

**HILLTOWN COMMUNITY HEALTH
CENTERS FINANCE COMMITTEE MEETING**

**August 11, 2021
12:00– 1:00 pm**

Zoom Meeting

**[https://hchcweb-org.zoom.us/j/91783095735?](https://hchcweb-org.zoom.us/j/91783095735?pwd=RVVCUWlnWDBEUkd4eit1aUFiTU5rZz09)
[pwd=RVVCUWlnWDBEUkd4eit1aUFiTU5rZz09](https://hchcweb-org.zoom.us/j/91783095735?pwd=RVVCUWlnWDBEUkd4eit1aUFiTU5rZz09)**

Passcode: 738165

AGENDA

1. Review minutes from early June
Finance Committee meetings
2. Presentation of June 2021
Financial Statements
3. Discussion of Medicare Risk
Contract with On Belay
- 4.
5. Other items as needed

Finance Committee Meeting
Date/Time: 6/30/2021 1:00PM
Zoom Meeting

MEMBERS (all members present via teleconferencing): Lee Manchester, President, John Follet, Treasurer; Eliza Lake, CEO; John Melehov, CFO

EXCUSED: Tabitha Griswold, Executive Assistant

Agenda Item	Summary of Discussion	Decisions/ Next Steps/ Person Responsible Due Date
Meeting called to order.	Meeting called to order by John Follet at 1:01pm.	N/A
Approval of Minutes 6/9/2021	The minutes from the June meeting were reviewed. Lee Manchester motioned to approve the June minutes and John Follet seconded that motion.	The Finance Committee unanimously approved the June minutes.
May Financials	<ul style="list-style-type: none">John Melehov reported on the Interim Financial Statement for May. John Melehov briefly noted positive \$146K net income and \$200K positive cash flow. Medical patient revenue was slightly down from last month, likely due to a seasonal decline and a provider left in April. Pharmacy revenue has seen a large increase in May, about \$88K, rebounding from April. Grant/ PPP coordination will continue to show through the financials through 2021, the 330 Grant accounting for a large share of the income. The PPP period is ending, about 6 months, no PPP funds have been applied yet, but the payroll holes from the 330 Grant will be back filled with the PPP funds. The June and July statements will show a \$1.2 MIL increase from these funds being applied. The drawdowns from the 330 Grant will be paused to apply the PPP funds. The \$1.8 MIL H8F Grant, accepted by HRSA, will be applied similar to the 330 Grant. The comparison to 2019 is still down from those numbers but the gap is getting closer. Salary expenses decreased	

	<p>slightly, no other notable changes to expenses for the month. The total surplus in May was \$146K which is 1700% higher than budget.</p>	
Auditors Bid	<ul style="list-style-type: none"> John Melehov presented the finding from the audit bids for 2021-2024. John solicited bids from local companies and received three bids out of the 30 calls for different auditing firms. The three bids came from Whittlesey, Adelson and CLA. John presented the pricing and experience difference with each company. Whittlesey came in with a lower price and more experience with non-profit FQHCs. John checked references on Whittlesey and CLA. <p>Lee Manchester motioned to recommend Whittlesey as the auditing firm for 2021-2024, and John Follet seconded</p>	<p>. The committee voted unanimously to recommend the contracting with Whittlesey for the 2021-2024 audit.</p>
Other Items	<ul style="list-style-type: none"> Eliza Lake provided a brief update on the 90 Russell Rd. project. This project has been ended due to the seller's unreasonable requests and timelines. The application for the C8E grant has been submitted. The application was voted electronically. 	.
Adjourn & Next Meeting	<p>A motion to adjourn the meeting was made first by Lee Manchester and seconded by Eliza Lake. The meeting adjourned at 2:06pm.</p> <p>The next regular Finance Committee meeting is scheduled for August 11, 2021, at 1:00pm via Zoom.</p>	<p>The committee voted unanimously to adjourn.</p>

Submitted by,
Tabitha Griswold, Executive Assistant



Hilltown Community Health Center

Interim Financial Statement Presentation

June 2021 - Presented 8/11/2021

Highlights

- ▶ **(\$219K)** Net Income
 - ▶ Grant billing temporarily suspended to allow for PPP coordination
- ▶ **(\$325K)** cash flow
 - ▶ Includes mortgage payoff
- ▶ Accrual Income Statement will be overwhelmingly positive after PPP applied on July statement
 - ▶ Forgiveness application submitted 7/27/21
- ▶ Cash position remains strong

Income Statement

	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	June Actual	YTD Total Actual	PY YTD Actual	\$ Change	% Change	YTD Feb Budget	Variance	%
OPERATING ACTIVITIES													
Revenue													
Patient Services - Medical	\$135,440	\$144,778	\$192,632	\$202,177	\$169,384	\$167,088	\$1,011,499	\$921,570	\$89,930	10%	\$962,216	\$49,283	5%
Patient Services - Dental	\$106,182	\$97,030	\$137,833	\$118,194	\$122,025	\$120,310	\$701,575	\$394,974	\$306,601	78%	\$610,092	\$91,483	15%
Patient Services - Beh. Health	\$36,624	\$35,380	\$44,740	\$42,979	\$35,995	\$40,690	\$236,408	\$193,649	\$42,759	22%	\$208,676	\$27,732	13%
Patient Services - Optometry	\$9,337	\$8,577	\$11,981	\$12,558	\$16,778	\$16,583	\$75,814	\$55,539	\$20,275	37%	\$95,602	(\$19,788)	-21%
Patient Services - Optometry Hardware	\$6,162	\$6,444	\$8,379	\$7,537	\$5,192	\$8,823	\$42,537	\$23,402	\$19,135	82%	\$41,723	\$814	2%
Patient Services - Pharmacy	\$37,224	\$35,267	\$21,233	\$38,116	\$88,012	\$67,514	\$287,366	\$95,122	\$192,244	202%	\$325,000	(\$37,634)	-12%
Quality & Other Incentives	\$3,776	\$9,268	\$6,325	\$80	\$7,495	\$235	\$27,179	\$32,934	(\$5,755)	-17%	\$32,300	(\$5,121)	-16%
HRSA 330 & Other Grant	\$261,014	\$215,010	\$212,593	\$477,985	\$313,961	\$15,079	\$1,495,641	\$927,349	\$568,292	61%	\$909,850	\$585,791	64%
Other Grants & Contracts	\$49,817	\$119,646	\$107,004	\$113,668	\$105,608	\$94,683	\$590,427	\$906,270	(\$315,843)	-35%	\$972,100	(\$381,673)	-39%
Int., Dividends Gain /Loss Investmenst	(\$465)	\$11,231	\$9,823	\$16,568	\$3,452	\$7,501	\$48,110	(\$16,922)	\$65,032	384%	\$17,682	\$30,428	172%
Rental & Misc. Income	\$2,577	\$2,567	\$2,577	\$2,938	\$4,632	\$2,587	\$17,879	\$16,301	\$1,578	10%	\$7,564	\$10,316	136%
Total Operating Revenue	\$647,688	\$685,199	\$755,120	\$1,032,797	\$872,534	\$541,096	\$4,534,435	\$3,550,186	\$984,248	28%	\$4,182,804	\$351,631	8%

- ▶ Patient revenue mostly lateral
- ▶ Pharmacy remains strong
- ▶ 330 not charged while expense is being accumulated to exhaust PPP
 - ▶ Catch-up billing will occur after PPP applied on July statement

Do not be alarmed. Revenue was intentionally suppressed to avoid double dipping with grant money.

YTD 2021 vs 2019

OPERATING ACTIVITIES				Jan - Jun 2021	Jan - Jun 2019	Difference	%
Revenue							
	Patient Services - Medical			\$1,011,499	\$1,315,706	(\$304,206)	-23%
	Patient Services - Dental			\$701,575	\$998,976	(\$297,401)	-30%
	Patient Services - Beh. Health			\$236,408	\$185,207	\$51,201	28%
	Patient Services - Optometry			\$75,814	\$109,217	(\$33,403)	-31%
	Patient Services - Optometry Hardware			\$42,537	\$47,214	(\$4,677)	-10%
	Patient Services - Pharmacy			\$287,366	\$53,932	\$233,434	433%
	Quality & Other Incentives			\$27,179	\$27,759	(\$579)	-2%
	HRSA 330 & Other Grant			\$1,495,641	\$825,739	\$669,902	81%
	Other Grants & Contracts			\$590,427	\$472,661	\$117,767	25%
	Int., Dividends Gain /Loss Investmenst			\$48,110	\$41,323	\$6,787	16%
	Rental & Misc. Income			\$17,879	\$15,851	\$2,028	13%
	Total Operating Revenue			\$4,534,435	\$4,093,583	\$440,851	11%

	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	June Actual	YTD Total Actual	PY YTD Actual	\$ Change	% Change	YTD Feb Budget	Variance	%
Compensation and related expenses													
Salaries and wages	(\$443,161)	(\$433,354)	(\$454,897)	(\$518,263)	(\$440,009)	(\$437,129)	(\$2,726,813)	(\$2,403,331)	(\$323,482)	-13%	(\$2,617,930)	(\$108,883)	-4%
Payroll taxes	(\$33,016)	(\$32,472)	(\$34,730)	(\$40,583)	(\$31,419)	(\$32,596)	(\$204,816)	(\$178,297)	(\$26,518)	-15%	(\$247,246)	\$42,430	17%
Fringe benefits	(\$47,695)	(\$42,289)	(\$44,019)	(\$44,255)	(\$34,574)	(\$47,233)	(\$260,064)	(\$207,151)	(\$52,913)	-26%	(\$236,805)	(\$23,259)	-10%
Total Compensation & related exp	(\$523,873)	(\$508,115)	(\$533,645)	(\$603,101)	(\$506,002)	(\$516,958)	(\$3,191,693)	(\$2,788,779)	(\$402,914)	-14%	(\$3,101,981)	(\$89,712)	-3%

- ▶ Salaries reasonably close to budget
- ▶ A large portion of salaries covered by grant money
 - ▶ PPP, 330, additional HRSA funds...

	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	June Actual	YTD Total Actual	PY YTD Actual	\$ Change	% Change	YTD Feb Budget	Variance	%
Other Operating Expenses													
Advertising and marketing	(\$10)	(\$223)	\$0	(\$500)	(\$20,358)	(\$1,560)	(\$22,651)	(\$339)	(\$22,312)	-6582%	(\$3,702)	(\$18,948)	-512%
Bad debt	(\$10,871)	(\$7,853)	(\$8,793)	(\$11,750)	(\$4,063)	(\$17,971)	(\$61,302)	(\$25,927)	(\$35,375)	-136%	(\$39,901)	(\$21,401)	-54%
Computer support	(\$8,840)	(\$15,246)	(\$7,868)	(\$17,719)	(\$18,855)	(\$8,487)	(\$77,015)	(\$65,348)	(\$11,668)	-18%	(\$65,903)	(\$11,113)	-17%
Conference and meetings	(\$2,087)	(\$440)	(\$1,910)	(\$35)	(\$607)	(\$5,235)	(\$10,314)	(\$2,486)	(\$7,828)	-315%	(\$3,920)	(\$6,394)	-163%
Continuing education	(\$1,522)	(\$7,870)	(\$281)	(\$5,171)	(\$1,678)	(\$880)	(\$17,402)	(\$5,501)	(\$11,901)	-216%	(\$18,000)	\$598	3%
Contracts and consulting	(\$13,540)	(\$8,482)	(\$12,971)	(\$10,791)	(\$11,736)	(\$27,756)	(\$85,276)	(\$130,904)	\$45,628	35%	(\$66,600)	(\$18,676)	-28%
Depreciation and amortization	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$157,893)	(\$171,266)	\$13,373	8%	(\$171,266)	\$13,373	8%
Dues and membership	(\$6,731)	(\$1,857)	(\$4,579)	(\$4,841)	(\$7,571)	(\$3,181)	(\$28,760)	(\$20,840)	(\$7,919)	-38%	(\$24,363)	(\$4,397)	-18%
Equipment leases	(\$1,535)	(\$3,829)	(\$2,126)	(\$1,131)	(\$1,831)	(\$1,366)	(\$11,819)	(\$13,863)	\$2,044	15%	(\$13,333)	\$1,514	11%
Insurance	(\$2,206)	(\$2,319)	(\$2,330)	(\$2,364)	(\$2,364)	(\$2,364)	(\$13,949)	(\$13,107)	(\$841)	-6%	(\$13,179)	(\$770)	-6%
Interest	(\$354)	(\$350)	(\$313)	(\$342)	(\$327)	(\$2,240)	(\$3,926)	(\$7,460)	\$3,534	47%	(\$2,180)	(\$1,746)	-80%
Legal and accounting	(\$2,630)	(\$4,167)	(\$2,501)	(\$2,508)	(\$2,433)	(\$4,620)	(\$18,861)	(\$15,689)	(\$3,172)	-20%	(\$20,929)	\$2,068	10%
Licenses and fees	(\$5,283)	(\$1,628)	(\$2,347)	(\$6,149)	(\$5,744)	(\$6,208)	(\$27,358)	(\$24,433)	(\$2,926)	-12%	(\$23,550)	(\$3,808)	-16%
Medical & dental lab and supplies	(\$6,811)	(\$7,785)	(\$7,342)	(\$12,376)	(\$9,361)	(\$7,796)	(\$51,471)	(\$28,894)	(\$22,577)	-78%	(\$46,130)	(\$5,341)	-12%
Merchant CC Fees	(\$136)	(\$1,601)	(\$1,403)	(\$1,542)	(\$1,186)	(\$1,350)	(\$7,218)	(\$7,991)	\$773	10%	(\$7,209)	(\$9)	0%
Office supplies and printing	(\$4,214)	(\$1,759)	(\$6,798)	(\$1,340)	(\$2,352)	(\$3,393)	(\$19,856)	(\$23,610)	\$3,755	16%	(\$29,315)	\$9,459	32%
Postage	(\$2,189)	(\$1,701)	(\$165)	(\$63)	(\$2,190)	(\$450)	(\$6,759)	(\$8,832)	\$2,073	23%	(\$8,400)	\$1,641	20%
Program supplies and materials	(\$15,432)	(\$10,809)	(\$31,160)	(\$31,302)	(\$38,363)	(\$44,685)	(\$171,752)	(\$86,042)	(\$85,710)	-100%	(\$115,500)	(\$56,252)	-49%
Pharmacy & Optometry COGS	\$426	(\$14,659)	(\$9,127)	(\$10,043)	(\$7,757)	(\$12,263)	(\$53,423)	(\$40,134)	(\$13,290)	-33%	(\$146,862)	\$93,438	64%
Recruitment	\$0	(\$5,040)	\$0	\$0	(\$105)	\$0	(\$5,145)	(\$4,666)	(\$479)	-10%	\$0	(\$5,145)	
Rent	(\$9,927)	(\$9,227)	(\$10,053)	(\$12,919)	(\$12,152)	(\$11,665)	(\$65,942)	(\$62,179)	(\$3,763)	-6%	(\$51,597)	(\$14,345)	-28%
Repairs and maintenance	(\$17,864)	(\$17,421)	(\$15,978)	(\$21,441)	(\$13,492)	(\$16,237)	(\$102,433)	(\$93,282)	(\$9,151)	-10%	(\$87,855)	(\$14,578)	-17%
Small equipment purchases	(\$7,898)	(\$1,595)	(\$38,441)	(\$30,619)	(\$11,501)	(\$14,891)	(\$104,946)	(\$19,254)	(\$85,691)	-445%	(\$25,941)	(\$79,005)	-305%
Telephone	(\$11,151)	(\$13,513)	(\$14,943)	(\$13,888)	(\$14,759)	(\$14,179)	(\$82,433)	(\$83,472)	\$1,039	1%	(\$86,405)	\$3,972	5%
Travel	(\$619)	(\$572)	(\$1,258)	(\$2,971)	(\$1,222)	(\$1,327)	(\$7,967)	(\$6,277)	(\$1,690)	-27%	(\$12,000)	\$4,033	34%
Utilities	(\$5,193)	(\$7,258)	(\$4,052)	(\$3,808)	(\$4,576)	(\$6,304)	(\$31,191)	(\$24,318)	(\$6,873)	-28%	(\$28,500)	(\$2,691)	-9%
Total Other Operating Expenses	(\$162,934)	(\$173,520)	(\$213,057)	(\$231,929)	(\$222,897)	(\$242,724)	(\$1,247,061)	(\$986,113)	(\$260,948)	-26%	(\$1,112,537)	(\$134,523)	-12%
NET OPERATING SURPLUS	(\$39,118)	\$3,564	\$8,418	\$197,767	\$143,635	(\$218,585)	\$95,681	(\$224,706)	\$320,387	143%	(\$31,714)	\$127,396	402%
NON-OPERATING ACTIVITIES													
Donations, Pledges & Contributions	\$1,870	\$1,549	\$640	\$50	\$2,755	\$150	\$7,014	\$76,990	(\$69,976)	-91%	\$52,500	(\$45,486)	-87%
NET NON-OPERATING SURPLUS	\$1,870	\$1,549	\$640	\$50	\$2,755	\$150	\$7,014	\$76,990	(\$69,976)	-91%	\$52,500	(\$45,486)	-87%
NET SURPLUS/(DEFICIT)	(\$37,248)	\$5,113	\$9,058	\$197,817	\$146,390	(\$218,435)	\$102,695	(\$147,717)	\$250,412	170%	\$20,786	\$81,909	394%

- June would easily have been in the black had the 330 been billed

Cash Flow

Hilltown Community Health Centers					
Statement of Cash Flows					
June 2021					
CASH FLOWS FROM OPERATING ACTIVITIES					
	NET SURPLUS/(DEFICIT) FOR PERIOD	(218,435)			
	PROVIDED (USED) BY OPERATING ACTIVITIES	(125,452)			
					<i>(\$124K Huntington Mortgage)</i>
	NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	(343,887)			
CASH FLOWS FROM INVESTING ACTIVITIES					
	NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	18,814			
	NET INCREASE/(DECREASE) IN CASH	(325,073)			
	CASH AND CASH EQUIVALENTS AS OF 5/1/2021	3,508,801			
	CASH AND CASH EQUIVALENTS AS OF 5/31/2021	3,183,728			

- Cash on hand decreased **(\$325K)**

Balance Sheet

ASSETS		
	Total Current Assets	\$3,246,719
	Net Property & Equipment	\$3,899,991
	Total Other Assets	\$403,875
	TOTAL ASSETS	\$7,550,585
Liabilities & Fund Balance		
	Total Current Liabilities	\$2,254,007
	Total Long Term Liabilities	\$0
	Total Liabilities	\$2,254,007
	Fund Balance / Equity	
	Fund Balance Prior Years	\$5,296,577
	Total Fund Balance / Equity	\$5,296,577
	Total Liabilities & Fund Balance	\$7,550,585

▶ Current Assets = **\$3.2 M**

▶ Current Liabilities = **\$1.1 M** (PPP improperly included as current in statement)

▶ Current Ratio = **3.0**

**Hilltown Community Health Centers
Income Statement 2021**

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Payroll taxes	(\$33,016)	(\$32,472)	(\$34,730)	(\$40,583)	(\$31,419)	(\$32,596)	(\$204,816)	(\$178,297)	(\$26,518)	-15%	(\$247,246)	\$42,430	17%
Fringe benefits	(\$47,695)	(\$42,289)	(\$44,019)	(\$44,255)	(\$34,574)	(\$47,233)	(\$260,064)	(\$207,151)	(\$52,913)	-26%	(\$236,805)	(\$23,259)	-10%
Total Compensation & related exp	(\$523,873)	(\$508,115)	(\$533,645)	(\$603,101)	(\$506,002)	(\$516,958)	(\$3,191,693)	(\$2,788,779)	(\$402,914)	-14%	(\$3,101,981)	(\$89,712)	-3%
Other Operating Expenses													
Advertising and marketing	(\$10)	(\$223)	\$0	(\$500)	(\$20,358)	(\$1,560)	(\$22,651)	(\$339)	(\$22,312)	-6582%	(\$3,702)	(\$18,948)	-512%
Bad debt	(\$10,871)	(\$7,853)	(\$8,793)	(\$11,750)	(\$4,063)	(\$17,971)	(\$61,302)	(\$25,927)	(\$35,375)	-136%	(\$39,901)	(\$21,401)	-54%
Computer support	(\$8,840)	(\$15,246)	(\$7,868)	(\$17,719)	(\$18,855)	(\$8,487)	(\$77,015)	(\$65,348)	(\$11,668)	-18%	(\$65,903)	(\$11,113)	-17%
Conference and meetings	(\$2,087)	(\$440)	(\$1,910)	(\$35)	(\$607)	(\$5,235)	(\$10,314)	(\$2,486)	(\$7,828)	-315%	(\$3,920)	(\$6,394)	-163%
Continuing education	(\$1,522)	(\$7,870)	(\$281)	(\$5,171)	(\$1,678)	(\$880)	(\$17,402)	(\$5,501)	(\$11,901)	-216%	(\$18,000)	\$598	3%
Contracts and consulting	(\$13,540)	(\$8,482)	(\$12,971)	(\$10,791)	(\$11,736)	(\$27,756)	(\$85,276)	(\$130,904)	\$45,628	35%	(\$66,600)	(\$18,676)	-28%
Depreciation and amortization	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$157,893)	(\$171,266)	\$13,373	8%	(\$171,266)	\$13,373	8%
Dues and membership	(\$6,731)	(\$1,857)	(\$4,579)	(\$4,841)	(\$7,571)	(\$3,181)	(\$28,760)	(\$20,840)	(\$7,919)	-38%	(\$24,363)	(\$4,397)	-18%
Equipment leases	(\$1,535)	(\$3,829)	(\$2,126)	(\$1,131)	(\$1,831)	(\$1,366)	(\$11,819)	(\$13,863)	\$2,044	15%	(\$13,333)	\$1,514	11%
Insurance	(\$2,206)	(\$2,319)	(\$2,330)	(\$2,364)	(\$2,364)	(\$2,364)	(\$13,949)	(\$13,107)	(\$841)	-6%	(\$13,179)	(\$770)	-6%
Interest	(\$354)	(\$350)	(\$313)	(\$342)	(\$327)	(\$2,240)	(\$3,926)	(\$7,460)	\$3,534	47%	(\$2,180)	(\$1,746)	-80%
Legal and accounting	(\$2,630)	(\$4,167)	(\$2,501)	(\$2,508)	(\$2,433)	(\$4,620)	(\$18,861)	(\$15,689)	(\$3,172)	-20%	(\$20,929)	\$2,068	10%
Licenses and fees	(\$5,283)	(\$1,628)	(\$2,347)	(\$6,149)	(\$5,744)	(\$6,208)	(\$27,358)	(\$24,433)	(\$2,926)	-12%	(\$23,550)	(\$3,808)	-16%
Medical & dental lab and supplies	(\$6,811)	(\$7,785)	(\$7,342)	(\$12,376)	(\$9,361)	(\$7,796)	(\$51,471)	(\$28,894)	(\$22,577)	-78%	(\$46,130)	(\$5,341)	-12%
Merchant CC Fees	(\$136)	(\$1,601)	(\$1,403)	(\$1,542)	(\$1,186)	(\$1,350)	(\$7,218)	(\$7,991)	\$773	10%	(\$7,209)	(\$9)	0%
Office supplies and printing	(\$4,214)	(\$1,759)	(\$6,798)	(\$1,340)	(\$2,352)	(\$3,393)	(\$19,856)	(\$23,610)	\$3,755	16%	(\$29,315)	\$9,459	32%
Postage	(\$2,189)	(\$1,701)	(\$165)	(\$63)	(\$2,190)	(\$450)	(\$6,759)	(\$8,832)	\$2,073	23%	(\$8,400)	\$1,641	20%
Program supplies and materials	(\$15,432)	(\$10,809)	(\$31,160)	(\$31,302)	(\$38,363)	(\$44,685)	(\$171,752)	(\$86,042)	(\$85,710)	-100%	(\$115,500)	(\$56,252)	-49%
Pharmacy & Optometry COGS	\$426	(\$14,659)	(\$9,127)	(\$10,043)	(\$7,757)	(\$12,263)	(\$53,423)	(\$40,134)	(\$13,290)	-33%	(\$146,862)	\$93,438	64%
Recruitment	\$0	(\$5,040)	\$0	\$0	(\$105)	\$0	(\$5,145)	(\$4,666)	(\$479)	-10%	\$0	(\$5,145)	
Rent	(\$9,927)	(\$9,227)	(\$10,053)	(\$12,919)	(\$12,152)	(\$11,665)	(\$65,942)	(\$62,179)	(\$3,763)	-6%	(\$51,597)	(\$14,345)	-28%
Repairs and maintenance	(\$17,864)	(\$17,421)	(\$15,978)	(\$21,441)	(\$13,492)	(\$16,237)	(\$102,433)	(\$93,282)	(\$9,151)	-10%	(\$87,855)	(\$14,578)	-17%
Small equipment purchases	(\$7,898)	(\$1,595)	(\$38,441)	(\$30,619)	(\$11,501)	(\$14,891)	(\$104,946)	(\$19,254)	(\$85,691)	-445%	(\$25,941)	(\$79,005)	-305%
Telephone	(\$11,151)	(\$13,513)	(\$14,943)	(\$13,888)	(\$14,759)	(\$14,179)	(\$82,433)	(\$83,472)	\$1,039	1%	(\$86,405)	\$3,972	5%
Travel	(\$619)	(\$572)	(\$1,258)	(\$2,971)	(\$1,222)	(\$1,327)	(\$7,967)	(\$6,277)	(\$1,690)	-27%	(\$12,000)	\$4,033	34%
Utilities	(\$5,193)	(\$7,258)	(\$4,052)	(\$3,808)	(\$4,576)	(\$6,304)	(\$31,191)	(\$24,318)	(\$6,873)	-28%	(\$28,500)	(\$2,691)	-9%
Total Other Operating Expenses	(\$162,934)	(\$173,520)	(\$213,057)	(\$231,929)	(\$222,897)	(\$242,724)	(\$1,247,061)	(\$986,113)	(\$260,948)	-26%	(\$1,112,537)	(\$134,523)	-12%
NET OPERATING SURPLUS	(\$39,118)	\$3,564	\$8,418	\$197,767	\$143,635	(\$218,585)	\$95,681	(\$224,706)	\$320,387	143%	(\$31,714)	\$127,396	402%
NON-OPERATING ACTIVITIES													
Donations, Pledges & Contributions	\$1,870	\$1,549	\$640	\$50	\$2,755	\$150	\$7,014	\$76,990	(\$69,976)	-91%	\$52,500	(\$45,486)	-87%
NET NON-OPERATING SURPLUS	\$1,870	\$1,549	\$640	\$50	\$2,755	\$150	\$7,014	\$76,990	(\$69,976)	-91%	\$52,500	(\$45,486)	-87%
NET SURPLUS/(DEFICIT)	(\$37,248)	\$5,113	\$9,058	\$197,817	\$146,390	(\$218,435)	\$102,695	(\$147,717)	\$250,412	170%	\$20,786	\$81,909	394%

OPERATING ACTIVITIES**Revenue**

	Jan - Jun 2021	Jan - Jun 2019	Difference	%
Patient Services - Medical	\$1,011,499	\$1,315,706	(\$304,206)	-23%
Patient Services - Dental	\$701,575	\$998,976	(\$297,401)	-30%
Patient Services - Beh. Health	\$236,408	\$185,207	\$51,201	28%
Patient Services - Optometry	\$75,814	\$109,217	(\$33,403)	-31%
Patient Services - Optometry Hardware	\$42,537	\$47,214	(\$4,677)	-10%
Patient Services - Pharmacy	\$287,366	\$53,932	\$233,434	433%
Quality & Other Incentives	\$27,179	\$27,759	(\$579)	-2%
HRSA 330 & Other Grant	\$1,495,641	\$825,739	\$669,902	81%
Other Grants & Contracts	\$590,427	\$472,661	\$117,767	25%
Int., Dividends Gain /Loss Investmenst	\$48,110	\$41,323	\$6,787	16%
Rental & Misc. Income	\$17,879	\$15,851	\$2,028	13%
Total Operating Revenue	\$4,534,435	\$4,093,583	\$440,851	11%

Hilltown Community Health Centers
Statement of Cash Flows
June 2021

CASH FLOWS FROM OPERATING ACTIVITIES

NET SURPLUS/(DEFICIT) FOR PERIOD (218,435)

ADJUSTMENTS TO RECONCILE NET INCOME TO NET CASH

PROVIDED (USED) BY OPERATING ACTIVITIES

01-11102-00	Decrease in ECW/AR PAYMENT	14,127
01-11103-00	Decrease in DENTRIX/AR PAYMENT	4,311
01-13200-00	Decrease in PREPAID EXPENSES	1,726
01-13210-00	Increase in PREPAID INSURANCE	(8,343)
01-13410-00	Increase in PREPAID VISION INSURANCE	(13)
01-13700-00	Decrease in PREPAID WORKMANS' COMP	2,175
01-22100-00	Increase in ACCOUNTS PAYABLE	12,147
01-22350-00	Decrease in NOTES PAYABLE	(9,203)
01-23000-00	Increase in ACCRUED EXPENSES - CREDIT CARD	15,309
01-24400-00	Decrease in TSA WITHDRAWALS	(7,526)
01-24450-00	Decrease in 403B EMPLOYEE LOAN	(114)
01-24500-00	Decrease in FLEXIBLE SPENDING BENEFIT	(762)
01-25900-01	Increase in SALES TAX PAYABLE	1
01-25900-02	Increase in SALES TAX PAYABLE	2
01-26000-00	Decrease in ACCRUED EXPENSES	(8,392)
01-26010-00	Increase in ACCRUED SALARIES/PAYROLL	44,084
01-26020-00	Increase in ACCRUED FICA PAYABLE	3,144
01-26030-00	Decrease in ACCRUED VACATION	(22,354)
01-26040-00	Decrease in ACCRUED VACATION FICA	(1,710)
01-28110-00	Decrease in UNITED BANK MORTGAGE HUNTG	(124,156)
01-29400-00	Decrease in DEFERRED REVENUE	(45,263)
01-29401-00	Decrease in HSN - DEFERRED REVENUE (INTERIM PAYMENTS)	(2,024)
01-29405-00	Increase in DENTRIX SUSPENDED CREDITS	7,383

NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES (343,887)

CASH FLOWS FROM INVESTING ACTIVITIES

01-16250-01	LESS ACCUM DEPR	1,817
01-16250-02	LESS ACCUM DEPR	2,484
01-16252-02	ACCUM. AMORTIZATION	27
01-16350-01	LESS ACCUM DEPR	877
01-16350-02	LESS ACCUM DEPR	1,979
01-16450-04	LESS ACCUM DEPR LEASEHLD IMP	10,743
01-16550-00	LESS ACCUM DEPR FURN & EQUIP	369
01-16550-01	LESS ACCUM DEPR FURN & EQUIP	1,365
01-16550-02	LESS ACCUM DEPR FURN & EQUIP	325
01-16550-03	LESS ACCUM DEPR FURN & EQUIP	838
01-16550-04	LESS ACCUM DEPR FURN & EQUIP	5,279
01-16550-05	LESS ACCUM DEPR FURN & EQUIP	88
01-16560-01	LESS ACCUM DEPR STATE	126
01-18220-00	INVESTMENT VANGUARD	(7,501)

NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES 18,814

NET INCREASE/(DECREASE) IN CASH (325,073)

CASH AND CASH EQUIVALENTS AS OF 5/1/2021 3,508,801

CASH AND CASH EQUIVALENTS AS OF 5/31/2021 3,183,728

Hilltown Community Health Centers
Balance Sheet
as of 6/30/2021

ASSETS

Current Assets

Cash - Operating Fund	\$2,658,776
Patient Receivables	\$730,749
Less Allow. for Doubtful Accounts	(\$107,915)
Less Allow. for Contractual Allowances	(\$272,868)
A/R 340B-Pharmacist	\$26,238
A/R 340B-State	\$11,034
Contracts & Grants Receivable	\$156,219
Prepaid Expenses	\$44,487
Total Current Assets	\$3,246,719

Property & Equipment

Land	\$204,506
Buildings	\$2,613,913
Improvements	\$946,983
Leasehold Improvements	\$1,933,674
Equipment	\$1,455,063
Total Property and Equipment	\$7,154,139
Less Accumulated Depreciation	(\$3,254,148)
Net Property & Equipment	\$3,899,991

Other Assets

Restricted Cash	\$4
Pharmacy 340B and Optometry Inventory	\$9,863
Investment - Vanguard	\$394,007
Total Other Assets	\$403,875

TOTAL ASSETS

\$7,550,585

Liabilities & Fund Balance

Current & Long Term Liabilities

Current Liabilities

Accounts Payable	\$124,273
Notes Payable	\$1,494,973
Sales Tax Payable	\$37
Accrued Expenses	(\$6,896)
Accrued Payroll Expenses	\$505,411
Payroll Liabilities	\$10,566
Deferred Contract Revenue	\$125,644
Total Current Liabilities	\$2,254,007

Long Term Liabilities

Mortgage Payable United Bank	\$0
Total Long Term Liabilities	\$0

Total Liabilities

\$2,254,007

Fund Balance / Equity

Fund Balance Prior Years	\$5,296,577
Total Fund Balance / Equity	\$5,296,577

Total Liabilities & Fund Balance

\$7,550,585

From: [John Follet](#)
To: [John Melehov](#); [Lee Manchester](#)
Cc: [Eliza Lake](#); [Maryann Laflam](#); [Pat Kirouac](#); [Tabitha Griswold](#)
Subject: Re: Purchase Request - Vote Needed
Date: Friday, July 2, 2021 9:51:20 PM
Attachments: [image001.png](#)
[image002.png](#)

I'll second and vote aye
John F.

From: John Melehov <jmelehov@hchcweb.org>
Sent: Friday, July 2, 2021 5:42 PM
To: Lee Manchester <martinm@umass.edu>; John Follet <jfollet@hchcweb.org>
Cc: Eliza Lake <elake@hchcweb.org>; Maryann Laflam <mflam@hchcweb.org>; Pat Kirouac <pkirouac@hchcweb.org>; Tabitha Griswold <tgriswold@hchcweb.org>
Subject: Re: Purchase Request - Vote Needed

I am also a yes to approve.

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From: Lee Manchester <martinm@umass.edu>
Sent: Friday, July 2, 2021 5:09:38 PM
To: John Follet <jfollet@hchcweb.org>
Cc: Eliza Lake <elake@hchcweb.org>; John Melehov <jmelehov@hchcweb.org>; Maryann Laflam <mflam@hchcweb.org>; Pat Kirouac <pkirouac@hchcweb.org>; Tabitha Griswold <tgriswold@hchcweb.org>
Subject: Re: Purchase Request - Vote Needed

I move that the finance committee approve the expenditure of \$14,700 for new office furniture.
Lee

On Fri, Jul 2, 2021 at 3:24 PM John Follet <jfollet@hchcweb.org> wrote:
As Chair I call for a motion to approve the \$14,700 purchase of new office furniture.

From: Eliza Lake <elake@hchcweb.org>
Sent: Friday, July 2, 2021 12:32 PM
To: John Follet <jfollet@hchcweb.org>; Lee Manchester <martinm@umass.edu>
Cc: John Melehov <jmelehov@hchcweb.org>; Maryann Laflam <mflam@hchcweb.org>; Pat Kirouac <pkirouac@hchcweb.org>; Tabitha Griswold <tgriswold@hchcweb.org>
Subject: Purchase Request - Vote Needed

Dear Finance Committee –

I am sorry not to have had this ready for you at the meeting this week, but we need Finance Committee approval for the attached purchase request. This is to buy new furniture for some of our Behavioral Health offices – replacing fabric covered furniture with wipeable vinyl furniture in preparation for their returning to in-person visits. Since the amount exceeds \$10,000, we need your approval. Once the Committee has approved it via electronic vote, we can use John Follet's stamp to sign off on the purchase. Can you please move and second this purchase and approve it? John and I have already signed it, which indicates our support as Committee members.

Thank you!
Eliza

Eliza B. Lake, MSW
Preferred Pronouns: She/Her/Hers
Chief Executive Officer
Hilltown Community Health Center
58 Old North Road
Worthington, MA 01098
Phone: 413-238-4128
elake@hchcweb.org
www.hchcweb.org



Cover your
face



Wash your
hands



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distance