



A Community Non-Profit Organization
sonrisasdental.org

PUBLIC NOTICE

BOARD OF DIRECTORS
PUBLIC MEETING
THURSDAY, JANUARY 17, 2019
6:30PM

LOCATION

SONRISAS DENTAL HEALTH,
INC. 430 N. EL CAMINO REAL
SAN MATEO, CA 94401

San Mateo Center
430 N. El Camino Real
San Mateo, CA 94401
650.727.3480

Coastside Center
210 San Mateo Rd., Ste. 204
Half Moon Bay, CA 94019
650.726.2144



Board Meeting
January 17, 2019
6:30 PM
San Mateo Center Board Room
430 N. El Camino, San Mateo, CA 94401

AGENDA

- | | |
|---|-----|
| 1. CALL TO ORDER AND ROLL CALL – Chair Taverner | TAB |
| 2. MISSION MOMENT – CEO Jue | |
| 3. PUBLIC COMMENT | |
| 4. APPROVAL OF BOARD MINUTES for November 15, 2018 | A. |
| 5. CEO Report | B. |
| 6. CFO Report | C. |
| 7. Board Nominating Committee – Director Young | |
| 8. Unaudited FINANCIALS FOR NOVEMBER 2019 AND YTD: Ms. Wang and Ms. Yee | D. |
| 9. PROGRESS AGAINST KEY INITIATIVES: | |
| A. IV Sedation – CEO Jue | |
| B. Mobile Program – CEO Jue | |
| C. Outreach Program -CEO Jue | |
| D. FQHC County Partnership - CFO Fama | |
| E. Philanthropy: | E. |
| 1) Development Director's Report – Development Director Rogoff | |
| 2) Grant Activity – Development Director Rogoff | |
| 3) Cooking for a Cause – Director Hinshelwood | |
| 10. OLD BUSINESS | F. |
| A. Proposed Billing and Collections Protocol– Action Required | |
| B. Dental Assistant Training Pilot Program | |
| 11. NEW BUSINESS | G. |
| A. Renewal of Management Services and Staffing Agreement – Action Required | |
| B. Farmworkers Mobile Service Contract Extension – Action Required | |
| C. Opening a Savings Account- Action Required | |
| 12. OTHER BUSINESS | |
| 13. SUGGESTED AGENDA ITEMS FOR FEBRUARY MEETING – Chair Taverner | |
| 14. ADJOURN | |

A



BOARD OF DIRECTORS
NOVEMBER 15, 2018
MEETING MINUTES

1. CALL TO ORDER: The meeting was called to order by **Chair Taverner** at 18:30 hours.

2. ROLL CALL: Present were Chair Taverner, Vice-Chair Galligan, Secretary Hinshelwood, Director Macias, Director Cappel, and Director Navarro. Also, present were SDH staff CEO Bonnie Jue, Senior Accountant Tina Wang, Development Director Stuart Rogoff and PHCD Staff, CBO Vickie Yee and Executive Assist Stephanie Arevalo. **Absent:** Director Young

3. INTRODUCTIONS: Chair Taverner

- A. Jane Battey, the potential board member recruited to replace Director Macias was invited to attend and declined. The Nominating Committee will continue their recruitment efforts.
- B. Stuart Rogoff, SDH's new fulltime Development Director, was introduced and welcomed.

4. MISSION MOMENT – CEO Jue shared an email from a Puente Program patient about the outstanding care he received over the last three months. The patient thanked everyone for their professionalism and for all the work Puente and Sonrisas Dental Health do for the community.

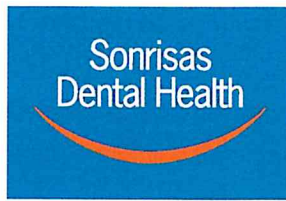
5. PUBLIC COMMENT: None offered.

6. CONSENT CALENDAR

Chair Taverner pulled item 4, the CFO Report, and asked CEO Jue to comment on the progress of the FQHC partnership with the San Mateo County Health System. **CEO Jue** reported on a productive site visit to the County's Fair Oaks Clinic with the County Dental Director. CEO Jue was accompanied by Pat Kinniburgh, Center Director, and Stephanie Arevalo, PHCD's Executive Assistant who has previous work experience in a dental office. CEO Jue attended the clinic's staff meeting and observed the operations. The SDH team also got an introduction to the County's dental electronic health record system.

Director Macias asked about SDH's capabilities for serving a heavily Spanish speaking population. **CEO Jue** responded that SDH has two Care Coordinators and a Dentist who speak Spanish.

Also referring to the CFO report, **Director Navarro** asked for an update on the mobile program. **CEO Jue** reported that a second meeting with Silverado in Belmont is scheduled



for November 29th. At that time, she will meet Silverado's Director to discuss in more detail how the mobile program could serve Silverado's memory care residents with exams, x-rays and cleanings. She also reported that Director Hinshelwood is leading the effort to get a Claremont McKenna College intern to do a market assessment and write a business plan for the mobile program. Twelve applications have been received and interviews will be conducted. **Director Cappel** asked if the internship is a credit or paid based? **Director Hinshelwood** responded the internship is credit based with some reimbursement credits for public transportation.

There being no further items pulled for discussion,

Director Navarro moved to approve, Director Cappel seconded and the motion passed unanimously, 6/0/0.

7. FINANCIAL REPORTS FOR FY 2019, Q1: CBO Yee and Sr. Accountant Wang

A. Financials – Sr. Accountant Wang referenced the financial materials included in the meeting packet and called attention to the total net revenue in September that was the highest YTD and the lowest YTD visit volume which was mostly Denti-Cal which made the uncompensated care lower and the net revenue higher.

B. Accounts Receivable -CBO Yee addressed the Accounts Receivables and write off amounts noting AR increased by \$49,000 with a write off amount of \$10,000 from coastside. **Director Cappel** asked if the \$95,000 in patient receivables was for commercial or Denti-Cal patients? **Ms. Yee** responded the AR includes all payers.

B. Collections Policy and Procedure: CEO Jue

The collections procedure will be made more efficient and timely with a software program that is planned for implementation. It will allow claims to be submitted electronically eliminating submission of paper claims and allowing x-rays to be uploaded as well. **Director Cappel** asked what the exact cost of the "fast attach" software is and if all claims including Denti-Cal and commercial claims can be submitted through the software? **CEO Jue** reported all dental claims will be submitted through this software and noted the software is about \$100 dollars per month.

C. FY 2018 Audit –Review for approval: CBO Yee

There were no significant findings and the auditor's opinion noted it was a clean audit absent of any material mistakes. There was also a Supplemental Report provided by the Auditor since SDH is considered a component of PHCD thus requiring the SDH information be integrated into the PHCD audit.

Director Cappel moved, Director Galligan seconded and the motion to accept the Audit as presented was approved unanimously, 6/0/0



8. PROGRESS AGAINST KEY INITIATIVES – CEO Jue

- A. **IV Sedation Program:** SDH is licensed and the operatory is almost ready. The IV Sedation program will serve all patients regardless of insurance and age. The program will include an endodontist, pediatric specialist and anesthesiologist. The marketing strategy is word of mouth initially and a new website link with information specific to the program to modulate initial growth. The needed independent contractors will be hired beginning January 2019.
- B. **Grant Activity Summary Report-** The grant summary report included in the meeting materials was reviewed with a focus on grants received since last board meeting, the four grant applications to be submitted within the next four weeks and the grant application that was submitted in May and declined for \$10,000 funding.

9. OLD BUSINESS

A. PHCD Response to SDH Funding Request- Chair Taverner

reported the Peninsula Health Care District Board approved SDH's funding request for \$1.3 million dollars over the next 18 months beginning January 2019 through June 2020. It was stressed that the goal is to make sufficient progress on the strategic initiatives so that SDH will *NOT* have to draw down the full funding PHCD has made available.

10. NEW BUSINESS

Samaritan House/SDH/PHCD Dental Assistant Training Proposal – CEO Jue

There is an extensive need for dental assistants throughout the County and at a recent meeting with the Samaritan House leadership, SDH and PHCD leadership explored the possibility of partnering with Samaritan House to recruit potential candidates for the College of San Mateo's dental assisting program. Currently the program is running without a full cohort of students. It was proposed that perhaps PHCD's Tuition Assistance/Loan Forgiveness Program could be expanded to include dental assistants.

PHCD's program provides tuition funding and then forgives each year of funding for each year of work within the District. It was suggested the forgiveness would be tied to working at the Sonrisas Centers and Samaritan House. **Director Cappel** asked what the hourly pay range for dental assistants is in the area. **CEO Jue** responded \$15-20 per hour and \$20-30 per hour for a licensed dental assistant. **Chair Cappel** said he supports the proposal for PHCD to fund such a program and will see that it gets on a future PHCD Board agenda, noting this program would be like PHCD's RN Loan Forgiveness program.



11. FUNDRAISING – Director Hinshelwood/Stuart Rogoff:

A. “Night of Blue Sonrisas” raised a net total of \$916.

B. Development Director’s 3-Month work plan

- 1) The marketing and philanthropy work will be addressed through various events and sponsorship opportunities.
- 2) Corporate giving will be an area of focus given the high tech and bio tech companies in the area
- 3) Fall Giving Campaign –“Giving Tuesday” - will take place on Tuesday, November 27th. SDH’s “Giving Tuesday” goal is to raise \$15K for school outreach to serve children and the mobile program.
- 4) Thank-a-Thon: Board members and management team will call past donors and thank them for all their contributions in hopes they will sponsor again.

12. Board Nominating Committee – Chair Taverner:

Committee will continue the search for the next board member candidate.

13. Other Business- None

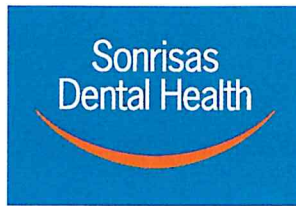
15. Adjournment: Chair Taverner adjourned the meeting at 20:45 hours.

Written and submitted

Stephanie Arevalo, Executive Assistant

APPROVED: _____
Nigel Taverner, Board Chair

B



DATE: January 17, 2019
TO: SDH Board of Directors
FROM: Bonnie Jue, CEO
RE: **CEO Monthly Report**

1. Overall Operations

- Currently, the staffing at both the San Mateo and Coastsides Centers has been stable.
- A new pediatric specialist has begun working at the San Mateo Center about 1-2 days/week, and Dr. Leri continues to provide treatment to children in a hospital setting about twice a month.
- Our volunteer base has been expanding to include more dentists and dental hygienists. We continue to mentor pre-dental students and community volunteers who wish to donate their time to Sonrisas.
- The Billing Administrator/Care Coordinator, Lisa, and Pat have been working together to contact patients with outstanding balances as per the proposed Billing and Collections Protocol (more detail to follow in Section 10-A).

2. Strategic Initiatives

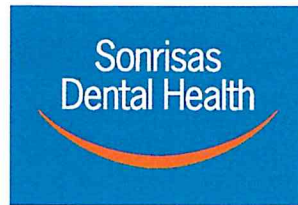
- IV Sedation:
 - A patient is scheduled at Sonrisas Dental Health San Mateo with Dr. Chan for a consultation to review her case for sedation services.
 - The room has been well-utilized for regular dental procedures, especially during pediatric days when several patients are being seen at one time.
 - Research on the sedation website has been productive, and after video conferences and demos with various web designers, one is close to being confirmed.
- Mobile Program:
 - An applicant from Claremont McKenna College has accepted our offer for a position in the SDH Internship Program which will commence on February 4, 2019.
 - Focus of internship will be market survey, process and cost analysis, funding needs, business plan and potential partners.
 - Casa de Redwood – a mobile dental on-site visit is scheduled for January
 - This facility is one of the partner agencies in the Dignity Health/Sequoia Hospital grant which was awarded to SDH last December.
 - Silverado Belmont Hills Memory Care Community – a Service Agreement has been sent to the director for review and approval. She is very excited to begin mobile dental services at their facility.

- **Outreach Program:**
 - I gave a presentation for the Mills Peninsula Medical Center (MPMC) Diabetes support group in January, and was invited to be a Featured Speaker at the MPMC Integrated Diabetes Education Seminar in November.
 - A new Outreach Coordinator has been offered the position and we are working out the schedule for 2019. She is a Registered Dental Hygienist (RDH) who has recently completed her Masters of Dental Hygiene program, is a faculty member at UOP School of Dentistry, and is involved in dental research programs.
 - School screening programs are in progress with the following schools:
 - Belle Air Elementary (San Bruno Park)
 - Hoover Elementary (Redwood City)
 - Hatch Elementary (Half Moon Bay) – 2/8/19
 - Dr. Brian Sheppard, Donna Murphey (RDH) and Bonnie Johnson will be volunteering at this event
 - School screenings to be scheduled are:
 - El Granada Elementary (Half Moon Bay)
 - Farallone View Elementary (Montara)
 - Pescadero Elementary (Pescadero)
 - La Honda Elementary (La Honda)

3. **New Patient Marketing**

- The San Mateo Center continues to recruit new patients with commercial or no insurance, as well as, children who have Denti-Cal coverage. Staff members have also been contacting adults with Denti-Cal coverage who are on the prospective patient waiting list – rate of new patient registration is dependent on staffing availability at any given time.
- The Coastside Center continues to see new patients who reside in the San Mateo Coastside region.
- By the end of this month, Content Marketing Place will have completed the transition of their services to the SDH Development Director.
- Below are tables of New Patients and Referral Sources (San Mateo Center).

| Number of New Patients | | | |
|-------------------------------|-----------------------|---------------------------|--------------|
| Month | # of Denti-Cal | # of Non Denti-Cal | Total |
| January | 14 | 20 | 34 |
| February | 68 | 16 | 84 |
| March | 64 | 31 | 95 |
| April | 53 | 27 | 80 |
| May | 77 | 23 | 100 |
| June | 56 | 18 | 74 |
| July | 29 | 23 | 52 |
| August | 19 | 18 | 37 |
| September | 24 | 13 | 37 |
| October | 11 | 15 | 26 |
| November | 12 | 18 | 30 |
| December | 9 | 19 | 28 |
| Total | 436 | 241 | 677 |



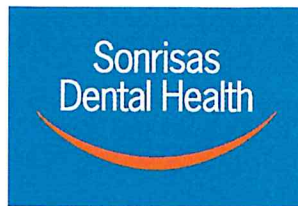
New Patient Referral Sources (both Denti-Cal and Non Denti-Cal patients)

| Month | Insurance | Family/Friend | Internet | Dentist | Other | Newsletter | Yelp | Total |
|--------------|------------|---------------|-----------|-----------|------------|------------|----------|--------------|
| January | 14 | 14 | 1 | 4 | 1 | | | 34 |
| February | 29 | 25 | 7 | 7 | 16 | | | 84 |
| March | 27 | 22 | 15 | 10 | 21 | | | 95 |
| April | 37 | 19 | 4 | 4 | 16 | | | 80 |
| May | 30 | 18 | 7 | 1 | 44 | | 1 | 101 |
| June | 21 | 20 | 7 | 10 | 14 | 2 | | 74 |
| July | 10 | 18 | 4 | 1 | 17 | 2 | | 52 |
| August | 8 | 10 | 4 | 2 | 11 | 1 | 1 | 37 |
| September | 6 | 3 | 3 | 8 | 16 | | | 36 |
| October | 2 | 15 | 1 | 2 | 6 | | | 26 |
| November | 5 | 14 | 2 | | 9 | | | 30 |
| December | 6 | 13 | | 1 | 8 | | | 28 |
| Total | 195 | 191 | 55 | 49 | 180 | 5 | 2 | 677 |

Please note:

*Patients, not staff members, mark these categories on the intake forms
 "Insurance" may refer to Commercial, PPO or Denti-Cal insurance*

C



DATE: January 17, 2019

TO: SDH Board of Directors

CC: CEO Jue

FROM: Cheryl Fama, CFO

RE: CFO Monthly Report

1. Financial Performance, YTD July through November 2018:

- **NET INCOME LOSS IS \$190,185 BETTER THAN BUDGET (Act. <\$89,261>; Bud. <\$279,446.>)**
- **NET INCOME, MINUS RENT AND DEPRECIATION, IS \$125,000 OR 312% BETTER THAN BUDGET.**
- Visit volume is 5% behind budget due to the unanticipated loss of the pediatric dentist in September and seasonal lower volumes. A replacement has been recruited and with the launching of IV sedation and the Farmworker increase, visits are projected to achieve budget by year end.

2. Consultant Report on Revenue Cycle Review and Assessment:

- Just to refresh, the purpose of the engagement was: *“To perform a high-level revenue cycle assessment to ascertain the current processes and systems in place for charge capture, billing, claims follow up and account adjustments since in-sourcing the billing activities late 2017.”*
- The WIPFLI Financial Consultant Gwynn Smith’s verbal debriefing from her 12/5/18 visit was reported in the December CFO Report. Her comments focused on the significant progress made since her 2017 visit, the “remarkably good” aging of accounts and the mission-focused, pleasant, professional staff.
- The consultant’s draft report was just received last week and is under review by the SDH accounting team. Her summary of findings is consistent with verbal debriefing; her list of policy/procedure recommendations needs further clarification.

3. Strategic Initiatives:

- **San Mateo County FQHC Partnership *is making material progress:***
The County’s draft agreement was sent to both County counsel and SDH leadership and will need some ‘language’ clean up as it emphasizes “medical” and not “dental” services which triggers hospital-related language not relevant. Also, the opening fee proposal portends serious negotiations ahead.
- **Sequoia Healthcare District:**
 - SDH is under consideration for funding support from Sequoia’s “Uncommitted Tax Revenue” fund which is separate from its annual community grant program.
 - SDH executive team had an informative and productive meeting with Sequoia’s CEO on Friday, January 11th to go over SDH’s updated FY 2018 visit data for patients living in the Sequoia District zip codes and SDH’s proposed funding request.

- The funding request will be on the District’s Board agenda on February 6, 2019. Proposed funding would be used to cover uncompensated care rendered to patients at the San Mateo Center.

4. Other:

- **Proposed Dental Assistant tuition assistance program – Old Business Item on agenda**
At its 12/13/18 meeting, the PHCD Board approved expanding the District’s current tuition assistance, loan forgiveness program for dental assistant students attending the College of San Mateo program. Next steps:
 - Meet with CSM to confirm their vision for the program’s future given the recent low number of enrollees.
 - Research the profile of the “ideal” program candidate - I.e. most likely to graduate and seek employment in the local area.
 - Develop draft term sheet for eligible candidates.
 - Identify incentive opportunities to recruit participants into the program and keep graduates in the community.
 - Research community salary dynamic.
- **Savings Account – New Business item on agenda**
As reported in the December CFO report, we are proposing that a savings account be opened at Boston Private to be used to hold grant funds that are restricted for specific purposes. Currently, all funds are in the checking account which overstates available cash and creates the potential for depleting restricted funds.
- **Management Services Agreement with PHCD – New Business item on agenda**
We are proposing that PHCD continue to be available to SDH, upon request of the SDH CEO and/or SDH Board Chair, to provide consulting services and administrative support. The proposed changes will make it an 18-month agreement that aligns with the term of the PHCD funding and expands who from PHCD would be offering services:
“...PHCD agrees to provide to SDH the management consulting services of its Chief Executive Officer (CEO), Chief Business Officer (CBO) and Administrative support staff as needed....”
- **County Farm Workers Contract Extension:** - New Business agenda item
 - The County has proposed a 2-year extension to the existing agreement; term to be 1/1/19 through 12/31/20; same fee per new patient within a calendar year, with a commitment to serve 115 unduplicated patients per year.
 - An analysis of the impact of this program has been done and will be shared at the meeting.
 - **Management recommends approval of the extension.**

D



DATE: January 14, 2019
TO: SDH Board of Directors
CC: Cheryl Fama, CFO
FROM: Tina Wang, Senior Accountant, Vickie Yee, PHCD CBO
RE: **November Unaudited Financials and YTD Performance to Budget**

November PERFORMANCE:

- A. Revenue:** Net Patient Revenue was **\$150,535**
 - 1. 888 visits –5% better than budget (45 more than budget of 843)
 - 2. Total deductions from gross revenue were 49%(4% better than prior month)
 - 3. Net patient revenue was 29% better than budget

- B. Donations/Grants & Other Income:** **\$141,208** – \$75,000 received from PHCD, \$65,555 grant released from restrictions which includes \$40,000 from the Bothin Foundation for IV sedation

- C. EXPENSES:**
 - 1. **Direct Expense: \$132,069** --\$27,528 less than prior month due to personnel costs (unpaid leave during the holiday season), and lower dental supplies and lab fees due to lower visit volume.
 - 2. **Indirect Expense: \$111,147** --\$3,824 higher than prior month due to a combination of higher payroll expenses from new hire and lower office supplies expenses.

NET INCOME: \$48,527

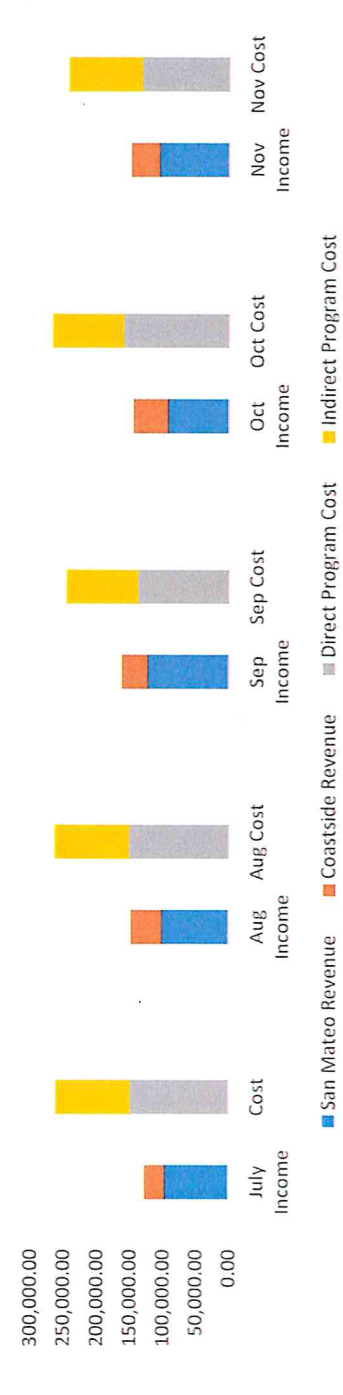
YTD PERFORMANCE TO BUDGET (July-November): YTD net income is **\$190,185** better than budget. Cash-flow is **\$183,874** better than budget. PHCD grant received to date is **\$250,000** (four months), no support needed from PHCD in September.

| | YTD Actual | Budget | Performance |
|---------------------------------|-------------------------|--------------------------|--------------------|
| <i>Visits</i> | <i>4495</i> | <i>4738</i> | <i>(243)</i> |
| Gross Patient Revenue | \$1,439,055 | \$ 1,388,383 | +4% |
| Uncompensated Care (Deductions) | <\$698,234> | <\$724,982> | +1% |
| Grants/Donations/Other Income | \$449,875 | \$436,290 | +3% |
| Direct Cost | <\$729,062> | <\$750,749> | 3% |
| Indirect Cost | <\$550,895> | <\$628,388> | +12% |
| Net Income | <\$89,261> | <\$279,446> | +67% |
| <i>non-cash items adj.</i> | | | |
| Depreciation | \$109,972 | \$117,395 | +6% |
| Deferred Expenses | \$104,255 | \$103,145 | +0% |
| Est. Cash-flow | \$124,966 | <58,908> | 312% |

Sonrisas Dental Health Operations

| | Jul 18 | Aug 18 | Sept 18 | Oct 18 | Nov 18 | Total | YTD Budget | B(W) |
|------------------------------|------------------|------------------|-----------------|------------------|-----------------|------------------|------------------|----------|
| San Mateo Revenue | 97,167 | 102,683 | 123,399 | 92,960 | 106,439 | 522,647 | 472,584 | 50,063 |
| Coastside Revenue | 31,860 | 47,574 | 40,736 | 53,909 | 44,096 | 218,175 | 190,815 | 27,360 |
| Total Net Revenue | 129,026 | 150,257 | 164,134 | 146,869 | 150,535 | 740,821 | 663,399 | 77,422 |
| Direct Program Cost | 148,779 | 150,914 | 137,703 | 159,597 | 132,069 | 729,062 | 750,749 | 21,687 |
| Indirect Program Cost | 112,325 | 111,964 | 108,136 | 107,323 | 111,147 | 550,895 | 628,388 | 77,493 |
| Total Cost | 261,103 | 262,878 | 245,839 | 266,921 | 243,216 | 1,279,957 | 1,379,137 | 99,180 |
| TOTAL | (132,077) | (112,621) | (81,705) | (120,052) | (92,682) | (539,136) | (715,738) | 176,602 |
| Dividend/Other Income | 2,440 | 376 | 3,797 | 342 | 311 | 6,955 | 12,750 | (5,795) |
| Donations Received | 7,320 | 14,366 | 16,094 | 38,931 | 65,897 | 142,609 | 111,040 | 31,569 |
| Grant from PHCD | 75,000 | 75,000 | 0 | 75,000 | 75,000 | 300,000 | 312,500 | (12,500) |
| OTHER INCOME | 84,760 | 89,742 | 19,891 | 114,273 | 141,209 | 449,875 | 436,290 | 13,585 |
| NET INCOME | (47,317) | (22,879) | (61,814) | (5,778) | 48,527 | (89,261) | (279,448) | 190,187 |

Net Revenue VS. Cost By Center Per Month YTD As of 11/30/2018



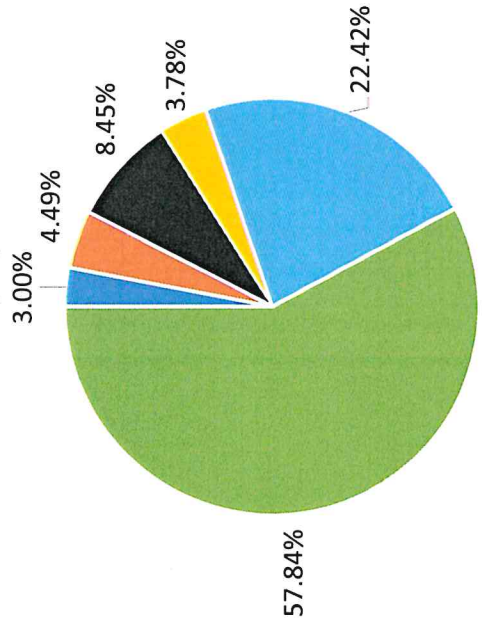
Visits by Center

| | Jul 18 | Aug 18 | Sept 18 | Oct 18 | Nov 18 | Total | Budget | Variance |
|---------------------|------------|------------|------------|------------|------------|-------------|-------------|--------------|
| San Mateo Visits | 608 | 569 | 468 | 611 | 553 | 2809 | 3179 | (370) |
| Coastside Visits | 338 | 375 | 277 | 361 | 335 | 1686 | 1559 | 127 |
| Total Visits | 946 | 944 | 745 | 972 | 888 | 4495 | 4738 | (243) |

Visits by Payer

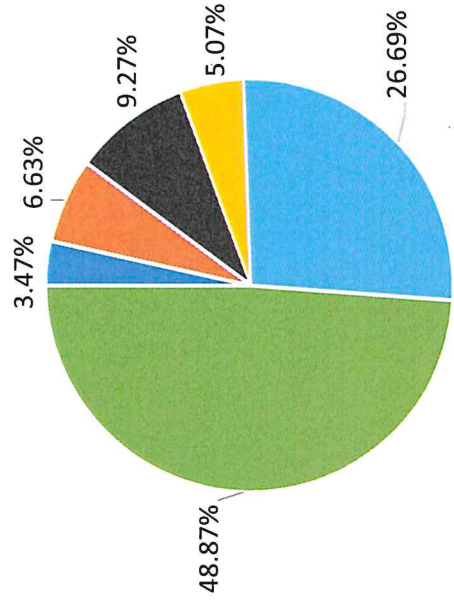
| | Jul 18 | Aug 18 | Sept 18 | Oct 18 | Nov 18 | Total | Budget | Variance |
|-------------------------|------------|------------|------------|------------|------------|-------------|-------------|--------------|
| Commercial Insurance | 51 | 40 | 35 | 41 | 35 | 202 | 245 | (43) |
| PPO | 236 | 186 | 177 | 209 | 200 | 1008 | 1,075 | (67) |
| Public Dental Insurance | 517 | 583 | 425 | 567 | 508 | 2600 | 2750 | (150) |
| Private Pay | 34 | 41 | 23 | 37 | 35 | 170 | 115 | 55 |
| Affordable Scale | 89 | 79 | 53 | 86 | 73 | 380 | 465 | (85) |
| Farmworker | 19 | 15 | 32 | 32 | 37 | 135 | 88 | 47 |
| Total Visits | 946 | 944 | 745 | 972 | 888 | 4495 | 4738 | (243) |

Visits By Payer As a Percentage
YTD as of 11/30/2018



- Farmworker
- Private Pay
- Commercial Insurance
- Affordable Scale
- Public Dental Insurance

Net Revenue by Payer As a Percentage
YTD as of 11/30/2018

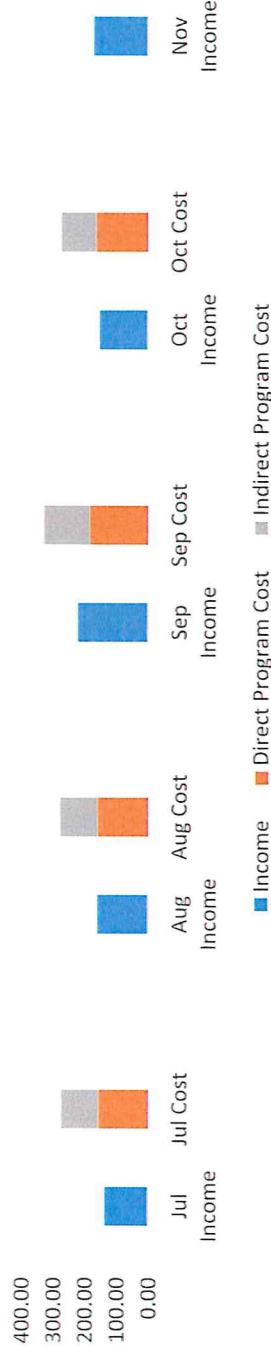


- Farmworker
- Private Pay
- Commercial Insurance
- Affordable Scale
- Public Dental Insurance

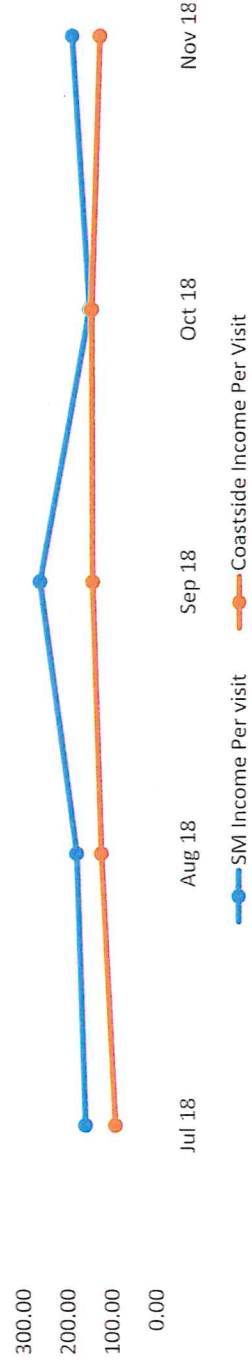
| Avg. Income (Loss) per Visit | |
|------------------------------|--------------------|
| | YTD |
| Net Revenue per Visit | \$ 167.30 |
| Direct Cost per Visit | \$ (162.98) |
| Indirect Cost per Visit | \$ (123.61) |
| Net Income per Visit | \$ (119.29) |

| True Income (Loss) per Visit by Payer | |
|---------------------------------------|-------------|
| Payer | Avg. YTD |
| Commercial Insurance | \$ 22.54 |
| PPO | \$ (27.14) |
| Public Dental Insurance | \$ (208.20) |
| Private Pay | \$ 166.46 |
| Affordable Scale | \$ 96.89 |

Income vs. Cost Per Visits by Month



Avg. Net Revenue (Before Expenses) Per Visits by Center



SONRISAS DENTAL HEALTH, INC.

Profit & Loss
July through November 2018

| | Jul 18 | Aug 18 | Sep 18 | Oct 18 | Nov 18 | TOTAL |
|--|---------------------|---------------------|--------------------|---------------------|---------------------|---------------------|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| Program Revenue | | | | | | |
| Patient Services | | | | | | |
| 4103 · Commercial Insurance | 14,502.00 | 8,009.00 | 14,612.00 | 13,525.40 | 8,075.00 | 58,723.40 |
| 4102 · PPO | 68,480.00 | 61,260.00 | 54,972.00 | 67,399.00 | 67,617.00 | 319,728.00 |
| 4100 · Public Dental Insurance | 155,280.00 | 188,292.00 | 149,057.00 | 187,588.00 | 174,988.00 | 855,205.00 |
| 4106 · Private Pay | 5,659.00 | 9,169.00 | 6,868.00 | 8,465.00 | 9,204.00 | 39,365.00 |
| 4101 · Affordable Scale | 16,539.00 | 31,805.00 | 19,791.00 | 22,944.00 | 20,464.00 | 111,543.00 |
| 4104 · Farmworker | 8,427.00 | 5,524.00 | 10,674.00 | 12,629.00 | 17,237.00 | 54,491.00 |
| Total Patient Services | 268,887.00 | 304,059.00 | 255,974.00 | 312,550.40 | 297,585.00 | 1,439,055.40 |
| Uncompensated Care | | | | | | |
| 5020 · Prior Period Adjustment | 6,137.00 | 15,045.24 | 13,893.12 | (19,338.14) | (24,809.02) | (9,071.80) |
| 5005 · Commercial Insurance | (1,740.50) | (298.10) | (608.20) | (2,355.40) | (2,266.60) | (7,268.80) |
| 5004 · PPO | (26,119.00) | (18,136.20) | (19,440.00) | (24,946.90) | (24,037.30) | (112,679.40) |
| 5009 · Public Dental Insurance | (104,864.20) | (135,412.60) | (72,239.00) | (92,342.50) | (71,228.65) | (476,086.95) |
| 5007 · Affordable Scale | (5,027.70) | (10,414.60) | (6,530.20) | (8,759.20) | (8,913.00) | (39,644.70) |
| 5003 · Farmworker Program | (2,632.30) | (606.40) | (2,708.40) | (13,110.60) | (8,549.80) | (27,607.50) |
| 5001 · Fee Adjustments | (5,614.10) | (3,979.40) | (4,206.90) | (4,828.90) | (7,245.84) | (25,875.14) |
| Total Uncompensated Care | (139,860.80) | (153,802.06) | (91,839.58) | (165,681.64) | (147,050.21) | (698,234.29) |
| Total Program Revenue | 129,026.20 | 150,256.94 | 164,134.42 | 146,868.76 | 150,534.79 | 740,821.11 |
| Donations and Incentives | | | | | | |
| 5100 · Donations | 183.90 | 41.59 | 872.60 | 15,380.42 | 342.60 | 16,821.11 |
| Events/Fundraisers | | | | | | |
| 5105 · Raffle | 2,135.00 | 80.00 | 0.00 | 0.00 | 0.00 | 2,215.00 |
| 5106 · Other Events | 0.00 | 0.00 | 916.70 | 0.00 | 0.00 | 916.70 |
| Total Events/Fundraisers | 2,135.00 | 80.00 | 916.70 | 0.00 | 0.00 | 3,131.70 |
| 5150 · Unrestricted Grants | 75,000.00 | 75,000.00 | 0.00 | 75,000.00 | 75,000.00 | 300,000.00 |
| 5199 · Net Assets Released from Restri | 7,136.25 | 14,324.06 | 16,093.95 | 23,550.96 | 65,554.71 | 126,659.93 |
| Total Donations and Incentives | 84,455.15 | 89,445.65 | 17,883.25 | 113,931.38 | 140,897.31 | 446,612.74 |
| 4999 · Uncategorized Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Income | 213,481.35 | 239,702.59 | 182,017.67 | 260,800.14 | 291,432.10 | 1,187,433.85 |
| Gross Profit | 213,481.35 | 239,702.59 | 182,017.67 | 260,800.14 | 291,432.10 | 1,187,433.85 |
| Expense | | | | | | |
| Direct Program Costs | | | | | | |
| Personnel | | | | | | |
| 5250 · Direct Program Salaries | 118,356.67 | 110,238.76 | 106,094.42 | 126,034.81 | 107,377.73 | 568,102.39 |
| 5260 · Payroll Taxes | 8,870.46 | 8,255.40 | 7,977.06 | 9,430.10 | 7,733.91 | 42,266.93 |
| 5261 · Unemployment Taxes | 447.76 | 608.66 | 654.87 | 566.24 | 482.82 | 2,760.35 |
| 5270 · Benefits | 1,735.88 | 1,907.49 | 1,710.52 | 338.11 | 3,208.90 | 8,900.90 |
| 5275 · 401k Match | 767.59 | 781.33 | 662.25 | 771.78 | 570.23 | 3,553.18 |
| 5278 · Worker's Comp. | 1,144.33 | 1,144.33 | 1,144.33 | 1,144.33 | 1,144.33 | 5,721.65 |
| 5280 · Continuing Educ. | 0.00 | 0.00 | 25.00 | 0.00 | 0.00 | 25.00 |
| 5281 · Licenses and Registrations | 60.91 | 60.91 | 204.49 | 344.49 | 184.49 | 855.29 |
| Total Personnel | 131,383.60 | 122,996.88 | 118,472.94 | 138,629.86 | 120,702.41 | 632,185.69 |
| 5320 · Dental Supplies | 9,407.21 | 14,386.23 | 10,211.94 | 14,129.55 | 5,530.78 | 53,665.71 |
| 5326 · Dental Equipment Repair | 747.07 | 214.00 | 278.00 | 257.42 | 708.98 | 2,205.47 |
| 5330 · Lab Fees | 6,480.38 | 12,255.79 | 7,665.98 | 6,048.40 | 3,408.74 | 35,859.29 |
| 5331 · Uniforms | 83.89 | 384.74 | 0.00 | 50.00 | 50.00 | 568.63 |
| Contracted Services | | | | | | |
| 5303 · Sterilization Services | 614.37 | 614.37 | 1,012.37 | 420.00 | 1,575.00 | 4,236.11 |
| 5305 · Shredding | 62.00 | 62.00 | 62.00 | 62.00 | 93.00 | 341.00 |
| Total Contracted Services | 676.37 | 676.37 | 1,074.37 | 482.00 | 1,668.00 | 4,577.11 |
| Total Direct Program Costs | 148,778.52 | 150,914.01 | 137,703.23 | 159,597.23 | 132,068.91 | 729,061.90 |
| Indirect Costs | | | | | | |
| Administrative Personnel | | | | | | |
| 5450 · Salaries/Wages | 38,619.94 | 30,743.67 | 27,212.46 | 31,344.03 | 39,894.85 | 167,814.95 |
| 5460 · Payroll Taxes, Admin/Mgmt | 2,924.82 | 2,226.39 | 985.85 | 1,351.76 | 2,062.77 | 9,551.59 |
| 5461 · Unemployment Taxes | 253.85 | 265.37 | 230.77 | 264.87 | 137.50 | 1,152.36 |
| 5470 · Benefits | 1,416.89 | 1,527.83 | (292.61) | 1,862.33 | 902.34 | 5,416.78 |
| 5475 · 401k Match, Admin/Mgmt. | 319.34 | 298.01 | 256.25 | 167.13 | 269.56 | 1,310.29 |
| 5478 · Worker's Comp. | 286.09 | 286.09 | 286.09 | 286.09 | 286.09 | 1,430.45 |
| Total Administrative Personnel | 43,820.93 | 35,347.36 | 28,678.81 | 35,276.21 | 43,553.11 | 186,676.42 |

SONRISAS DENTAL HEALTH, INC.
Profit & Loss
July through November 2018

| | Jul 18 | Aug 18 | Sep 18 | Oct 18 | Nov 18 | TOTAL |
|--|-------------|-------------|-------------|------------|------------|--------------|
| Business Taxes | | | | | | |
| 5520 · Property Taxes | 0.00 | 0.00 | 250.00 | 0.00 | 0.00 | 250.00 |
| Total Business Taxes | 0.00 | 0.00 | 250.00 | 0.00 | 0.00 | 250.00 |
| Facilities Expenses | | | | | | |
| 5600 · Auto Expenses | 105.58 | 325.49 | 305.60 | 344.49 | 310.94 | 1,392.10 |
| 5610 · Building Maintenance | 927.60 | 628.60 | 727.60 | 879.25 | 628.60 | 3,791.65 |
| 5611 · Janitorial Service | 1,655.00 | 1,655.00 | 1,655.00 | 3,145.00 | 1,655.00 | 9,765.00 |
| 5670 · Rent | 18,529.00 | 19,129.00 | 19,129.00 | 19,129.00 | 19,129.00 | 95,045.00 |
| 5672 · Phone / Internet | 1,007.02 | 1,382.26 | 1,502.76 | 1,265.66 | 1,096.71 | 6,254.41 |
| 5680 · Utilities | 2,015.90 | 2,425.76 | 2,042.42 | 2,958.04 | 2,160.16 | 11,602.28 |
| Total Facilities Expenses | 24,240.10 | 25,546.11 | 25,362.38 | 27,721.44 | 24,980.41 | 127,850.44 |
| Office Exp. | | | | | | |
| 5502 · Claims Processing | 133.14 | 87.08 | 117.74 | 117.74 | 130.66 | 586.36 |
| 5504 · Payroll Processing / BG Checks | 562.20 | 1,082.99 | 628.66 | 944.10 | 933.61 | 4,151.56 |
| 5616 · Patient Notification | 494.95 | 494.95 | 485.00 | 485.00 | 494.95 | 2,454.85 |
| 5660 · Office Supplies | 550.14 | 1,152.08 | 2,436.04 | 1,117.19 | 567.59 | 5,823.04 |
| 5665 · Postage and Shipping | 256.26 | 316.80 | 286.07 | 316.20 | 3.95 | 1,179.28 |
| 5668 · Printing Costs | 103.73 | 281.37 | 64.31 | 441.98 | 26.10 | 917.49 |
| Total Office Exp. | 2,100.42 | 3,415.27 | 4,017.82 | 3,422.21 | 2,156.86 | 15,112.58 |
| Equipment Expenses | | | | | | |
| 5507 · Computer Support | 3,292.88 | 3,495.45 | 4,322.60 | 3,819.53 | 3,025.00 | 17,955.46 |
| 5608 · Software Support | 781.00 | 751.00 | 844.00 | 916.00 | 1,199.00 | 4,491.00 |
| Total Equipment Expenses | 4,073.88 | 4,246.45 | 5,166.60 | 4,735.53 | 4,224.00 | 22,446.46 |
| Insurance | | | | | | |
| 5635 · Auto Insurance | 610.48 | 610.48 | 610.48 | 610.48 | 610.48 | 3,052.40 |
| 5636 · Malpractice (Prof. Liab.) | 416.66 | 416.66 | 416.66 | 416.66 | 416.66 | 2,083.30 |
| 5637 · Liability & Property | 935.50 | 935.50 | 935.50 | 935.50 | 935.50 | 4,677.50 |
| 5638 · Directors & Officer Liability | 294.50 | 180.50 | 280.50 | 280.50 | 280.50 | 1,316.50 |
| Total Insurance | 2,257.14 | 2,143.14 | 2,243.14 | 2,243.14 | 2,243.14 | 11,129.70 |
| Fundraising Expenses | | | | | | |
| 5632 · Fundraising Expenses | 0.00 | 192.10 | (42.10) | 894.81 | 450.00 | 1,494.81 |
| 5633 · Fundraising Consulting | 2,436.00 | 7,439.50 | 5,762.00 | 432.00 | 0.00 | 16,069.50 |
| Total Fundraising Expenses | 2,436.00 | 7,631.60 | 5,719.90 | 1,326.81 | 450.00 | 17,564.31 |
| Fees and Interest | | | | | | |
| 5605 · Service Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5625 · Penalty charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5641 · Finance Charges | 82.45 | 140.36 | 24.42 | 69.56 | 118.94 | 435.73 |
| 5642 · Loan Interest | 4,682.98 | 4,759.26 | 4,762.11 | 5,843.36 | 5,062.11 | 25,109.82 |
| 5650 · Merchant Processing | 667.19 | 777.16 | 812.14 | 838.31 | 691.53 | 3,786.33 |
| Total Fees and Interest | 5,432.62 | 5,676.78 | 5,598.67 | 6,751.23 | 5,872.58 | 29,331.88 |
| 5615 · Depreciation Expense | 22,278.86 | 22,278.86 | 22,278.86 | 20,834.94 | 22,300.88 | 109,972.40 |
| 5618 · Dues, Fees & License | 115.65 | 302.65 | 115.65 | 115.65 | 465.65 | 1,115.25 |
| 5620 · Employee Goodwill | 83.84 | 83.55 | 90.96 | 9.00 | 0.00 | 267.35 |
| 5639 · Recruitment Expense | 225.00 | 480.15 | 372.52 | 39.12 | 75.00 | 1,191.79 |
| 5648 · Marketing Expense | 4,985.47 | 4,804.80 | 7,903.95 | 4,654.82 | 4,651.07 | 27,000.11 |
| Meeting & Travel Expenses | | | | | | |
| 5677 · Meals | 0.00 | 0.00 | 0.00 | 12.67 | 0.00 | 12.67 |
| 5678 · Mileage | 274.86 | 7.09 | 336.90 | 180.49 | 174.77 | 974.11 |
| Total Meeting & Travel Expenses | 274.86 | 7.09 | 336.90 | 193.16 | 174.77 | 986.78 |
| Total Indirect Costs | 112,324.77 | 111,963.81 | 108,136.16 | 107,323.26 | 111,147.47 | 550,895.47 |
| 6999 · Uncategorized Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expense | 261,103.29 | 262,877.82 | 245,839.39 | 266,920.49 | 243,216.38 | 1,279,957.37 |
| Net Ordinary Income | (47,621.94) | (23,175.23) | (63,821.72) | (6,120.35) | 48,215.72 | (92,523.52) |
| Other Income/Expense | | | | | | |
| Other Income | | | | | | |
| Other Income | | | | | | |
| 6121 · Dividends | 305.25 | 296.18 | 268.68 | 341.98 | 311.41 | 1,523.50 |
| 6130 · Other Income | 0.00 | 0.00 | 1,739.24 | 0.00 | 0.00 | 1,739.24 |
| Total Other Income | 305.25 | 296.18 | 2,007.92 | 341.98 | 311.41 | 3,262.74 |
| Total Other Income | 305.25 | 296.18 | 2,007.92 | 341.98 | 311.41 | 3,262.74 |
| Net Other Income | 305.25 | 296.18 | 2,007.92 | 341.98 | 311.41 | 3,262.74 |
| Net Income | (47,316.69) | (22,879.05) | (61,813.80) | (5,778.37) | 48,527.13 | (89,260.78) |

SONRISAS DENTAL HEALTH, INC.

Balance Sheet
As of November 30, 2018

| | Jul 31, 18 | Aug 31, 18 | Sep 30, 18 | Oct 31, 18 | Nov 30, 18 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| ASSETS | | | | | |
| Current Assets | | | | | |
| Checking/Savings | | | | | |
| Checking/Savings | | | | | |
| 1010 · Boston Private BusinessChecking | 202,254.01 | 336,530.87 | 198,527.72 | 328,576.31 | 273,091.73 |
| 1050 · Wells Fargo Checking | 21,320.03 | 21,320.03 | 21,320.03 | 21,320.03 | 21,320.03 |
| 1070 · Merrill Lynch | 198,698.42 | 198,994.60 | 199,263.28 | 199,605.26 | 199,916.67 |
| Total Checking/Savings | <u>422,272.46</u> | <u>556,845.50</u> | <u>419,111.03</u> | <u>549,501.60</u> | <u>494,328.43</u> |
| 1175 · Petty Cash - Coastside | 381.41 | 381.41 | 381.41 | 381.41 | 381.41 |
| 1176 · Petty Cash -San Mateo | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 |
| Total Checking/Savings | <u>422,853.87</u> | <u>557,426.91</u> | <u>419,692.44</u> | <u>550,083.01</u> | <u>494,909.84</u> |
| Accounts Receivable | | | | | |
| Accounts Receivable | | | | | |
| 1250 · Accounts Receivable - Services | 157,147.33 | 185,090.22 | 228,331.94 | 229,586.24 | 235,411.55 |
| 1260 · Accts.Rec.- Other Agencies | 4,580.00 | 2,290.00 | 12,595.00 | 19,465.00 | 21,755.00 |
| Total Accounts Receivable | <u>161,727.33</u> | <u>187,380.22</u> | <u>240,926.94</u> | <u>249,051.24</u> | <u>257,166.55</u> |
| Total Accounts Receivable | <u>161,727.33</u> | <u>187,380.22</u> | <u>240,926.94</u> | <u>249,051.24</u> | <u>257,166.55</u> |
| Other Current Assets | | | | | |
| 1400 · Prepaid Expense | 40,801.28 | 39,719.61 | 40,297.37 | 37,509.13 | 16,520.61 |
| 1405 · Work Comp Deposit | 1,898.00 | 1,898.00 | 1,898.00 | 1,898.00 | 1,898.00 |
| 1450 · Allowance for Bad Debt | (46,415.80) | (46,415.80) | (36,866.16) | (36,866.16) | (17,130.83) |
| 1499 · Undeposited Funds | 5,725.00 | 5,231.80 | 5,231.80 | 0.00 | 0.00 |
| Total Other Current Assets | <u>2,008.48</u> | <u>433.61</u> | <u>10,561.01</u> | <u>2,540.97</u> | <u>1,287.78</u> |
| Total Current Assets | <u>586,589.68</u> | <u>745,240.74</u> | <u>671,180.39</u> | <u>801,675.22</u> | <u>753,364.17</u> |
| Fixed Assets | | | | | |
| Fixed Assets | | | | | |
| 1320 · Leasehold Impvmnt. - Coastside | 25,886.14 | 25,886.14 | 25,886.14 | 25,886.14 | 25,886.14 |
| 1321 · Leasehold Improv. - S. Mateo | 1,016,755.76 | 1,016,755.76 | 1,016,755.76 | 1,016,755.76 | 1,016,755.76 |
| 1335 · Dental Equipment - Coastside | 117,755.81 | 117,755.81 | 117,755.81 | 117,755.81 | 117,755.81 |
| 1336 · Dental Equipment - San Mateo | 460,259.48 | 464,255.20 | 464,255.20 | 464,255.20 | 506,218.80 |
| 1340 · Computers - Coastside | 35,725.63 | 35,725.63 | 35,725.63 | 35,725.63 | 35,725.63 |
| 1341 · Computers - San Mateo | 65,633.05 | 65,633.05 | 65,633.05 | 65,633.05 | 65,633.05 |
| 1350 · Mobile Equipment | 188,945.09 | 188,945.09 | 188,945.09 | 188,945.09 | 188,945.09 |
| 1370 · Furniture/Fixtures - Coastside | 8,515.46 | 8,515.46 | 8,515.46 | 8,515.46 | 8,515.46 |
| 1371 · Furniture/Fixtures - S.Mateo | 109,021.12 | 109,021.12 | 109,021.12 | 109,021.12 | 109,021.12 |
| 1380 · Truck | 111,934.08 | 111,934.08 | 111,934.08 | 111,934.08 | 111,934.08 |
| Less Accumulated Depr. | | | | | |
| 1390 · Accum. Depreciation-Coastside | (141,462.63) | (142,698.91) | (143,935.19) | (145,171.47) | (146,407.75) |
| 1395 · Accum. Depreciation - San Mateo | (525,513.47) | (546,556.05) | (567,598.63) | (587,197.29) | (608,261.89) |
| Total Less Accumulated Depr. | <u>(666,976.10)</u> | <u>(689,254.96)</u> | <u>(711,533.82)</u> | <u>(732,368.76)</u> | <u>(754,669.64)</u> |
| Total Fixed Assets | <u>1,473,455.52</u> | <u>1,455,172.38</u> | <u>1,432,893.52</u> | <u>1,412,058.58</u> | <u>1,431,721.30</u> |
| Total Fixed Assets | <u>1,473,455.52</u> | <u>1,455,172.38</u> | <u>1,432,893.52</u> | <u>1,412,058.58</u> | <u>1,431,721.30</u> |
| Other Assets | | | | | |
| 1420 · Security Deposits | 14,697.00 | 14,697.00 | 14,697.00 | 14,697.00 | 14,697.00 |
| Total Other Assets | <u>14,697.00</u> | <u>14,697.00</u> | <u>14,697.00</u> | <u>14,697.00</u> | <u>14,697.00</u> |
| TOTAL ASSETS | <u>2,074,742.20</u> | <u>2,215,110.12</u> | <u>2,118,770.91</u> | <u>2,228,430.80</u> | <u>2,199,782.47</u> |
| LIABILITIES & EQUITY | | | | | |
| Liabilities | | | | | |
| Current Liabilities | | | | | |
| Accounts Payable | | | | | |
| 2000 · Accounts Payable | 48,946.87 | 54,174.93 | 5,325.87 | 15,190.31 | 37,291.17 |
| Total Accounts Payable | <u>48,946.87</u> | <u>54,174.93</u> | <u>5,325.87</u> | <u>15,190.31</u> | <u>37,291.17</u> |
| Credit Cards | | | | | |
| Credit Cards | | | | | |
| 2112 · Wells Fargo Visa-Rothstein | 1,102.60 | 1,641.08 | 1,229.24 | 1,451.32 | 612.40 |
| 2114 · Wells Fargo Visa-Kinniburgh | 4,145.21 | 5,467.60 | 4,582.71 | 3,905.63 | 5,015.38 |
| Total Credit Cards | <u>5,247.81</u> | <u>7,108.68</u> | <u>5,811.95</u> | <u>5,356.95</u> | <u>5,627.78</u> |

SONRISAS DENTAL HEALTH, INC.

Balance Sheet

As of November 30, 2018

| | Jul 31, 18 | Aug 31, 18 | Sep 30, 18 | Oct 31, 18 | Nov 30, 18 |
|--|----------------|----------------|----------------|----------------|----------------|
| Total Credit Cards | 5,247.81 | 7,108.68 | 5,811.95 | 5,356.95 | 5,627.78 |
| Other Current Liabilities | | | | | |
| 2205 · Accrued Interest | 520.83 | 781.24 | 1,041.65 | 260.39 | 260.38 |
| *Payroll Liabilities | | | | | |
| 2300 · Accrued Salaries/Wages | 64,325.25 | 72,815.25 | 81,164.33 | 108,753.67 | 48,870.51 |
| 2301 · Accrued PTO | 50,573.42 | 50,573.42 | 50,573.42 | 50,573.42 | 50,573.42 |
| 2321 · 401k Funds Payable | 4,188.44 | 5,461.52 | 6,083.77 | 4,631.22 | 7,281.07 |
| 2383 · Accrued Payroll Taxes | 22,143.80 | 19,720.26 | 20,608.93 | 23,583.99 | 18,420.43 |
| 2384 · Accrued PR Taxes on PTO | 3,868.87 | 3,868.87 | 3,868.87 | 3,868.87 | 3,868.87 |
| 2387 · Accrued 401K Match | 101.26 | 235.46 | 259.78 | 360.89 | 0.00 |
| Total *Payroll Liabilities | 145,201.04 | 152,674.78 | 162,559.10 | 191,772.06 | 129,014.30 |
| Patient Liabilities | | | | | |
| 2220 · Patient Prepayments - Coastside | 5,460.30 | 7,387.60 | 5,078.60 | 3,974.10 | 4,157.80 |
| 2221 · Patient Prepayments - SM | 14,143.55 | 16,924.50 | 12,091.30 | 18,939.10 | 14,155.30 |
| 2225 · Patient Refunds Payable -SM | 4,180.80 | 4,498.75 | 2,859.15 | 3,786.35 | 3,877.30 |
| 2226 · Patient Refunds Payable - CSTSE | 2,881.18 | 2,985.08 | 2,700.78 | 2,648.08 | 2,957.28 |
| Total Patient Liabilities | 26,665.83 | 31,795.93 | 22,729.83 | 29,347.63 | 25,147.68 |
| Total Other Current Liabilities | 172,387.70 | 185,251.95 | 186,330.58 | 221,380.08 | 154,422.36 |
| Total Current Liabilities | 226,582.38 | 246,535.56 | 197,468.40 | 241,927.34 | 197,341.31 |
| Long Term Liabilities | | | | | |
| 2701 · Accrued Rent Expense | 653,741.24 | 669,570.24 | 685,399.24 | 701,228.24 | 717,057.24 |
| 2702 · PHCD Operating Loan | 250,000.00 | 250,000.00 | 250,000.00 | 250,000.00 | 250,000.00 |
| 2703 · PHCD T.I. Loan | 1,108,354.36 | 1,108,354.36 | 1,108,354.36 | 1,108,354.36 | 1,108,354.36 |
| 2706 · Accr. Interest-TI Loan | 100,365.48 | 103,166.49 | 105,967.50 | 108,768.51 | 111,569.52 |
| 2707 · Accr. Interest-Def. Rent | 32,658.99 | 34,356.83 | 36,057.52 | 37,797.79 | 39,538.06 |
| Total Long Term Liabilities | 2,145,120.07 | 2,165,447.92 | 2,185,778.62 | 2,206,148.90 | 2,226,519.18 |
| Total Liabilities | 2,371,702.45 | 2,411,983.48 | 2,383,247.02 | 2,448,076.24 | 2,423,860.49 |
| Equity | | | | | |
| 3900 · Retained Earnings- Coastside | 1,180,974.54 | 1,180,974.54 | 1,180,974.54 | 1,180,974.54 | 1,180,974.54 |
| 3901 · Retained Earnings - San Mateo | (1,517,429.25) | (1,517,429.25) | (1,517,429.25) | (1,517,429.25) | (1,517,429.25) |
| 3905 · Restricted Net Assets- Coastsid | 17,324.90 | 83,311.67 | 80,430.07 | 73,104.34 | 65,778.61 |
| 3906 · Restricted Net Assets-S.Mateo | 69,486.25 | 126,465.42 | 123,558.07 | 181,492.84 | 135,858.86 |
| Net Income | (47,316.89) | (70,195.74) | (132,009.54) | (137,787.91) | (89,260.78) |
| Total Equity | (296,960.25) | (196,873.36) | (264,476.11) | (219,645.44) | (224,078.02) |
| TOTAL LIABILITIES & EQUITY | 2,074,742.20 | 2,215,110.12 | 2,118,770.91 | 2,228,430.80 | 2,199,782.47 |

SONRISAS DENTAL HEALTH, INC.
Profit & Loss Budget Performance
November 2018

| | <u>Nov 18</u> | <u>Budget</u> | <u>Jul - Nov 18</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|--|---------------------|---------------------|---------------------|---------------------|-----------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Program Revenue | | | | | |
| Patient Services | | | | | |
| 4103 · Commercial Insurance | 8,075.00 | 10,432.00 | 58,723.40 | 73,023.00 | 171,380.00 |
| 4102 · PPO | 67,617.00 | 58,638.00 | 319,728.00 | 315,180.00 | 754,966.00 |
| 4100 · Public Dental Insurance | 174,988.00 | 151,917.00 | 855,205.00 | 838,086.00 | 2,071,049.00 |
| 4106 · Private Pay | 9,204.00 | 4,940.00 | 39,365.00 | 28,405.00 | 134,190.00 |
| 4101 · Affordable Scale | 20,464.00 | 21,000.00 | 111,543.00 | 108,498.00 | 258,996.00 |
| 4104 · Farmworker | 17,237.00 | 2,863.00 | 54,491.00 | 25,191.00 | 69,357.00 |
| Total Patient Services | <u>297,585.00</u> | <u>249,790.00</u> | <u>1,439,055.40</u> | <u>1,388,383.00</u> | <u>3,459,938.00</u> |
| Uncompensated Care | | | | | |
| 5020 · Prior Period Adjustment | (24,809.02) | (2,000.00) | (9,071.80) | (10,000.00) | (24,800.00) |
| 5005 · Commercial Insurance | (2,266.60) | (353.00) | (7,268.80) | (2,472.00) | (5,802.00) |
| 5004 · PPO | (24,037.30) | (22,083.00) | (112,679.40) | (118,699.00) | (284,326.00) |
| 5009 · Public Dental Insurance | (71,228.65) | (101,197.00) | (476,086.95) | (556,656.00) | (1,371,383.00) |
| 5006 · Private Pay | 0.00 | 0.00 | 0.00 | 0.00 | (31,500.00) |
| 5007 · Affordable Scale | (8,913.00) | (7,191.00) | (39,644.70) | (37,155.00) | (88,692.00) |
| 5003 · Farmworker Program | (8,549.80) | 0.00 | (27,607.50) | 0.00 | 0.00 |
| 5001 · Fee Adjustments | (7,245.84) | 0.00 | (25,875.14) | 0.00 | 0.00 |
| Total Uncompensated Care | <u>(147,050.21)</u> | <u>(132,824.00)</u> | <u>(698,234.29)</u> | <u>(724,982.00)</u> | <u>(1,806,503.00)</u> |
| Total Program Revenue | <u>150,534.79</u> | <u>116,966.00</u> | <u>740,821.11</u> | <u>663,401.00</u> | <u>1,653,435.00</u> |
| Donations and Incentives | | | | | |
| 5100 · Donations | 342.60 | 1,500.00 | 16,821.11 | 7,500.00 | 27,500.00 |
| 5103 · Incentives | 0.00 | 0.00 | 0.00 | 0.00 | 50,000.00 |
| Events/Fundraisers | | | | | |
| 5105 · Raffle | 0.00 | 0.00 | 2,215.00 | 4,500.00 | 4,500.00 |
| 5106 · Other Events | 0.00 | 0.00 | 916.70 | 0.00 | 9,000.00 |
| Total Events/Fundraisers | <u>0.00</u> | <u>0.00</u> | <u>3,131.70</u> | <u>4,500.00</u> | <u>13,500.00</u> |
| 5150 · Unrestricted Grants | 75,000.00 | 62,500.00 | 300,000.00 | 312,500.00 | 750,000.00 |
| 5199 · Net Assets Released from Restri | 65,554.71 | 22,208.00 | 126,659.93 | 111,040.00 | 267,996.00 |
| Total Donations and Incentives | <u>140,897.31</u> | <u>86,208.00</u> | <u>446,612.74</u> | <u>435,540.00</u> | <u>1,108,996.00</u> |
| Total Income | <u>291,432.10</u> | <u>203,174.00</u> | <u>1,187,433.85</u> | <u>1,098,941.00</u> | <u>2,762,431.00</u> |
| Gross Profit | <u>291,432.10</u> | <u>203,174.00</u> | <u>1,187,433.85</u> | <u>1,098,941.00</u> | <u>2,762,431.00</u> |
| Expense | | | | | |
| Direct Program Costs | | | | | |
| Personnel | | | | | |
| 5250 · Direct Program Salaries | 107,377.73 | 117,853.00 | 568,102.39 | 565,346.00 | 1,441,179.00 |
| 5260 · Payroll Taxes | 7,733.91 | 8,846.00 | 42,266.93 | 42,429.00 | 111,208.00 |
| 5261 · Unemployment Taxes | 482.82 | 1,227.00 | 2,760.35 | 5,847.00 | 15,210.00 |
| 5270 · Benefits | 3,208.90 | 4,658.00 | 8,900.90 | 22,389.00 | 56,713.00 |
| 5275 · 401k Match | 570.23 | 1,339.00 | 3,553.18 | 6,438.00 | 16,307.00 |
| 5278 · Worker's Comp. | 1,144.33 | 1,371.00 | 5,721.65 | 6,834.00 | 16,548.00 |
| 5280 · Continuing Educ. | 0.00 | 100.00 | 25.00 | 500.00 | 1,200.00 |
| 5281 · Licenses and Registrations | 184.49 | 0.00 | 855.29 | 0.00 | 0.00 |
| Total Personnel | <u>120,702.41</u> | <u>135,394.00</u> | <u>632,185.69</u> | <u>649,783.00</u> | <u>1,658,365.00</u> |
| 5320 · Dental Supplies | 5,530.78 | 9,799.00 | 53,665.71 | 54,302.00 | 135,040.00 |
| 5325 · Small Dental Equipment | 0.00 | 143.00 | 0.00 | 801.00 | 1,938.00 |
| 5326 · Dental Equipment Repair | 708.98 | 716.00 | 2,205.47 | 4,016.00 | 9,711.00 |
| 5330 · Lab Fees | 3,408.74 | 6,883.00 | 35,859.29 | 38,403.00 | 98,421.00 |
| 5331 · Uniforms | 50.00 | 0.00 | 568.63 | 0.00 | 1,600.00 |
| Contracted Services | | | | | |
| 5301 · Contract Employees | 0.00 | 0.00 | 0.00 | 0.00 | 13,800.00 |
| 5303 · Sterilization Services | 1,575.00 | 556.00 | 4,236.11 | 3,119.00 | 7,544.00 |
| 5304 · Pathogen Testing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5305 · Shredding | 93.00 | 65.00 | 341.00 | 325.00 | 780.00 |

SONRISAS DENTAL HEALTH, INC.
Profit & Loss Budget Performance
November 2018

| | Nov 18 | Budget | Jul - Nov 18 | YTD Budget | Annual Budget |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Total Contracted Services | <u>1,668.00</u> | <u>621.00</u> | <u>4,577.11</u> | <u>3,444.00</u> | <u>22,124.00</u> |
| Total Direct Program Costs | <u>132,068.91</u> | <u>153,556.00</u> | <u>729,061.90</u> | <u>750,749.00</u> | <u>1,927,199.00</u> |
| Indirect Costs | | | | | |
| Administrative Personnel | | | | | |
| 5450 · Salaries/Wages | 39,894.85 | 44,209.00 | 167,814.95 | 206,045.00 | 515,508.00 |
| 5460 · Payroll Taxes, Admin/Mgmt | 2,062.77 | 3,316.00 | 9,551.59 | 15,455.00 | 40,656.00 |
| 5461 · Unemployment Taxes | 137.50 | 442.00 | 1,152.36 | 2,060.00 | 5,154.00 |
| 5470 · Benefits | 902.34 | 3,095.00 | 5,416.78 | 14,425.00 | 36,090.00 |
| 5475 · 401k Match, Admin/Mgmt. | 269.56 | 575.00 | 1,310.29 | 2,680.00 | 6,705.00 |
| 5478 · Worker's Comp. | 286.09 | 350.00 | 1,430.45 | 1,750.00 | 4,200.00 |
| Total Administrative Personnel | <u>43,553.11</u> | <u>51,987.00</u> | <u>186,676.42</u> | <u>242,415.00</u> | <u>608,313.00</u> |
| Business Taxes | | | | | |
| 5520 · Property Taxes | 0.00 | | 250.00 | | |
| Total Business Taxes | <u>0.00</u> | | <u>250.00</u> | | |
| Facilities Expenses | | | | | |
| 5600 · Auto Expenses | 310.94 | 600.00 | 1,392.10 | 3,000.00 | 7,200.00 |
| 5610 · Building Maintenance | 628.60 | 700.00 | 3,791.65 | 3,500.00 | 8,400.00 |
| 5611 · Janitorial Service | 1,655.00 | 1,859.00 | 9,765.00 | 9,295.00 | 22,308.00 |
| 5670 · Rent | 19,129.00 | 19,184.00 | 95,045.00 | 95,920.00 | 233,058.00 |
| 5672 · Phone / Internet | 1,096.71 | 1,100.00 | 6,254.41 | 5,500.00 | 13,200.00 |
| 5680 · Utilities | 2,160.16 | 2,200.00 | 11,602.28 | 11,000.00 | 26,400.00 |
| Total Facilities Expenses | <u>24,980.41</u> | <u>25,643.00</u> | <u>127,850.44</u> | <u>128,215.00</u> | <u>310,566.00</u> |
| Office Exp. | | | | | |
| 5502 · Claims Processing | 130.66 | 120.00 | 586.36 | 600.00 | 1,440.00 |
| 5504 · Payroll Processing / BG Checks | 933.61 | 500.00 | 4,151.56 | 2,500.00 | 6,400.00 |
| 5616 · Patient Notification | 494.95 | 500.00 | 2,454.85 | 2,500.00 | 6,000.00 |
| 5660 · Office Supplies | 567.59 | 800.00 | 5,823.04 | 4,000.00 | 9,600.00 |
| 5665 · Postage and Shipping | 3.95 | 150.00 | 1,179.28 | 750.00 | 1,800.00 |
| 5668 · Printing Costs | 26.10 | 200.00 | 917.49 | 1,000.00 | 2,400.00 |
| Total Office Exp. | <u>2,156.86</u> | <u>2,270.00</u> | <u>15,112.58</u> | <u>11,350.00</u> | <u>27,640.00</u> |
| Equipment Expenses | | | | | |
| 5507 · Computer Support | 3,025.00 | 3,500.00 | 17,955.46 | 17,500.00 | 42,000.00 |
| 5608 · Software Support | 1,199.00 | 600.00 | 4,491.00 | 3,000.00 | 7,200.00 |
| 5630 · Office. Equip. Maintenance | 0.00 | 100.00 | 0.00 | 500.00 | 1,200.00 |
| Total Equipment Expenses | <u>4,224.00</u> | <u>4,200.00</u> | <u>22,446.46</u> | <u>21,000.00</u> | <u>50,400.00</u> |
| Insurance | | | | | |
| 5635 · Auto Insurance | 610.48 | 450.00 | 3,052.40 | 2,250.00 | 5,400.00 |
| 5636 · Malpractice (Prof. Liab.) | 416.66 | 420.00 | 2,083.30 | 2,100.00 | 5,040.00 |
| 5637 · Liability & Property | 935.50 | 925.00 | 4,677.50 | 4,625.00 | 11,100.00 |
| 5638 · Directors & Officer Liability | 280.50 | 300.00 | 1,316.50 | 1,500.00 | 3,600.00 |
| Total Insurance | <u>2,243.14</u> | <u>2,095.00</u> | <u>11,129.70</u> | <u>10,475.00</u> | <u>25,140.00</u> |
| Outsourced Services | | | | | |
| 5503 · Consultants | 0.00 | 100.00 | 0.00 | 5,000.00 | 5,700.00 |
| 5508 · Professional Fees | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 |
| Total Outsourced Services | <u>0.00</u> | <u>100.00</u> | <u>0.00</u> | <u>5,000.00</u> | <u>5,900.00</u> |
| Fundraising Expenses | | | | | |
| 5632 · Fundraising Expenses | 450.00 | 110.00 | 1,494.81 | 550.00 | 2,700.00 |
| 5633 · Fundraising Consulting | 0.00 | 4,000.00 | 16,069.50 | 20,000.00 | 48,000.00 |
| Total Fundraising Expenses | <u>450.00</u> | <u>4,110.00</u> | <u>17,564.31</u> | <u>20,550.00</u> | <u>50,700.00</u> |
| Fees and Interest | | | | | |
| 5605 · Service Charges | 0.00 | 75.00 | 0.00 | 375.00 | 900.00 |
| 5641 · Finance Charges | 118.94 | 0.00 | 435.73 | 0.00 | 0.00 |
| 5642 · Loan Interest | 5,062.11 | 4,800.00 | 25,109.82 | 24,000.00 | 57,600.00 |
| 5650 · Merchant Processing | 691.53 | 704.00 | 3,786.33 | 3,948.00 | 9,548.00 |
| Total Fees and Interest | <u>5,872.58</u> | <u>5,579.00</u> | <u>29,331.88</u> | <u>28,323.00</u> | <u>68,048.00</u> |

SONRISAS DENTAL HEALTH, INC.
Profit & Loss Budget Performance
November 2018

| | Nov 18 | Budget | Jul - Nov 18 | YTD Budget | Annual Budget |
|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| 5615 · Depreciation Expense | 22,300.88 | 24,279.00 | 109,972.40 | 117,395.00 | 287,348.00 |
| 5618 · Dues, Fees & License | 465.65 | 0.00 | 1,115.25 | 2,000.00 | 2,800.00 |
| 5620 · Employee Goodwill | 0.00 | 200.00 | 267.35 | 1,000.00 | 2,400.00 |
| 5639 · Recruitment Expense | 75.00 | 250.00 | 1,191.79 | 1,250.00 | 3,000.00 |
| 5648 · Marketing Expense | | | | | |
| 5651 · Outreach | 0.00 | 833.00 | 0.00 | 4,165.00 | 9,996.00 |
| 5648 · Marketing Expense - Other | 4,651.07 | 5,000.00 | 27,000.11 | 34,000.00 | 69,000.00 |
| Total 5648 · Marketing Expense | 4,651.07 | 5,833.00 | 27,000.11 | 38,165.00 | 78,996.00 |
| Meeting & Travel Expenses | | | | | |
| 5676 · Travel Costs | 0.00 | 150.00 | 0.00 | 750.00 | 1,800.00 |
| 5677 · Meals | 0.00 | 50.00 | 12.67 | 250.00 | 600.00 |
| 5678 · Mileage | 174.77 | 50.00 | 974.11 | 250.00 | 600.00 |
| Total Meeting & Travel Expenses | 174.77 | 250.00 | 986.78 | 1,250.00 | 3,000.00 |
| Total Indirect Costs | 111,147.47 | 126,796.00 | 550,895.47 | 628,388.00 | 1,524,251.00 |
| Total Expense | 243,216.38 | 280,352.00 | 1,279,957.37 | 1,379,137.00 | 3,451,450.00 |
| Net Ordinary Income | 48,215.72 | (77,178.00) | (92,523.52) | (280,196.00) | (689,019.00) |
| Other Income/Expense | | | | | |
| Other Income | | | | | |
| Other Income | | | | | |
| 6121 · Dividends | 311.41 | 150.00 | 1,523.50 | 750.00 | 1,800.00 |
| 6130 · Other Income | 0.00 | 0.00 | 1,739.24 | 0.00 | 0.00 |
| Total Other Income | 311.41 | 150.00 | 3,262.74 | 750.00 | 1,800.00 |
| Total Other Income | 311.41 | 150.00 | 3,262.74 | 750.00 | 1,800.00 |
| Net Other Income | 311.41 | 150.00 | 3,262.74 | 750.00 | 1,800.00 |
| Net Income | 48,527.13 | (77,028.00) | (89,260.78) | (279,446.00) | (687,219.00) |

E

Sonrisas Dental Health

A Community Non-Profit Organization
sonrisasdental.org

Philanthropy

1. Annual Fund - Fall and Winter Appeal
 - a. Non Event
 - b. Giving Tuesday
 - c. Amazon Smiles
 - d. Grateful Patient Program
 - i. National Children's Dental Health Month - February
 - ii. National Dentist Appreciation Day - March 6
 - iii. Oral Health Month - June
2. Special Events
 - a. Cooking for a Cause - April 26
3. Infrastructure
 - a. Donor acknowledgement letters and receipts
 - b. Remit flap donor envelopes
 - c. Corporate Proposal Presentation Folders (In production)
 - d. Corporate brochure (In production)
 - e. Database Program - Selected & will be installed in January 2019
 - f. Planned Giving Philanthropy (including bequests, trusts, annuities) – Materials and online (In progress) and we need to develop relationships with Financial Advisors (Schwab, Fidelity)
 - g. Cases for Support - for programs and services with menu of giving opportunities
4. Grants - 3 Proposals submitted:
 - a. Healthy Children Healthy Smiles
 - b. Delta Dental
 - c. Costco
5. Donor Stewardship
 - a. Introductions to donors, prospects, community leaders - with Board Members
 - b. Major Donors - qualification and identification - strategic planning
6. Donor Acquisition
 - a. Identify community leaders and community members to invite to Outreach Talks, Philanthropy Council, new engagement opportunities

San Mateo Center
430 N. El Camino Real
San Mateo, CA 94401
650.727.3480

Coastside Center
210 San Mateo Rd., Ste. 204
Half Moon Bay, CA 94019
650.726.2144

Grant / Fundraising Status January 14, 2019

CS = Coastside
SM = San Mateo
ATC = Access to Care
SVCF = Silicon Valley Commu
To Be Submitted

| GRANT SUBMISSION / PENDING | | | | | | |
|---|----------------|-------------------|--------|--------------|--------|--|
| Name | Submittal Date | Requested | Center | Programs | Period | |
| George H Sandy Foundation | 7/26/2018 | \$ 20,000 | SM/CS | ATC | 1 year | |
| Sidney Memorial Trust | 4/28/2018 | \$ 5,000 | CS | ATC | 1 year | |
| SM Credit Union (LOI) | 8/30/2018 | \$ 5,000 | SM/CS | ATC | 1 year | |
| TouchPoint Foundation | 9/30/2018 | \$ 7,500 | SM/CS | Older Adults | 1 year | |
| Hurlbut-Johnson Charitable Trust (via SVCF) | 9/30/2018 | \$ 40,000 | CS | ATC | 1 year | |
| Delta Dental Community Cares Foundation | 12/11/2018 | \$ 40,000 | SM/CS | ATC | 1 year | |
| Healthy Children, Healthy Smiles | 12/20/2018 | \$ 20,000 | SM/CS | Children | 1 year | |
| Costco Wholesale | 1/3/2019 | \$ 20,000 | SM/CS | ATC | 1 year | |
| Cisco Grant Program | | | | ATC | | |
| DentaQuest | | | | ATC | | |
| Total | | \$ 157,500 | | | | |

| AWARDED (Pledges - Cash Not Rec'd) | | | | | | |
|------------------------------------|------------|---------------------|-------------------|---------------------|---------------|--------|
| Name | Awarded | Amount | Received | Not Received | Period | Center |
| Peninsula Health Care District | 5/24/2018 | \$ 750,000 | \$ 598,000 | \$ 152,000 | May 18-Dec 18 | SM |
| Peninsula Health Care District | 10/25/2018 | \$ 1,300,000 | | \$ 1,300,000 | Jan19-Jun19 | SM |
| California Wellness Foundation | 8/13/2018 | \$ 250,000 | \$ 125,000 | \$ 125,000 | Aug18-Aug 21 | SM/CS |
| Dignity Health Sequoia Hospital | 12/14/2018 | \$ 20,000 | | \$ 20,000 | Jan19-Dec19 | SM |
| Total | | \$ 2,320,000 | \$ 723,000 | \$ 1,597,000 | | |

| GRANTS/DONATIONS AVAILABLE IN FY19 (Cash Rec'd) | | | | | | |
|--|------------------|-------------------|-------------------|-------------------|-----------------------|--------|
| Name | Jul-18 | | | Jan-19 | | |
| | Beginning Bal | Addition | Released | Ending Bal | Period | Center |
| Hope Fund | \$ 4,472 | | \$ - | \$ 4,472 | On Going | CS |
| Hope Fund | \$ 7,817 | | \$ - | \$ 7,817 | On Going | CS |
| Gassert - School Screenings | \$ 600 | | \$ - | \$ 600 | On Going | CS |
| Bothin Foundation | \$ 40,000 | | \$ 40,000 | \$ - | Ext. to Aug 31, 2018 | SM |
| Farmworkers | \$ 27,480 | \$ 38,930 | \$ 40,934 | \$ 25,477 | 01/01/18-12/31/18 | SM |
| City of HMB | \$ - | \$ 10,000 | \$ 4,998 | \$ 5,002 | 07/01/18-6/30/2019 | CS |
| Atkinson Foundation | \$ - | \$ 7,500 | \$ 4,375 | \$ 3,125 | 07/01/2018-6/30/2019 | SM/CS |
| Sand Hill Foundation | \$ - | \$ 30,000 | \$ 10,000 | \$ 20,000 | 10/01/2018-9/30/2019 | SM/CS |
| California Wellness | \$ - | \$ 125,000 | \$ 41,664 | \$ 83,336 | 08/01/2018-01/31/2020 | SM/CS |
| Delta Dental Community Foundation | \$ - | \$ 35,000 | \$ 11,668 | \$ 23,332 | 10/01/2018-9/30/2019 | SM/CS |
| Wells Fargo | \$ - | \$ 2,500 | \$ 2,500 | \$ - | Unrestricted | SM/CS |
| Silicon Valley Foundation | \$ - | \$ 12,500 | \$ 12,500 | \$ - | Unrestricted | CS |
| Individual Donations | \$ - | \$ 300 | \$ 300 | \$ - | Unrestricted | SM/CS |
| Total | \$ 80,369 | \$ 261,730 | \$ 168,939 | \$ 173,161 | | |

F



Billing and Collections Protocol

Billing statements will be sent out around the 12th of each month to all patients at Sonrisas San Mateo and Coastside Centers. Statements are to be sent to every outstanding account without pending insurance claims. A Billing List for both centers will be printed and used to review accounts for patient calls, adjustments, insurance follow-up. A billing cycle will be defined as 30 days.

Billing Sequence

- * Patients will be asked for payment on each day of service.
- * Statements and addressed return envelopes will be sent to patients who do not pay on the day of service.

First billing cycle following treatment and/or receipt of insurance payment:

- 1) Statement will be sent to the patient or responsible party.

Second billing cycle:

- 1) Statement will be sent to the patient or responsible party.
- 2) A phone call will be made to the patient after the 1st of the next month to check if he/she had received the previous invoice and to help facilitate payment via credit card payment over the phone.

Third billing cycle:

- 1) Statement will be sent to the patient or responsible party.
- 2) In addition to this statement, a collections letter will be sent to the patient or responsible party, requesting that payment be made within 14 days to avoid his/her account being referred to a collection agency and/or being inactivated as patient of the organization.

*If no payment has been received by the stated date on the collections letter, then the patient's file will be presented to the Center Director and/or Dental Directors who will evaluate the individual's situation before determining the next course of action.

Drafted 1-14-19

Approved by Board:

G

MANAGEMENT SERVICES AND STAFFING AGREEMENT

This Management Services and Staffing Agreement (“**Agreement**”) is entered into as of January 1, 2019 by and between the Peninsula Health Care District, a political subdivision of the State of California and a public district (“**PHCD**”), and Sonrisas Dental Health, Inc., a California non-profit public benefit corporation, formerly known as Apple Tree Dental California (“**SDH**”).

Recitals

A. SDH leases from its affiliate, PHCD, and operates a dental clinic, located at 430 North El Camino Real, San Mateo, California and leases from a third party and operates another dental clinic in Half Moon Bay, California (“**SDH’s Facilities**”).

B. SDH wishes to obtain certain administrative and management staffing from PHCD, and PHCD wishes to provide same for SDH, upon the terms and conditions set forth in this Agreement.

In consideration of the foregoing recitals and the mutual covenants and agreements set forth in this Agreement, the Parties agree as follows:

Agreement

1. Commencing as of January 1, 2019, PHCD agrees to provide to SDH the management consulting services of its Chief Executive Officer (CEO), Chief Business Officer (CBO) and Administrative support staff as needed until the earlier of: (a) the date that SDH appoints another person to the office of Chief Financial Officer, or (b) June 30, 2020.

2. For the services provided as set forth in Section 1 above, SDH shall pay to PHCD One Hundred Dollars (\$180). In setting the foregoing compensation, SDH and PHCD recognize that PHCD has the authority to appoint the majority of the Board of Directors of SDH, that SDH provides important dental services to under-served residents of PHCD, that SDH provides such services at a financial loss, and that PHCD and its residents benefit from the services SDH provides to the residents of the PHCD.

3. The parties acknowledge and agree that the services provided hereunder by PHCD are not exclusive to SDH and that PHCD’s CEO and CBO shall also continue to perform their duties as Chief Executive Officer and Chief Business Officer of the PHCD.

4. This Agreement may not be amended except upon the mutual written consent of the parties. This Agreement may be executed in counterparts, each of which shall be deemed to be an original. This Agreement contains the sole and entire agreement between the parties with respect to the providing of administrative and management services and shall supersede all prior agreements between the parties with respect to such matters.

[signatures on the following page]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

“PHCD”

“SDH”

Peninsula Health Care District

Sonrisas Dental Health, Inc.

By: _____

By: _____

Name: Lawrence W. Cappel, Ph.D.

Name: Nigel Taverner

Title: PHCD Board Chair

Title: SDH Board Chair



DATE: January 11, 2019
TO: SDH Board of Directors
CC: Cheryl Fama, CFO
FROM: Vickie Yee, PHCD CBO
RE: Proposal to open a new savings account

Proposal: Authorization to open a savings account at Boston Private Bank to separate operating cash flow from grant-restricted funds.

It is the current practice to deposit all incoming checks into the one operational checking account that is held at Boston Private Bank, San Mateo branch. From recent experience, because of continued operation cash-flow challenges, restricted funds were used to pay for current liquidity needs which resulted in future cash-flow obstacles.

Restricted funds include time, project, and purpose restrictions which are expected to be fulfilled in the future. With a separated bank account, access to the restricted funds would be unavailable until the funds are released from its restrictions which means cash is available at the time the project or purpose is being satisfied to pay for related expenses.

The Boston Private Bank will receive interest, and there will be no setup fee or monthly service charges.

Although opening an account would create additional reconciliation and tracking, given our experience and future cash uncertainties, we believe this incremental increase to the Accountant's workload is warranted.

APPROVAL REQUESTED: We recommend approval to establish a new, interest earning savings account at Boston Private Bank, San Mateo Branch; the same bank and branch that holds the Sonrisas Dental Health operating checking account.