
Office Exp.	0.00	0.00	0.00	0.00	0.00	0.00
Patient Notification	485.00	485.00	0.00	4,506.10	4,365.00	(141.10)
Office Supplies	1,009.06	824.00	(185.06)	8,086.70	7,416.00	(670.70)
Postage and Shipping	425.17	336.00	(89.17)	1,852.06	3,024.00	1,171.94
Printing Costs	0.00	100.00	100.00	300.10	900.00	599.90
Property Taxes	0.00	0.00	0.00	249.99	500.00	250.01
Dues, Fees & License	76.57	84.00	7.43	260.57	756.00	495.43
Employee Goodwill	12.13	210.00	197.87	1,840.05	1,542.00	(298.05)
Recruitment Expense	49.97	230.00	180.03	1,139.73	2,070.00	930.27
Total Office Expenses	2,214.30	2,430.00	215.70	19,402.26	22,022.00	2,619.74
Insurance						
Insurance - Auto	419.18	265.08	(154.10)	2,539.82	2,385.72	(154.10)
Insurance - Malpractice	446.09	658.25	212.16	5,894.30	5,924.25	29.95
Insurance - Liability & Property	980.84	701.25	(279.59)	6,443.50	6,311.25	(132.25)
Insurance - Directors & Officer Liability	380.05	345.50	(34.55)	3,291.55	3,109.50	(182.05)
Total Insurance	2,226.16	1,970.08	(256.08)	18,169.17	17,730.72	(438.45)
Fundraising Department						
Fundraising Expenses	4,029.00	25.00	(4,004.00)	9,833.61	3,699.00	(6,134.61)
Fundraising Consulting	2,325.75	2,250.00	(75.75)	20,255.00	20,250.00	(5.00)
Total Fundraising Department	6,354.75	2,275.00	(4,079.75)	30,088.61	23,949.00	(6,139.61)
Professional Fees						
Consultant - Professional Fees	2,560.00	0.00	(2,560.00)	18,860.00	2,500.00	(16,360.00)
Total Professional Fees	2,560.00	0.00	(2,560.00)	18,860.00	2,500.00	(16,360.00)
General						
Depreciation Expense	21,602.05	23,202.00	1,599.95	191,654.75	208,818.00	17,163.25
Marketing Expense	50.00	791.67	741.67	3,689.68	8,205.03	4,515.35
Meeting & Travel Expenses	19.51	387.00	367.49	471.32	5,649.00	5,177.68
Fees and Interest	933.16	849.00	(84.16)	10,460.64	7,641.00	(2,819.64)
Merchant Processing	773.56	840.00	66.44	7,145.62	7,560.00	414.38
Outreach Supplies	701.99	0.00	(701.99)	2,551.96	3,744.00	1,192.04
Total General	24,080.27	26,069.67	1,989.40	215,973.97	237,873.03	21,899.06
Computer expense						
Computer Support	5,441.37	3,900.00	(1,541.37)	40,776.32	35,100.00	(5,676.32)
Software Support	599.00	1,010.00	411.00	8,021.13	9,090.00	1,068.87

Total Computer expense	6,040.37	4,910.00	(1,130.37)	48,797.45	44,190.00	(4,607.45)
Total Indirect Expenses	101,870.95	100,136.18	(1,734.77)	862,943.77	884,634.22	21,690.45
Total Total Expenses	316,075.25	326,075.32	10,000.07	2,623,755.41	2,770,389.56	146,634.15
Total Net Program Income	(134,120.92)	(125,292.30)	(8,828.62)	(1,258,823.25)	(1,500,364.42)	241,541.17
Grants and Other Income						
Grants and Donations						
Fundraiser	0.00	0.00	0.00	17,044.74	9,000.00	8,044.74
Donations	31,314.79	40,000.00	(8,685.21)	59,449.69	63,500.00	(4,050.31)
In-Kind Donations	0.00	0.00	0.00	17,930.00	0.00	17,930.00
Incentives	0.00	0.00	0.00	33,778.50	0.00	33,778.50
Grants	93,777.29	37,500.00	56,277.29	498,522.13	337,500.00	161,022.13
Other Events	0.00	0.00	0.00	0.00	0.00	0.00
PHCD Grants	75,000.00	75,000.00	0.00	250,000.00	675,000.00	(425,000.00)
Total Grants and Donations	200,092.08	152,500.00	47,592.08	876,725.06	1,085,000.00	(208,274.94)
Other Income						
Estimated PPP Loan Forgiveness	0.00	0.00	0.00	395,365.00	0.00	395,365.00
Interest Income	0.00	0.00	0.00	22.70	0.00	22.70
Dividends	0.00	340.00	(340.00)	0.00	3,060.00	(3,060.00)
Other Income	0.00	0.00	0.00	481.78	0.00	481.78
Total Other Income	0.00	340.00	(340.00)	395,869.48	3,060.00	392,809.48
Total Grants and Other Income	200,092.08	152,840.00	47,252.08	1,272,594.54	1,088,060.00	184,534.54
Net income	65,971.16	27,547.70	38,423.46	13,771.29	(412,304.42)	426,075.71





DATE: May 17th, 2021
TO: SDH Board of Directors
CC: Cheryl Fama, CFO
FROM: Tina Wang, Senior Accountant
RE: March Unaudited Financials and YTD Performance to Budget

March PERFORMANCE:

- 2nd PPP loan of \$402,210 was received and will be recognized as revenue starting next month. 1st round of PPP loan has been fully recognized and the forgiveness application has been submitted.
- A. Revenue:** Net Patient Revenue was **\$181,954**
 - Total gross revenue was \$421,632- Highest YTD
 - 1082 visits -Highest YTD
 - Total deduction was **(\$239,678)** – 57% of gross revenue
- B. Total Expense: (\$316,075) – \$10,000 better than budget.**
 - Direct Expense: **(\$214,204)** – \$11,735 less than budget
 - Direct salary was \$16K better than budget due to less FTE and a decrease in benefit expenses. Several employees withdrew from the benefit plan.
 - Dental supplies were \$2K more than budget; Lab fees were \$3K more than budget due to patient visit numbers being higher.
 - Dental Equipment repair was \$2k more than the budget due to the annual maintenance fee paid during the month. Expenses are expected to level out by the end of the year.
 - Indirect Expenses: **(\$101,871)** – \$1,735 more than budget
 - Fundraising expenses were higher than the budget because of spending on services for the 20th-anniversary event, which the Board approved.
- C. Donations/Grants & Other Income: \$200,092**
 - \$93,777 released from restricted grant including \$45,648 grant from Sequioa Health District; \$31,315 from individual donation including \$30,600 received from Hurbult -Johnson fund.
 - \$75,000 received from PHCD for general support.

Net Income: \$65,971

YTD PERFORMANCE TO BUDGET: YTD net income is **\$426,076**, better than budget. Cash-flow is **\$408,852**, better than the budget. PHCD grant received to date is **\$250,000**.

	YTD Actual	YTD Budget	Performance
<i>Visits</i>	<i>7655</i>	<i>5691</i>	<i>1964</i>
Gross Patient Revenue	\$3,135,679	\$2,724,858	15%
Uncompensated Care (Deductions)	\$(1,770,747)	\$(1,454,833)	(22%)
Grants/Donations/Other Income	\$1,272,595	\$1,088,060	11%
Direct Cost	\$(1,760,811)	\$(1,885,755)	7%
Indirect Cost	\$(862,944)	\$(884,634)	2%
Net Income	\$13,711	\$(412,304)	103%
<i>Non-cash items adj.</i>			
Depreciation	\$191,655	\$208,818	8%
Estimated Cash Flow	\$205,366	(\$203,486)	200%



DATE: May 18, 2021

TO: SDH Board of Directors

FROM: Tracey Fecher, CEO

RE: FY 22 Draft Budget

Dear Board of Directors,

I'm pleased to be presenting you with a draft of the FY22 budget. The budgeting process was collaborative, including administrative, clinical, fundraising and outreach staff. The budget we are presenting you with leverages the forward-thinking actions taken and outcomes of FY21. Sonrisas has a strong cash position after taking advantage of federal government pandemic programs, such as two Paycheck Protection Program loans and the Health Resources and Services (HRSA) Provider Relief Fund. The decision to build out two additional operatories has allowed the clinical team to develop a plan that maximizes visits in the San Mateo Clinic, with a total budget of over 14,000 visits for both clinics. There continues to be demand for school screenings and the fundraising team has continued to cultivate new grant relationships. We are as prepared as we can be for the post-pandemic world.

FY22 also sees the beginning of the Health Plan of San Mateo Dental Integration Pilot in January 2022, which will provide a 19.5% effective increase in the Medi-Cal dental fee for service rates.

The FY22 budget is something I am very proud of personally. It reflects the decisions and actions the board, management team and staff have taken together to prepare Sonrisas for the future.

Attached is a copy of the budget for your review. During this month's board meeting, the team and I will walk you through the budget assumptions and we look forward to answering any questions you may have and requesting your approval if appropriate.

In June, the team will be presenting a five year Capital Improvement budget for FY22 as well as a 5 Year Cashflow plan for your approval.

FY 21-21 Budget - DRAFT

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Patient Care	FY 22	Projected Actual FY21	Budget 20-21	Change FY21 to FY22
Commercial Insur.	583	445	401	182
PPO	3,307	2,218	2,323	985
Public Dental Insurance	7,529	5,969	5,676	1,853
Private Pay	378	284	369	9
Affordable Plan	778	642	731	47
Farmworker	0	270	302	-302
FQHC	1,528	1,025	913	615
Total Visits	14,104	10,853	10,715	3,389
Adjustments	(68,369)	(51,584)	(55,469)	(12,900)
Commercial Insur.	177,223	129,164	109,703	67,520
PPO	790,927	501,150	466,977	323,950
Public Dental Insurance	1,114,666	796,846	691,477	423,189
Private Pay	112,327	77,413	102,115	10,212
Affordable Plan	132,242	117,039	114,343	17,899
Farmworker	-	96,161	142,917	(142,917)
FQHC	442,993	297,252	264,770	178,223
Total Income	2,702,010	1,963,441	1,836,834	865,176
Personnel	2,633,095	2,022,476	2,258,938	(374,156)
Dental Supplies	196,079	145,990	111,772	(84,307)
Small Dental Equipment	7,291	3,573	7,200	(91)
Dental Equipment Repair	20,508	11,294	14,360	(6,148)
Lab Fees	120,540	81,288	56,179	(64,360)
Uniforms	1,104	147	450	(654)
PPE & Covid Related	98,106	85,338	106,730	8,624
Contracted Services	9,876	9,747	11,611	1,735
Direct Patient Care Costs	3,086,598	2,359,853	2,567,241	(519,358)
Administrative Personnel	396,529	461,813	418,222	21,694
Business Taxes	250	250	500	250
Facilities Expenses	138,424	128,635	127,944	(10,480)
Office Exp.	22,092	20,568	32,952	10,860
Equipment Expenses	67,428	64,948	58,920	(8,508)
Insurance	23,906	24,219	24,528	621
Outsourced Services	37,300	24,350	2,500	(34,800)
Fees and Interest	24,960	25,234	10,188	(14,772)
Depreciation Expense	302,883	258,172	278,424	(24,459)
Dues, Fees & License	4	184	1,008	1,004
Employee Goodwill	3,490	2,968	2,300	(1,190)
Recruitment Expense	2,496	1,751	2,760	264
Marketing Expenses	810	4,354	9,500	8,690
Meeting & Travel Expenses	1,584	445	4,200	2,616
Board Retreat	5,000	0	0	(5,000)
Indirect Patient Care Costs	1,027,156	1,017,892	973,946	(53,210)
Total Patient Care Costs	4,113,754	3,377,745	3,541,187	(572,567)

Fundraising Program	FY 22	Projected Actual FY21	Budget 20-21	Change FY21 to FY22
Donations Received	120,000	87,135	82,500	37,500
Fundraising Event	30,000	25,295	16,500	13,500
Grant from PHCD	900,000	250,000	900,000	0
Grants Received & Released	640,000	604,822	450,000	(190,000)
Total Income	1,690,000	967,252	1,449,000	241,000
Fundrasing Personnel	193,014			
Fundraising Expenses	101,198	34,868	32,274	(68,924)
Net Fundraising Income	1,395,787	932,384	1,416,726	20,939

Outreach Program	FY 22	Projected Actual FY21	Budget 20-21	Change FY21 to FY22
Personnel	202,972	108,095	174,727	(28,245)
Outreach Supplies	8,815	3,145	3,744	(5,071)
Employee Goodwill	800	132	312	(488)
Outreach Marketing Expenses	1,768	174	1,080	(688)
Meeting & Travel Expenses	3,684	273	2,448	(1,236)
Depreciation Expense (Van)	2,813	0	0	(2,813)
Total Program Costs	220,852	111,819	182,311	(38,541)

Other Revenue	FY 22	Projected Actual FY 21	Budget 20-21	Change FY21 to FY22
Incentive	36,000	33,778	35000	1,000
Est. PPP Loan Forgiveness	201,000	596,365	0	201,000
Other Income	168	570	4080	(3,912)
OTHER REVENUE	237,168	630,713	39,080	198,088

Summary	FY22	Projected FY21	Budget 20-21	Change FY21 to FY22
Total Revenue	4,629,178	3,561,406	3,324,914	1,304,264
Total Personnel	(3,425,610)	(2,592,384)	(2,851,888)	(573,722)
Total Clinic Expense	(453,504)	(337,377)	(308,302)	(145,201)
Total Overhead Expense	(630,627)	(556,079)	(555,724)	(74,903)
Total Fundraising & Outreach	(119,078)	(38,592)	(39,858)	(79,220)
NET INCOME	360	36,973	(430,857)	431,217