

**HILLTOWN COMMUNITY HEALTH
CENTERS FINANCE COMMITTEE MEETING**

**November 10, 2021
1:00– 2:00 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 of the minutes from
October Finance Committee
meeting
2. Presentation of September
2021 Financial Statements
3. 2022 Budget methodology
and timing discussion
4. Zeiss Purchase Request
5. Other items as needed

Finance Committee Meeting
Date/Time: 10/13/2021 12:00PM
Zoom Meeting

MEMBERS (all members present via teleconferencing): Lee Manchester, Board Chair, John Follet, Treasurer; Eliza Lake, CEO; John Melehov, CFO; Tabitha Griswold, Executive Assistant
EXCUSED: NONE

Agenda Item	Summary of Discussion	Decisions/ Next Steps/ Person Responsible Due Date
Meeting called to order.	Meeting called to order by John Follet at 12:03pm.	N/A
Approval of Minutes 9/8/2021	<p>The minutes from the September meeting were reviewed, there were a few clarification language amendments suggested.</p> <p>Lee Manchester motioned to approve the September 8th minutes as amended and John Melehov seconded that motion.</p>	The Finance Committee unanimously approved the September 8 th minutes.
August Financials	<ul style="list-style-type: none">John Melehov reported on the Interim Financial Statement for August. John Melehov briefly noted positive \$48K net income, and positive cash flow of \$57K. The revenue is relatively similar to previous months in 2021. This month is relatively typical as compared to last month where the PPP grant funds are seen. The comparison to 2019 still shows the deficits in the patient revenue, with a slight up tick in Optometry with a new Optometrist. Looking at potential productivity, in looking at 2022 comparison to 2019 as opposed to 2020 and current year 2021. When we move to the capitate model, we will be reporting on billings and will need to discuss how the committee will want to present those metrics. Working on metrics to show providers on financial number and will present if that seems productive. Salaries are relatively on budget and the	

	same as last month. Balance sheet tracking relatively the same as last month with a current ratio of 3.4.	
Other Items	<ul style="list-style-type: none"> • John Melehov presented the capital grant of \$605K that will pay for the concrete under Worthington and the paving of the driveways in Huntington and Worthington. The paving is being scheduled soon before winter, for \$83K which was approved electronically. The rat slab is concrete slab in the basement as a moisture block in Worthington. The HVAC system upgrades are moving slowly with an architect meeting with John tomorrow to discuss plans at the Huntington site. More information will come from that meeting and to determine budgeting for this project. • There was a provider relief fund that opened this month. Submitted an application that includes financial statements back to 2019. The reviewing agency will do the math to see what we may qualify for, but the exact numbers are unknown. Last time we received \$150K from this fund. • Eliza provided an update on the Epic conversion. The price as gone up about 5% but taken away the 10% contingency, which is about \$85K total over 5 years of implementation. 	.
Adjourn & Next Meeting	<p>A motion to adjourn the meeting was made first by Lee Manchester and seconded by John Melehov. The meeting adjourned at 1:32pm.</p> <p>The next regular Finance Committee meeting is scheduled for November 10, 2021, at 1:00pm via Zoom.</p>	The committee voted unanimously to adjourn.

Submitted by,
Tabitha Griswold, Executive Assistant



Hilltown Community Health Center

Interim Financial Statement Presentation

September 2021 - Presented 11/10/2021

Highlights

- ▶ **\$176K** Net Income
- ▶ **\$116K** cash flow

Income Statement

	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	June Actual	Jul Actual	Aug Actual	Sept 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	\$147,433	\$169,260	\$181,349	\$1,509,541	\$1,321,851	\$187,690	14%	\$1,443,324	\$66,217	5%
Patient Services - Dental	\$106,182	\$97,030	\$137,833	\$118,194	\$122,025	\$120,310	\$121,297	\$120,651	\$140,417	\$1,083,940	\$571,982	\$511,958	90%	\$915,138	\$168,802	18%
Patient Services - Beh. Health	\$36,624	\$35,380	\$44,740	\$42,979	\$35,995	\$40,690	\$34,426	\$40,712	\$44,950	\$356,496	\$294,366	\$62,129	21%	\$313,013	\$43,483	14%
Patient Services - Optometry	\$9,337	\$8,577	\$11,981	\$12,558	\$16,778	\$16,583	\$14,991	\$18,032	\$27,548	\$136,385	\$97,508	\$38,876	40%	\$143,403	(\$7,019)	-5%
Patient Services - Optometry Hardware	\$6,162	\$6,444	\$8,379	\$7,537	\$5,192	\$8,823	\$8,582	\$11,411	\$13,471	\$76,000	\$38,887	\$37,113	95%	\$62,584	\$13,416	21%
Patient Services - Pharmacy	\$37,224	\$35,267	\$21,233	\$38,116	\$88,012	\$67,514	\$75,556	\$64,444	\$76,030	\$503,396	\$230,090	\$273,306	119%	\$487,500	\$15,896	3%
Quality & Other Incentives	\$3,776	\$9,268	\$6,325	\$80	\$7,495	\$235	\$2,442	\$597	\$12,290	\$42,508	\$33,789	\$8,719	26%	\$48,450	(\$5,942)	-12%
HRSA 330 & Other Grant	\$261,014	\$215,010	\$212,593	\$477,985	\$313,961	\$15,079	\$287,954	\$270,617	\$406,412	\$2,460,623	\$1,073,600	\$1,387,024	129%	\$1,364,774	\$1,095,849	80%
Other Grants & Contracts	\$49,817	\$119,646	\$107,004	\$113,668	\$105,608	\$94,683	\$1,557,290	\$76,148	\$116,600	\$2,340,465	\$1,275,998	\$1,064,467	83%	\$1,458,150	\$882,315	61%
Int., Dividends Gain /Loss Investmenst	(\$465)	\$11,231	\$9,823	\$16,568	\$3,452	\$7,501	\$3,151	\$10,718	(\$17,053)	\$44,926	\$8,887	\$36,039	-406%	\$26,523	\$18,403	69%
Rental & Misc. Income	\$2,577	\$2,567	\$2,577	\$2,938	\$4,632	\$2,587	\$4,137	\$1,352	\$2,583	\$25,952	\$25,029	\$922	4%	\$11,345	\$14,606	129%
Total Operating Revenue	\$647,688	\$685,199	\$755,120	\$1,032,797	\$872,534	\$541,096	\$2,257,259	\$783,942	\$1,004,596	\$8,580,232	\$4,971,987	\$3,608,245	73%	\$6,274,206	\$2,306,026	37%

- ▶ All patient revenues up over August
- ▶ All service-related revenue totals \$295K over budget
- ▶ HRSA charged extra in September due to 3rd payroll (not offset by payroll expense due to accrual)

YTD 2021 vs 2019

OPERATING ACTIVITIES				Jan - Sep 2021	Jan -Sep 2019	Difference	%
Revenue							
	Patient Services - Medical			\$1,509,541	\$1,961,939	(\$452,398)	-23%
	Patient Services - Dental			\$1,083,940	\$1,442,506	(\$358,566)	-25%
	Patient Services - Beh. Health			\$356,496	\$279,226	\$77,270	28%
	Patient Services - Optometry			\$136,385	\$163,437	(\$27,052)	-17%
	Patient Services - Optometry Hardware			\$76,000	\$69,719	\$6,281	9%
	Patient Services - Pharmacy			\$503,396	\$96,378	\$407,018	422%
	Quality & Other Incentives			\$42,508	\$36,884	\$5,624	15%
	HRSA 330 & Other Grant			\$2,460,623	\$1,295,193	\$1,165,431	90%
	Other Grants & Contracts			\$2,340,465	\$638,223	\$1,702,242	267%
	Int., Dividends Gain /Loss Investmenst			\$44,926	\$40,968	\$3,958	10%
	Rental & Misc. Income			\$25,952	\$23,560	\$2,392	10%
	Total Operating Revenue			\$8,580,232	\$6,048,032	\$2,532,200	42%

(\$342K) net service-related deficiency from 2019

	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	June Actual	Jul Actual	Aug Actual	Sept 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)	(\$471,423)	(\$471,111)	(\$504,781)	(\$4,174,128)	(\$3,559,930)	(\$614,198)	-17%	(\$3,926,895)	(\$247,233)	-6%
Payroll taxes	(\$33,016)	(\$32,472)	(\$34,730)	(\$40,583)	(\$31,419)	(\$32,596)	(\$34,238)	(\$33,317)	(\$37,823)	(\$310,193)	(\$254,054)	(\$56,139)	-22%	(\$370,869)	\$60,675	16%
Fringe benefits	(\$47,695)	(\$42,289)	(\$44,019)	(\$44,255)	(\$34,574)	(\$47,233)	(\$43,855)	(\$44,773)	(\$48,494)	(\$397,187)	(\$306,668)	(\$90,519)	-30%	(\$355,208)	(\$41,978)	-12%
Total Compensation & related exp	(\$523,873)	(\$508,115)	(\$533,645)	(\$603,101)	(\$506,002)	(\$516,958)	(\$549,516)	(\$549,201)	(\$591,099)	(\$4,881,508)	(\$4,120,652)	(\$760,856)	-18%	(\$4,652,971)	(\$228,536)	-5%

- Payroll related expense increased due to new hires, salary adjustments, & OT

	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	June Actual	Jul Actual	Aug Actual	Sept 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)	(\$603)	(\$359)	(\$875)	(\$24,488)	(\$1,496)	(\$22,991)	-1536%	(\$5,554)	(\$18,934)	-341%
Bad debt	(\$10,871)	(\$7,853)	(\$8,793)	(\$11,750)	(\$4,063)	(\$17,971)	(\$11,814)	(\$11,018)	(\$10,519)	(\$94,652)	(\$11,247)	(\$83,405)	-742%	(\$59,852)	(\$34,800)	-58%
Computer support	(\$8,840)	(\$15,246)	(\$7,868)	(\$17,719)	(\$18,855)	(\$8,487)	(\$8,218)	(\$11,996)	(\$11,991)	(\$109,220)	(\$83,710)	(\$25,509)	-30%	(\$98,854)	(\$10,366)	-10%
Conference and meetings	(\$2,087)	(\$440)	(\$1,910)	(\$35)	(\$607)	(\$5,235)	(\$65)	(\$2,375)	(\$664)	(\$13,417)	(\$5,510)	(\$7,908)	-144%	(\$5,880)	(\$7,537)	-128%
Continuing education	(\$1,522)	(\$7,870)	(\$281)	(\$5,171)	(\$1,678)	(\$880)	(\$1,150)	(\$1,196)	(\$828)	(\$20,576)	(\$6,491)	(\$14,086)	-217%	(\$27,000)	\$6,424	24%
Contracts and consulting	(\$13,540)	(\$8,482)	(\$12,971)	(\$10,791)	(\$11,736)	(\$27,756)	(\$8,878)	(\$17,847)	(\$9,907)	(\$121,908)	(\$205,394)	\$83,486	41%	(\$99,900)	(\$22,008)	-22%
Depreciation and amortization	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$236,839)	(\$256,899)	\$20,060	8%	(\$256,899)	\$20,060	8%
Dues and membership	(\$6,731)	(\$1,857)	(\$4,579)	(\$4,841)	(\$7,571)	(\$3,181)	(\$4,111)	(\$2,849)	(\$2,039)	(\$37,758)	(\$32,630)	(\$5,128)	-16%	(\$36,544)	(\$1,214)	-3%
Equipment leases	(\$1,535)	(\$3,829)	(\$2,126)	(\$1,131)	(\$1,831)	(\$1,366)	(\$1,325)	(\$1,858)	(\$1,452)	(\$16,454)	(\$18,751)	\$2,296	12%	(\$19,999)	\$3,545	18%
Insurance	(\$2,206)	(\$2,319)	(\$2,330)	(\$2,364)	(\$2,364)	(\$2,364)	(\$2,364)	(\$2,364)	(\$2,364)	(\$21,042)	(\$19,683)	(\$1,359)	-7%	(\$19,768)	(\$1,274)	-6%
Interest	(\$354)	(\$350)	(\$313)	(\$342)	(\$327)	(\$2,240)	\$1,907	\$0	\$0	(\$2,019)	(\$10,526)	\$8,507	81%	(\$3,209)	\$1,251	38%
Legal and accounting	(\$2,630)	(\$4,167)	(\$2,501)	(\$2,508)	(\$2,433)	(\$4,620)	(\$8,833)	(\$2,908)	(\$6,835)	(\$37,438)	(\$23,189)	(\$14,249)	-61%	(\$31,393)	(\$6,045)	-19%
Licenses and fees	(\$5,283)	(\$1,628)	(\$2,347)	(\$6,149)	(\$5,744)	(\$6,208)	(\$5,377)	(\$4,583)	(\$4,745)	(\$42,063)	(\$36,526)	(\$5,537)	-15%	(\$35,325)	(\$6,738)	-19%
Medical & dental lab and supplies	(\$6,811)	(\$7,785)	(\$7,342)	(\$12,376)	(\$9,361)	(\$7,796)	(\$12,954)	(\$8,630)	(\$10,056)	(\$83,111)	(\$48,719)	(\$34,391)	-71%	(\$69,195)	(\$13,915)	-20%
Merchant CC Fees	(\$136)	(\$1,601)	(\$1,403)	(\$1,542)	(\$1,186)	(\$1,350)	(\$2,021)	(\$1,774)	(\$1,892)	(\$12,905)	(\$10,996)	(\$1,909)	-17%	(\$10,813)	(\$2,091)	-19%
Office supplies and printing	(\$4,214)	(\$1,759)	(\$6,798)	(\$1,340)	(\$2,352)	(\$3,393)	(\$2,900)	(\$2,943)	(\$4,824)	(\$30,522)	(\$51,977)	\$21,455	41%	(\$43,972)	\$13,450	31%
Postage	(\$2,189)	(\$1,701)	(\$165)	(\$63)	(\$2,190)	(\$450)	(\$2,067)	(\$1,801)	(\$2,342)	(\$12,969)	(\$11,437)	(\$1,533)	-13%	(\$12,600)	(\$369)	-3%
Program supplies and materials	(\$15,432)	(\$10,809)	(\$31,160)	(\$31,302)	(\$38,363)	(\$44,685)	(\$21,324)	(\$22,122)	(\$37,000)	(\$252,198)	(\$148,930)	(\$103,268)	-69%	(\$173,250)	(\$78,948)	-46%
Pharmacy & Optometry COGS	\$426	(\$14,659)	(\$9,127)	(\$10,043)	(\$7,757)	(\$12,263)	(\$17,663)	(\$18,717)	(\$57,767)	(\$147,570)	(\$96,272)	(\$51,298)	-53%	(\$220,292)	\$72,723	33%
Recruitment	\$0	(\$5,040)	\$0	\$0	(\$105)	\$0	(\$50)	\$0	\$0	(\$5,195)	(\$4,666)	(\$529)	-11%	\$0	(\$5,195)	
Rent	(\$9,927)	(\$9,227)	(\$10,053)	(\$12,919)	(\$12,152)	(\$11,665)	(\$10,595)	(\$9,681)	(\$10,727)	(\$96,946)	(\$110,653)	\$13,707	12%	(\$77,396)	(\$19,550)	-25%
Repairs and maintenance	(\$17,864)	(\$17,421)	(\$15,978)	(\$21,441)	(\$13,492)	(\$16,237)	(\$13,532)	(\$20,242)	(\$13,213)	(\$149,420)	(\$135,609)	(\$13,811)	-10%	(\$131,782)	(\$17,638)	-13%
Small equipment purchases	(\$7,898)	(\$1,595)	(\$38,441)	(\$30,619)	(\$11,501)	(\$14,891)	(\$10,194)	(\$1,568)	(\$30,166)	(\$146,874)	(\$28,008)	(\$118,865)	-424%	(\$38,911)	(\$107,963)	-277%
Telephone	(\$11,151)	(\$13,513)	(\$14,943)	(\$13,888)	(\$14,759)	(\$14,179)	(\$11,218)	(\$14,383)	(\$13,816)	(\$121,849)	(\$126,290)	\$4,441	4%	(\$129,607)	\$7,758	6%
Travel	(\$619)	(\$572)	(\$1,258)	(\$2,971)	(\$1,222)	(\$1,327)	(\$2,379)	(\$2,723)	(\$1,044)	(\$14,114)	(\$9,682)	(\$4,432)	-46%	(\$18,000)	\$3,886	22%
Utilities	(\$5,193)	(\$7,258)	(\$4,052)	(\$3,808)	(\$4,576)	(\$6,304)	(\$3,861)	(\$3,746)	(\$3,778)	(\$42,576)	(\$34,530)	(\$8,046)	-23%	(\$42,750)	\$174	0%
Total Other Operating Expenses	(\$162,934)	(\$173,520)	(\$213,057)	(\$231,929)	(\$222,897)	(\$242,724)	(\$187,906)	(\$193,998)	(\$265,158)	(\$1,894,122)	(\$1,529,821)	(\$364,301)	-24%	(\$1,668,806)	(\$225,316)	-14%
NET OPERATING SURPLUS	(\$39,118)	\$3,564	\$8,418	\$197,767	\$143,635	(\$218,585)	\$1,519,837	\$40,744	\$148,340	\$1,804,602	(\$678,486)	\$2,483,088	366%	(\$47,572)	\$1,852,173	3893%
NON-OPERATING ACTIVITIES																
Donations, Pledges & Contributions	\$1,870	\$1,549	\$640	\$50	\$2,755	\$150	\$175	\$7,000	\$20,432	\$36,921	\$107,162	(\$70,241)	-66%	\$78,750	(\$41,829)	-53%
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,650	\$7,650	\$0	\$7,650	0%	\$0	\$7,650	
NET NON-OPERATING SURPLUS	\$1,870	\$1,549	\$640	\$50	\$2,755	\$150	\$175	\$7,000	\$28,082	\$44,571	\$107,162	(\$70,241)	-66%	\$78,750	(\$34,179)	-43%
NET SURPLUS/(DEFICIT)	(\$37,248)	\$5,113	\$9,058	\$197,817	\$146,390	(\$218,435)	\$1,520,012	\$47,744	\$176,422	\$1,849,172	(\$571,324)	\$2,412,847	422%	\$31,178	\$1,817,994	5831%

- Pharmacy COGS up by \$40K
- Grant funded purchases and deposits for projects

Cash Flow

CASH FLOWS FROM OPERATING ACTIVITIES		
	NET SURPLUS/(DEFICIT) FOR PERIOD	176,422
	PROVIDED (USED) BY OPERATING ACTIVITIES	(17,162)
	NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	159,260
CASH FLOWS FROM INVESTING ACTIVITIES		
	NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(43,272)
	NET INCREASE/(DECREASE) IN CASH	115,989
	CASH AND CASH EQUIVALENTS AS OF 9/1/2021	3,606,498
	CASH AND CASH EQUIVALENTS AS OF 9/30/2021	3,722,487

- Cash on hand increased **\$116K**

Balance Sheet

ASSETS		
	Total Current Assets	\$3,792,437
	Total Property and Equipment	\$7,240,779
	Less Accumulated Depreciation	(\$3,333,094)
	Net Property & Equipment	\$3,907,685
	Total Other Assets	\$400,691
	TOTAL ASSETS	\$8,100,813
Liabilities & Fund Balance		
	Total Current Liabilities	\$1,013,451
	Total Long Term Liabilities	\$0
	Total Liabilities	\$1,013,451
	Fund Balance / Equity	
	Fund Balance Prior Periods	\$7,087,362
	Total Fund Balance / Equity	\$7,087,362
	Total Liabilities & Fund Balance	\$8,100,813

▶ Current Assets = \$3.8 M

▶ Current Liabilities = \$1 M

▶ Current Ratio = 3.74

Hilltown Community Health Centers
Income Statement 2021

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Other Grants & Contracts	\$49,817	\$119,646	\$107,004	\$113,668	\$105,608	\$94,683	\$1,557,290	\$76,148	\$116,600	\$2,340,465	\$1,275,998	\$1,064,467	83%	\$1,458,150	\$882,315	61%
Int., Dividends Gain /Loss Investmenst	(\$465)	\$11,231	\$9,823	\$16,568	\$3,452	\$7,501	\$3,151	\$10,718	(\$17,053)	\$44,926	\$8,887	\$36,039	-406%	\$26,523	\$18,403	69%
Rental & Misc. Income	\$2,577	\$2,567	\$2,577	\$2,938	\$4,632	\$2,587	\$4,137	\$1,352	\$2,583	\$25,952	\$25,029	\$922	4%	\$11,345	\$14,606	129%
Total Operating Revenue	\$647,688	\$685,199	\$755,120	\$1,032,797	\$872,534	\$541,096	\$2,257,259	\$783,942	\$1,004,596	\$8,580,232	\$4,971,987	\$3,608,245	73%	\$6,274,206	\$2,306,026	37%
Compensation and related expenses																
Salaries and wages	(\$443,161)	(\$433,354)	(\$454,897)	(\$518,263)	(\$440,009)	(\$437,129)	(\$471,423)	(\$471,111)	(\$504,781)	(\$4,174,128)	(\$3,559,930)	(\$614,198)	-17%	(\$3,926,895)	(\$247,233)	-6%
Payroll taxes	(\$33,016)	(\$32,472)	(\$34,730)	(\$40,583)	(\$31,419)	(\$32,596)	(\$34,238)	(\$33,317)	(\$37,823)	(\$310,193)	(\$254,054)	(\$56,139)	-22%	(\$370,869)	\$60,675	16%
Fringe benefits	(\$47,695)	(\$42,289)	(\$44,019)	(\$44,255)	(\$34,574)	(\$47,233)	(\$43,855)	(\$44,773)	(\$48,494)	(\$397,187)	(\$306,668)	(\$90,519)	-30%	(\$355,208)	(\$41,978)	-12%
Total Compensation & related exp	(\$523,873)	(\$508,115)	(\$533,645)	(\$603,101)	(\$506,002)	(\$516,958)	(\$549,516)	(\$549,201)	(\$591,099)	(\$4,881,508)	(\$4,120,652)	(\$760,856)	-18%	(\$4,652,971)	(\$228,536)	-5%
Other Operating Expenses																
Advertising and marketing	(\$10)	(\$223)	\$0	(\$500)	(\$20,358)	(\$1,560)	(\$603)	(\$359)	(\$875)	(\$24,488)	(\$1,496)	(\$22,991)	-1536%	(\$5,554)	(\$18,934)	-341%
Bad debt	(\$10,871)	(\$7,853)	(\$8,793)	(\$11,750)	(\$4,063)	(\$17,971)	(\$11,814)	(\$11,018)	(\$10,519)	(\$94,652)	(\$11,247)	(\$83,405)	-742%	(\$59,852)	(\$34,800)	-58%
Computer support	(\$8,840)	(\$15,246)	(\$7,868)	(\$17,719)	(\$18,855)	(\$8,487)	(\$8,218)	(\$11,996)	(\$11,991)	(\$109,220)	(\$83,710)	(\$25,509)	-30%	(\$98,854)	(\$10,366)	-10%
Conference and meetings	(\$2,087)	(\$440)	(\$1,910)	(\$35)	(\$607)	(\$5,235)	(\$65)	(\$2,375)	(\$664)	(\$13,417)	(\$5,510)	(\$7,908)	-144%	(\$5,880)	(\$7,537)	-128%
Continuing education	(\$1,522)	(\$7,870)	(\$281)	(\$5,171)	(\$1,678)	(\$880)	(\$1,150)	(\$1,196)	(\$828)	(\$20,576)	(\$6,491)	(\$14,086)	-217%	(\$27,000)	\$6,424	24%
Contracts and consulting	(\$13,540)	(\$8,482)	(\$12,971)	(\$10,791)	(\$11,736)	(\$27,756)	(\$8,878)	(\$17,847)	(\$9,907)	(\$121,908)	(\$205,394)	\$83,486	41%	(\$99,900)	(\$22,008)	-22%
Depreciation and amortization	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$26,315)	(\$236,839)	(\$256,899)	\$20,060	8%	(\$256,899)	\$20,060	8%
Dues and membership	(\$6,731)	(\$1,857)	(\$4,579)	(\$4,841)	(\$7,571)	(\$3,181)	(\$4,111)	(\$2,849)	(\$2,039)	(\$37,758)	(\$32,630)	(\$5,128)	-16%	(\$36,544)	(\$1,214)	-3%
Equipment leases	(\$1,535)	(\$3,829)	(\$2,126)	(\$1,131)	(\$1,831)	(\$1,366)	(\$1,325)	(\$1,858)	(\$1,452)	(\$16,454)	(\$18,751)	\$2,296	12%	(\$19,999)	\$3,545	18%
Insurance	(\$2,206)	(\$2,319)	(\$2,330)	(\$2,364)	(\$2,364)	(\$2,364)	(\$2,364)	(\$2,364)	(\$2,364)	(\$21,042)	(\$19,683)	(\$1,359)	-7%	(\$19,768)	(\$1,274)	-6%
Interest	(\$354)	(\$350)	(\$313)	(\$342)	(\$327)	(\$2,240)	\$1,907	\$0	\$0	(\$2,019)	(\$10,526)	\$8,507	81%	(\$3,270)	\$1,251	38%
Legal and accounting	(\$2,630)	(\$4,167)	(\$2,501)	(\$2,508)	(\$2,433)	(\$4,620)	(\$8,833)	(\$2,908)	(\$6,835)	(\$37,438)	(\$23,189)	(\$14,249)	-61%	(\$31,393)	(\$6,045)	-19%
Licenses and fees	(\$5,283)	(\$1,628)	(\$2,347)	(\$6,149)	(\$5,744)	(\$6,208)	(\$5,377)	(\$4,583)	(\$4,745)	(\$42,063)	(\$36,526)	(\$5,537)	-15%	(\$35,325)	(\$6,738)	-19%
Medical & dental lab and supplies	(\$6,811)	(\$7,785)	(\$7,342)	(\$12,376)	(\$9,361)	(\$7,796)	(\$12,954)	(\$8,630)	(\$10,056)	(\$83,111)	(\$48,719)	(\$34,391)	-71%	(\$69,195)	(\$13,915)	-20%
Merchant CC Fees	(\$136)	(\$1,601)	(\$1,403)	(\$1,542)	(\$1,186)	(\$1,350)	(\$2,021)	(\$1,774)	(\$1,892)	(\$12,905)	(\$10,996)	(\$1,909)	-17%	(\$10,813)	(\$2,091)	-19%
Office supplies and printing	(\$4,214)	(\$1,759)	(\$6,798)	(\$1,340)	(\$2,352)	(\$3,393)	(\$2,900)	(\$2,943)	(\$4,824)	(\$30,522)	(\$51,977)	\$21,455	41%	(\$43,972)	\$13,450	31%
Postage	(\$2,189)	(\$1,701)	(\$165)	(\$63)	(\$2,190)	(\$450)	(\$2,067)	(\$1,801)	(\$2,342)	(\$12,969)	(\$11,437)	(\$1,533)	-13%	(\$12,600)	(\$369)	-3%
Program supplies and materials	(\$15,432)	(\$10,809)	(\$31,160)	(\$31,302)	(\$38,363)	(\$44,685)	(\$21,324)	(\$22,122)	(\$37,000)	(\$252,198)	(\$148,930)	(\$103,268)	-69%	(\$173,250)	(\$78,948)	-46%
Pharmacy & Optometry COGS	\$426	(\$14,659)	(\$9,127)	(\$10,043)	(\$7,757)	(\$12,263)	(\$17,663)	(\$18,717)	(\$57,767)	(\$147,570)	(\$96,272)	(\$51,298)	-53%	(\$220,292)	\$72,723	33%
Recruitment	\$0	(\$5,040)	\$0	\$0	(\$105)	\$0	(\$50)	\$0	\$0	(\$5,195)	(\$4,666)	(\$529)	-11%	\$0	(\$5,195)	
Rent	(\$9,927)	(\$9,227)	(\$10,053)	(\$12,919)	(\$12,152)	(\$11,665)	(\$10,595)	(\$9,681)	(\$10,727)	(\$96,946)	(\$110,653)	\$13,707	12%	(\$77,396)	(\$19,550)	-25%
Repairs and maintenance	(\$17,864)	(\$17,421)	(\$15,978)	(\$21,441)	(\$13,492)	(\$16,237)	(\$13,532)	(\$20,242)	(\$13,213)	(\$149,420)	(\$135,609)	(\$13,811)	-10%	(\$131,782)	(\$17,638)	-13%
Small equipment purchases	(\$7,898)	(\$1,595)	(\$38,441)	(\$30,619)	(\$11,501)	(\$14,891)	(\$10,194)	(\$1,568)	(\$30,166)	(\$146,874)	(\$28,008)	(\$118,865)	-424%	(\$38,911)	(\$107,963)	-277%
Telephone	(\$11,151)	(\$13,513)	(\$14,943)	(\$13,888)	(\$14,759)	(\$14,179)	(\$11,218)	(\$14,383)	(\$13,816)	(\$121,849)	(\$126,290)	\$4,441	4%	(\$129,607)	\$7,758	6%
Travel	(\$619)	(\$572)	(\$1,258)	(\$2,971)	(\$1,222)	(\$1,327)	(\$2,379)	(\$2,723)	(\$1,044)	(\$14,114)	(\$9,682)	(\$4,432)	-46%	(\$18,000)	\$3,886	22%
Utilities	(\$5,193)	(\$7,258)	(\$4,052)	(\$3,808)	(\$4,576)	(\$6,304)	(\$3,861)	(\$3,746)	(\$3,778)	(\$42,576)	(\$34,530)	(\$8,046)	-23%	(\$42,750)	\$174	0%
Total Other Operating Expenses	(\$162,934)	(\$173,520)	(\$213,057)	(\$231,929)	(\$222,897)	(\$242,724)	(\$187,906)	(\$193,998)	(\$265,158)	(\$1,894,122)	(\$1,529,821)	(\$364,301)	-24%	(\$1,668,806)	(\$225,316)	-14%
NET OPERATING SURPLUS	(\$39,118)	\$3,564	\$8,418	\$197,767	\$143,635	(\$218,585)	\$1,519,837	\$40,744	\$148,340	\$1,804,602	(\$678,486)	\$2,483,088	366%	(\$47,572)	\$1,852,173	3893%
NON-OPERATING ACTIVITIES																
Donations, Pledges & Contributions	\$1,870	\$1,549	\$640	\$50	\$2,755	\$150	\$175	\$7,000	\$20,432	\$36,921	\$107,162	(\$70,241)	-66%	\$78,750	(\$41,829)	-53%
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,650	\$7,650	\$0	\$7,650	0%	\$0	\$7,650	
NET NON-OPERATING SURPLUS	\$1,870	\$1,549	\$640	\$50	\$2,755	\$150	\$175	\$7,000	\$28,082	\$44,571	\$107,162	(\$70,241)	-66%	\$78,750	(\$34,179)	-43%
NET SURPLUS/(DEFICIT)	(\$37,248)	\$5,113	\$9,058	\$197,817	\$146,390	(\$218,435)	\$1,520,012	\$47,744	\$176,422	\$1,849,172	(\$571,324)	\$2,412,847	422%	\$31,178	\$1,817,994	5831%

OPERATING ACTIVITIES

	Jan - Sep 2021	Jan -Sep 2019	Difference	%
Revenue				
Patient Services - Medical	\$1,509,541	\$1,961,939	(\$452,398)	-23%
Patient Services - Dental	\$1,083,940	\$1,442,506	(\$358,566)	-25%
Patient Services - Beh. Health	\$356,496	\$279,226	\$77,270	28%
Patient Services - Optometry	\$136,385	\$163,437	(\$27,052)	-17%
Patient Services - Optometry Hardware	\$76,000	\$69,719	\$6,281	9%
Patient Services - Pharmacy	\$503,396	\$96,378	\$407,018	422%
Quality & Other Incentives	\$42,508	\$36,884	\$5,624	15%
HRSA 330 & Other Grant	\$2,460,623	\$1,295,193	\$1,165,431	90%
Other Grants & Contracts	\$2,340,465	\$638,223	\$1,702,242	267%
Int., Dividends Gain /Loss Investmenst	\$44,926	\$40,968	\$3,958	10%
Rental & Misc. Income	\$25,952	\$23,560	\$2,392	10%
Total Operating Revenue	\$8,580,232	\$6,048,032	\$2,532,200	42%

Hilltown Community Health Centers
Statement of Cash Flows
September 2021

CASH FLOWS FROM OPERATING ACTIVITIES

NET SURPLUS/(DEFICIT) FOR PERIOD 176,422

ADJUSTMENTS TO RECONCILE NET INCOME TO NET CASH

PROVIDED (USED) BY OPERATING ACTIVITIES

01-11102-00	Decrease in ECW/AR PAYMENT	14,611
01-11103-00	Decrease in DENTRIX/AR PAYMENT	842
01-13200-00	Increase in PREPAID EXPENSES	(3,557)
01-13210-00	Decrease in PREPAID INSURANCE	2,364
01-13410-00	Increase in PREPAID VISION INSURANCE	(96)
01-13700-00	Decrease in PREPAID WORKMANS' COMP	2,133
01-22100-00	Increase in ACCOUNTS PAYABLE	113,369
01-23000-00	Increase in ACCRUED EXPENSES - CREDIT CARD	26,524
01-24200-00	Decrease in FICA TAX W/H	(111)
01-24400-00	Increase in TSA WITHDRAWALS	8,997
01-24450-00	Increase in 403B EMPLOYEE LOAN	235
01-24500-00	Increase in FLEXIBLE SPENDING BENEFIT	1,751
01-25900-01	Increase in SALES TAX PAYABLE	3
01-25900-02	Increase in SALES TAX PAYABLE	1
01-26000-00	Increase in ACCRUED EXPENSES	7,591
01-26010-00	Decrease in ACCRUED SALARIES/PAYROLL	(179,055)
01-26020-00	Decrease in ACCRUED FICA PAYABLE	(12,973)
01-26030-00	Increase in ACCRUED VACATION	6,404
01-26040-00	Increase in ACCRUED VACATION FICA	490
01-29400-00	Decrease in DEFERRED REVENUE	(17,136)
01-29405-00	Increase in DENTRIX SUSPENDED CREDITS	10,450

NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES 159,260

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
01-16300-01	BUILDING IMPROVEMENTS	(7,650)
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
01-16500-00	FURNITURE & FIXTURES	(78,990)
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	17,053

NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES (43,272)

NET INCREASE/(DECREASE) IN CASH 115,989

CASH AND CASH EQUIVALENTS AS OF 9/1/2021 3,606,498

CASH AND CASH EQUIVALENTS AS OF 9/30/2021 3,722,487

Hilltown Community Health Centers
Balance Sheet
as of 9/30/2021

ASSETS

Current Assets

Cash - Operating Fund	\$2,901,002
Patient Receivables	\$934,355
Less Allow. for Doubtful Accounts	(\$128,926)
Less Allow. for Contractual Allowances	(\$350,813)
A/R 340B-Pharmacist	\$18,740
A/R 340B-State	\$11,034
Contracts & Grants Receivable	\$367,688
Prepaid Expenses	\$39,357
Total Current Assets	\$3,792,437

Property & Equipment

Land	\$204,506
Buildings	\$2,613,913
Improvements	\$954,633
Leasehold Improvements	\$1,933,674
Equipment	\$1,534,054
Total Property and Equipment	\$7,240,779
Less Accumulated Depreciation	(\$3,333,094)
Net Property & Equipment	\$3,907,685

Other Assets

Restricted Cash	\$4
Pharmacy 340B and Optometry Inventory	\$9,863
Investment - Vanguard	\$390,823
Total Other Assets	\$400,691

TOTAL ASSETS

\$8,100,813

Liabilities & Fund Balance

Current & Long Term Liabilities

Current Liabilities

Accounts Payable	\$204,228
Notes Payable	\$333,017
Sales Tax Payable	\$23
Accrued Expenses	\$104
Accrued Payroll Expenses	\$406,178
Payroll Liabilities	\$13,443
Deferred Contract Revenue	\$56,457
Total Current Liabilities	\$1,013,451

Long Term Liabilities

Total Long Term Liabilities	\$0
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Total Liabilities

\$1,013,451

Fund Balance / Equity

Fund Balance Prior Periods	\$7,087,362
Total Fund Balance / Equity	\$7,087,362

Total Liabilities & Fund Balance

\$8,100,813

HILLTOWN COMMUNITY HEALTH CENTERS, INC.
58 OLD NORTH ROAD
WORTHINGTON, MA 01098
413-238-5511 FAX 413-238-5570
MA SALES TAX EXEMPT # 042-161-484
EXPIRES 12/31/2028

PURCHASE REQUISITION

Suggested Vendor: zeiss **Requested by:** Pat Kirouac on behalf
of Michael Purdy
Address: _____ **Program:** optometry
Date: 10-27-21

Catalog # (if known)	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST
	see attached			
	quote for a			
	new Humphrey			
	Field Analyser			
	for optometry			
	dept.			

(A CHECK REQUEST FORM IS REQUIRED FOR PAYMENT)

SUB-TOTAL

SHIPPING

TOTAL

35,590

Approved by: _____	DATE _____
DEPARTMENT MANAGER	
Approved by: _____	DATE _____
CHIEF FINANCIAL OFFICER	
Approved by: <u>[Signature]</u>	<u>11/3/21</u>
CHIEF EXECUTIVE OFFICER	DATE _____
Approved by: _____	DATE _____
FINANCE COMM. or CHAIR of BOD	

Up to \$500 - Dept. Head or Designee signature only

\$501 to \$5,000 - Dept. Head and either CEO or CFO

\$5,001 to \$10,000 - Dept. Head and CEO and CFO

\$10,001 and above - CEO, CFO, and Finance Committee or Chair of BOD

**NOTE – See Financial
Procedures Manual for
Procurement standards.**



Carl Zeiss Meditec USA, Inc. Dublin CA 94568
Hilltown Community Health Ctr
73 Russell Rd
Huntington MA 01050-9777
US

Carl Zeiss Meditec USA, Inc.
5300 Central Parkway
Dublin CA 94568

Your commercial contact:

Name: Samuel Griffiths
Telephone:
Fax:
Email: sam1.griffiths@zeiss.com

Name:
Telephone:
Fax:
Email:

Date: 04/12/2021
Page: 1 of 3

Quotation

Quotation Number: 00142254
Customer Number: 0000800922

Comment

US - US List Price Pricebook

Item	Product ID / Product Description	Quantity	Item Price (USD)	Total Price (USD)
00189183	266002-1162-270	1	38,519.00	38,519.00
	HFA3 860			
	Consisting of the following items:			
	10HFA3860S15	1		
	Standard automated perimetry with SITA Faster (including 24-2C), Fast and Standard, custom static testing, kinetic and other tests. Guided Progression Analysis (GPA), Single Field Analysis, and other reports. Patient monitoring: gaze, head tracking, vertex and blind spot monitoring. Automated Liquid Trial Lens and manual trial lens holder. Stimulus sizes I through V; colors white, red, and blue, and blue-on-yellow (SWAP). Auto Pupil measurement, Foveal Threshold testing, and RelEYE eye images capture for Glaucoma Workplace.			



Quotation No: 00142254
Date: 04/12/2021
Page: 2 of 3

Export to network folders, Electronic Medical Record Systems
(DICOM and non-DICOM EMR's) FORUM and Glaucoma
Workplace.
Optional HFA Review software provides report review on
Windows PCs .
* German language driver's test included for German speaking
countries.

PRTR	1
PRINTER	
120VUNAS	1
HFA 3 Table K2 120V	
60BRSHLD	1
Breath Shield	


Sub Total	\$38,519.00 USD
Competitive Discount	-\$3,524.00 USD
Sub Total after discount	\$34,995.00 USD
Freight:	\$595.00 USD
Tax (tax may differ at time of invoice)	0.00 USD
Total	\$35,590.00 USD



Quotation No: 00142254
Date: 04/12/2021
Page: 3 of 3

Please be advised that the products, technical data/technology and services included in this quotation, order confirmation or contract may be subject to European Union, U.S., or other export control regulations. **This document will only be effective if not prohibited by sales ban (embargo) and/or if necessary licenses are granted.** An export license or other government authorization may be required to complete this transaction. Your assistance may be required to complete export licensing requirements. Neither party will be responsible for performance or liable for damages if this transaction is determined to be restricted by regulation and/or denied a license or permission by applicable export controls authorities.

This agreement is subject to the terms on the following pages (before signature - see attachment) - different for Surgical and Ophthalmology divided by division.

	<u>Eliza B. Lake</u>	<u>CEO</u>	<u>10/27/21</u>
Signature of Authorized Customer	Print Name	Title	Date

Select Payment Type

☐ Purchase Order

☐ Payment in full

☐ Check

☐ Credit Card

Purchase Order Number:

Deposit Amount:

Check Number:

Credit Card Number:

Expiration Date:

Please provide your credit card billing address if it is different from above billing site address:

Name:

Address:

City, State, Zip:

☐ Lease