



**North Country Health Consortium
Board of Directors Meeting
January 8, 2020, 8:30-9:30- Zoom**

AGENDA

Consent Agenda

- December 2020 Board Meeting Minutes
- November 2020 Financials

Strategic Planning Update

- Kick-off session followed by full board Strategic Planning Session

Management Team Attendance

- Program Updates-Consent agenda

Friendship House/Clinical SUD Services Update

COLA

Grant Updates

Tillotson
SAMHSA
Other

Public Health Network Update- Covid Vaccination Campaign, Jim Richardson

Next BOD Meeting: February 11th, 8:30-9:30am, Zoom

Attachments: December 2020 Minutes, Program Updates



NCHCNH.org

**North Country Health Consortium Board of Directors Meeting
December 11, 2020 8:30am via Zoom
Meeting Minutes**

Board present: Mike Lee, Ken Gordon, Karen Woods, Suzanne Gaetjens-Olsen, Ed Duffy, Scott Colby, Maryanne Aldrich, Tara MacKillop

Absent: Lars Neilson, Greg Culley, Jeanne Robillard, Mike Peterson

Staff present: Becky McEnany, Cathy Roy

Notetaker: Carol Hemenway

Meeting called to order 8:33 a.m.

Finance Committee will begin meeting on the Thursday prior to the Board of Directors meeting to allow for more time to review the financial reports. This goes into effect for the January 2021 meeting.

Welcome to the newest Board members! Mike Peterson (absent) & Maryanne Aldrich of NCHHH. Maryanne has been with North Country Home Health and Hospice for just over 1 year and serves as their Director of Community Relations. Maryanne has extensive experience working in healthcare & hospital administration.

New NCHC administrative staff member Carol Hemenway comes to NCHC with 15 years of c-suite level administrative experience. She has accepted the position of Administrative/HR Coordinator and will work closely with Francine, Becky, and the Board of Directors.

Consent Agenda

Motion to approve the consent agenda was made by Scott. Seconded by Ken and carried by unanimous vote of the Board present.

Financials – Welcome Suzanne as the new Finance Committee Chair

Review of the October 2020 Financials

- Last month ended with an organization wide YTD (FY20) loss of \$758k (PPP funding is not factored into this total)
- Friendship House ended the month at a break-even point
- Cares act funding – money received has been spent with \$10.8k allocated for rental expense
- All programs operating as usual
- GOFERR grant one-time funding received – monies need to be spent before 12/31/20
- Cash on hand – 60 days
- Line of Credit – if we want to continue to have a LOC, it is recommended to have the LOC through Mascoma
- IDN has a robust pot of funds
- IDN 500k in grant monies will fund Community Health Worker positions
- A/R notes: est \$25-30k uncollectable debt at Friendship House will be a write off for FY 20
- Assets from Friendship House have depreciated, most assets are AHEAD property

Friendship House update:

RFP's were due to NH-BDAS by 12/1/20. There were 5 separate agencies that expressed interested in providing services at the Friendship house location. 4 were interested in providing all services (IDCMP/IOP/in-patient). There is one local agency that wants to provide only the Impaired Drivers Care Management Program (IDCMP).

Only 1 RFP was received was received on time. Amatus Healthcare & Recovery. AHEAD has decided to move forward with the proposal. Amatus and AHEAD are meeting today to review the lease and contract for the Friendship House facility.



Amatus has provided an organizational structure chart for our review. They have capacity to offer all levels of service. They have the ability to get clients into treatment quickly and can provide transportation. There are plans for detox services and they are hoping to expand the site to 48 beds.

All NCHC staff have been informed of the new organization coming in. Amatus, pending AHEAD approval and signing of lease/contract, will conduct interviews with current staff wishing to remain. There will be in person interviews next week. Next step for NCHC is to proceed with wind down and transfer of records. Layoffs will start to happen next week, with approximately 23 layoffs next Friday. Nine staff will say thru December 23rd or 30th.

Grant updates:

- GOEFFER/YLTA grant: part of the Cares act for \$30k. This money will be applied to the cost of advisors for Youth Leadership Through Adventure (YLTA) in school advisory council staff during remote learning.
- COVID Vaccine campaign grant of \$300k: waiting on final approval. NCHC did receive a \$25k equipment grant. If approved, we can expect to receive the remaining \$275k in January 2021.
- Tillotson grant: this is a 3-year grant for operating funds and completes in June 2021. Renewal application is due in January for another 3-year grant, we have received this grant twice before. This grant allows for \$100k per year of unrestricted spending.
- Federal grants announcements have been made and shared by Mike Lee with Becky. Becky and April are reviewing. Public health needs should be forwarded to Becky for review to allow for a chance of not previously considered grant opportunities.
- FEMA funding: asked for \$100k and have just received approval.

Strategic Planning Session that was planned for last September was postponed and can now be re-planned. This will offer a chance to look for funding & grant opportunities. Possible schedule for February or March. Carol will reach out to BOD for availability via Doodle poll.

Receipt of COVID vaccine update: as of last meeting the long-term care & nursing homes centers are first tier recipients. Current plan is for NCHC to deliver vaccine to Grafton County clients & staff and to the Glencliff Nursing Home staff only. Working with national guard to set up a vaccine administration fixed site in Lancaster. The challenge associated with this vaccine is the need for it to be kept in deep freeze freezers and limitations on available freezers and the need for two doses.

Reminder to the Board - Please sign conflict of interest forms if you have not already done so.

New AmeriCorps volunteer just started this week and will be with NCHC for 1 year focusing his time in the public health network. A student intern from Colby-Sawyer College is coming on board in the new year and will be with NCHC from January – June.

adjournment

Motion to adjourn was made by Suzanne. Seconded by Tara and carried by unanimous vote of the Board present.

Meeting adjourned at 9:19am



Action Register			
Follow-up Action Needed	Due Date	Responsible Person (primary and secondary)	Completed
Specific grant funding opportunities for review	1/1/2021	Becky/April	
Strategic Planning Session - schedule	12/31/2020	Carol	
Conflict of Interest Forms are due	12/31/2020	Board	

Directors	Conflict Interest	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Colby, Scott		X	X										
Duffy, Ed, MD		X	X										
Gaetjens-Oleson, Suzanne		X	X										
Gordon, Ken		X	X										
Lee, Michael		X	X										
MacKillop, Tara		X	X										
Nielson, Lars MD.		AB	AB										
Robillard, Jeanne		X	AB										
Woods, Karen		X	X										
Culley, Greg			AB										
MaryAnne Aldrich			X										
Mike Peterson			AB										
Curtis Metzger		X											



January 2021 Board of Directors Program Updates

SUD Clinical Services

- All NCHC SUD clinical services were closed as of 12/30/2020.
 - Final move out of Friendship House took place 12/30/2020. Conway office has been vacated and we are working on transferring space and furniture in Berlin to new IDCMP provider.
 - Ongoing communication with AHEAD, Amatus, and the state to support transition
 - IT infrastructure dismantled and computers/technology wiped
 - Wrap up of Cares Act grant funding and financials underway.
 - CARF has been notified of elimination of services.
 - Communications/messaging has been updated:
 - Website edits and messaging, voice-mail, email routing complete
 - Referring requests for treatment to AskPETRA
 - Communication with Amatus PR initiated
- Clients:
 - Last residential clients completed treatment 12/16/2020
 - Last outpatient clients were seen 12/21/2020
 - All clients in Residential, OP, and IOP programs either completed treatment or were transferred to a provider of choice by 12/30/2020. With the exception of two clients who we are still working on transferring, all IDCMP clients either completed or transferred.
- Staffing:
 - 31 Staff terminations in December (all SUD Clinical Services). 1 Remaining staff member in Finance, last day will be 1/15/21
 - Facilitated an information session with Clinical Services Staff and NH Recovery Works with information from NH Medicaid, NH Employment Security and resources for re-training and job seeking support.
 - Reports submitted to NH Employment Security in compliance with NH Mass Layoff requirements.
 - Facilitation of permission from Clinical Services staff to share personal contact information with Amatus for possible future employment.
- Client Charts:
 - The new entity and the DHHS have declined to assume custody of charts from all programs. NCHC retains custody at this point. The majority of charts are from Tri-County CAP.



Drug Treatment Court

- Drug Court Graduation on 1/4/2021 with guest speaker, Hon. Tina Nadeau Chief Justice, New Hampshire Superior Court. Four graduates, session was recorded (as required by the courts) and will be available for viewing. Incredible stories of perseverance.
- Blue Heron Neurofeedback and Consulting agreements
 - To expand treatment options for DTC Clients
 - To outsource billing and clinical supervision of LADC billable services until June 2021, as a pilot project.
- Challenging time of year for participants with relapses and one who absconded. The team is doing an incredible job of working with participants with added support and programming.
- Ongoing telehealth counseling and video court sessions

Public Health

- The North Country Public Health Network continued work on firming up the regional COVID vaccination distribution plan. Hospitals began vaccinating their first staff members in the second week of December and the Public Health Network received its first doses of the Moderna vaccine just before the New Year.
- Nursing students from UNH completed a public health project through which they developed social media posts about Lead Poisoning Prevention and a database of potential local partners for the launch of the North Country Lead Poisoning Prevention Collaborative.
- The Public Health Network welcomed an AmeriCorps Vista volunteer serving as a member of the COVID Community Care Corps. This volunteer will be in place for a year, working to help the PHN increase capacity to respond to public health emergencies.

Region 7 Integrated Delivery Network (IDN)

- The IDN has spent the last month of the demonstration finalizing a transition plan for the region. The governance infrastructure has made final approvals of the spend-down plan and will be issuing Memoranda of Understanding for the approved projects and fund distributions.

Northern New Hampshire Area Health Education Center (NNH AHEC)

- The NNH AHEC team has begun the process of reaccreditation with the Northeast Multistate Division as a provider of continuing nursing education.
- Work is now underway to provide a virtual rural learning experience for Rural Health Scholars from the Geisel School of Medicine at Dartmouth College later this spring.



- Work also continues on the interviews and focus group discussions that are part of a statewide research to explore clinical and nonclinical placement processes.
- MOA has been established with Jill Gregoire, RN to remain in the Nurse Planner role.

Substance Misuse Prevention Program

- North Country Empowering Youth Initiative completed 12/31/2020
 - Goal of proposal was to reach 199 North Country youth, and through the Fall UP Conference, rebroadcasting, and learning collaboratives NCHC reached a total of 437 North Country youth.
 - North Country Youth Advisory Council, comprised of 7 North Country high school students and 6 adults met weekly through 12/23, and will continue to meet monthly after 1/1/21. The group will continue to find ways to promote protective factors and positive youth development and identify enrichment opportunities for at-risk student populations.
 - Equipment purchased to support podcast and video production will be available to check out and used students moving forward, along with training in how to use it
- Impaired Driver Care Management Program (IDCMP) program closed out 12/30/2020.
 - Each client was called twice and emailed twice in an effort to inform them of their options for transferring files. Two active client files which still need to be transferred, and we are working with NH DHHS to discuss a plan for long term storage of files.
- Student Assistance Programs (SAP)
 - First peer supervision meeting held in December for SAP Counselor group
 - Berlin is still without an SAP Counselor, but they are actively recruiting.
- Youth Leadership Through Adventure (YLTA)
 - \$30,246 proposal for GOFERR funds was distributed through NH Boys & Girls Clubs. NCHC used these funds to provide 9 YLTA group advisors with a \$2,000 stipend to support their efforts in the program, cover program staff time, and cover program allocated expenses.
- Drug Free Communities (DFC)
 - Media Learning Collaborative met for first time in December. This group is working together to learn more about the entire process of effective video creation.
 - DFC Program Coordinator being trained in use of Adobe InDesign software

AskPETRA - Prevention, Education, Treatment, Recovery, Assistance/Wellness And Recovery Model (WARM)

- Gearing up to do a series of "COVID-friendly" mailings to include:
 - education and resources for behavioral health and physical health providers



- resources and outreach materials to Recovery Friendly Workplaces (RFW). NCHC's goal for this work is to provide training, education, and support to workforces and organizations to be most effective.
- Promoting the overview/education "Meet PETRA" outreach and engagement presentation to include a virtual overview of the resources and services AskPETRA can offer, as well as an in-person presentation to be delivered once the pandemic period has ended. Open to all health and human service organizations in the region to increase awareness of the program and opportunities afforded to individuals and professionals in the region.
- Working with the local Doorway programs and the Bureau of Drug and Alcohol Services to acquire and distribute 300 naloxone kits with education materials.

GOFERR Funding/PHN- NCHC developed a community survey to guide the development of a regional action plan to examine needs and opportunities around Substance Use Disorder, especially in light of the COVID-19 impact. 86 responses will be analyzed and included in the resulting summary report and regional action plan.

- AskPETRA promotion as part of GOFERR contract:
 - AskPETRA postcard was directly mailed to nearly 57,000 homes in Northern NH as a free opportunity to be connected with needed SUD and other services
 - 875 safety kits with AskPETRA connection info were distributed across the region, including to individuals at-risk of/have SUD
 - Promotion of AskPETRA as a new SUD connection resource on Facebook
- NCHC will release a thorough analysis of needs/gaps and opportunities/resources for SUD based on a recent community needs survey and other existing resources, including healthcare community health needs assessments and implementation plans. A recommended regional action plan will be developed based on this analysis to mitigate COVID-influenced and/or other existing needs around SUD to increase responsiveness and support in the region.

Events/Trainings: (webpage: <https://nchcnh.org/events.php>)

Completed:

- Virtual HIV Town Hall Series wrapped on December 1. The four-part series included expert speakers who provided brief education followed by a community conversation facilitated by NH Listens of UNH. Access recordings at: <https://askpetra.org/harm-reduction/> ;click on the last dropdown, titled: "Access recordings from the Town Hall Series: Harm Reduction and Rural Health: Taking Action for Our Communities"
- NCHC finished the last training of the NCHC's first virtual Certified Recovery Support Worker (CRSW) training series, including Recovery Coach Academy (RCA) (ran in August),



Ethical Consideration (ran in September), HIV/AIDS and Other Infectious Diseases (ran in October), and Suicide Prevention (ran in December 7-11).

Upcoming:

- Mental Health First Aid- recently adapted to a virtual format and will be offered internally on 1/27/21 and externally for partners and community members on 2/23/21.
- NCHC is looking to host a virtual Drug Summit to engage various sectors in action planning around Substance Use Disorder (SUD) needs in the North Country. This Summit series will occur between January and April 2021.

Ways2Wellness CONNECT (W2W CONNECT)

- W2W CONNECT will be offering a second virtual CHW training beginning January 21, 2021. Free for Region 7 IDN partner organizations/limited scholarships available for other non—IDN organization staff and community members.

Human Resources

- New Hires:
 - Jean Adie: SUD Program Coordinator with the WARM Program
 - Emily Barton: Colby-Sawyer Intern working with COVID Response
 - Offers out to:
 - Temporary COVID Response Coordinator – part-time through June 21
 - Community Health Worker with Ways2Wellness- full-time
- Current staffing:
 - 30 Full Time employees
 - 3 Part Time
 - 2 Volunteers (VISTA/Intern)

Marketing and Communications:

- NHPR interview with Jordyn Haime and NCHC staff re: COVID vaccine hesitancy on 12/23/20
- Video learning group to increase capacity and connect programs with NCHC branding and voice
- MRC Recruitment and Branding, new Facebook graphics and streamlined access to application on NCHC Website
- Added a new COVID Response “Stamp” to the website and re-engineered the tabs for ease of access to information
- Education and coaching on plain language and health literacy in materials and online



Finance Committee Minutes

December 11, 2020

Board present: Mike Lee, Suzanne Gaetjens-Oleson, Tara McKillop

Staff present: Cathy Roy, Becky McEnany

Called to order 8:03am.

Review of last month's finance Committee minutes by Cathy.

Motion to approve the November 2020 minutes was made by Tara. Motion was seconded by Suzanne and unanimously approved by Board present.

CFO Update:

- Cathy shared has been working with the audit team, wrapping up CARES Act funding, and PPP forgiveness with Chad Stearns at Mascoma Bank.
- Cathy provided a review of financials for October 2020
 - Overall net positive with programs, all sustainable and on track
 - Friendship House is break even with funds being drawn as needed from the CARES Act grant to cover losses
 - We have secured a number of Cares Act grants that end 12/30/20 and include admin funding. This has allowed us to charge less to the existing admin budget which will help after January 2021
 - Recent reimbursement of IDN funds: Last draw down from IDN was March 2020. IDN will again be extending support to the Community Health Workers Program (Ways 2 Wellness)
 - IDN will be 90% spent down by December 2021
 - Our FEMA proposal was accepted. The proposal was for \$100,00 and we have to date spent \$30,000. Will be determining best way to allocate remaining funds as we move forward with the COVID-19 Vaccination Campaign
 - Paycheck Protection Program (PPP) grant will be submitted by 12/14/2020 and the determination regarding the forgivable amount will be critical in determining final numbers for FY 2020. Current loss due to Friendship House is negative \$758k, but this figure will be amended after the adjustment from PPP and CARES ACT funding (able to use back to March 2020). We are hopeful that the loss will be 100% forgiven
 - Due to PPP, audit may be delayed pending final balance

Report Discussion

- Mike asked that Cathy prepare a financial summary page each month that can be shared ahead of time with the Finance Committee and in the Board packet. Cathy asked for input on report format. The plan is to eliminate the current shadow system to reduce the possibility of error with transferring data as well as increased efficiency. These will be canned reports directly out of Accufund.



Cathy will work with auditors and DHHS to ensure this will be acceptable to them prior to making the change. Cathy asked if the Board would like all program information as usual or just a broad organization overview. Suzanne felt an organizational overview would be sufficient unless there is an issue within a particular program budget that needs to be addresses/discussed. Mike suggested that the expense detail is not necessary

Other Business:

- **Change of Finance Committee Meeting Day/Time**
 - After discussion about the need to change the meeting day/time, the Committee agreed to meet at noon the Thursday prior to BOD meeting to review financials
 - Cathy will send financials and financial summary the Wednesday prior to the meeting for review
 - Cathy to work with Carol to send out a new Zoom link for meeting
- Tara asked to be provided with the draft budget.

Meeting adjourned at 8:30

W:\ADMINISTRATION\Board\Finance Committee\Meeting Minutes FYE 21\2020-1211.docx

North Country Health Consortium					
BALANCE SHEET					
Through November 30, 2020					
				FY 2021	FY 2020
ASSETS					
Current Assets:					
	Cash and Cash Equivalents			593,083	592,172
	Accounts Receivable			719,305	887,491
	Allowance for Doubtful Accounts			-25,000	-25,000
	Certificates of Deposit			127,357	127,357
	Prepaid Expenses			26,615	30,448
	Restricted Cash - NH DHHS Cares Act			550,029	0
	Restricted Cash - IDN			3,253,393	3,536,548
	Total Current Assets			5,244,783	5,149,016
Property and Equipment:					
	Accumulated Depreciation			-196,975	-195,673
	TOTAL ASSETS			5,254,738	5,160,273
LIABILITIES AND NET ASSETS					
Current Liabilities					
	Commercial Line of Credit			1,153	1,153
	Accounts Payable Accrued Expenses			111,716	374,523
	Accrued Wages and Related Liabilities			196,850	250,016
	Deferred Revenue			4,618,595	4,229,267
	Total Current Liabilities			4,928,315	4,854,960
	Total Beginning Net Assets			1,060,523	1,060,523
	Surplus/(Deficit)			21,110	(755,211)
	NET ASSETS			1,081,634	305,313

NCHC ORGANIZATIONAL PERFORMANCE DASHBOARD

BALANCE IN BRIEF										FINANCIAL RATIOS			
11/30/2020	YTD (2-month) Actual	FY 2021 Budget	2 months = 16.67%	FY 2020 Budget	11/30/2020	September	October	November	3-Month Average				
2 Revenue	\$885,084	\$7,419,559	12%	\$ 7,101,154	Current Ratio (Current Asset/Total Liabilities)	1.1	1.1	1.1	1.1				
Expense	\$863,974	\$7,398,017	12%	\$ 7,082,124									
Surplus (Deficit)	\$21,110	\$21,543		\$19,029									

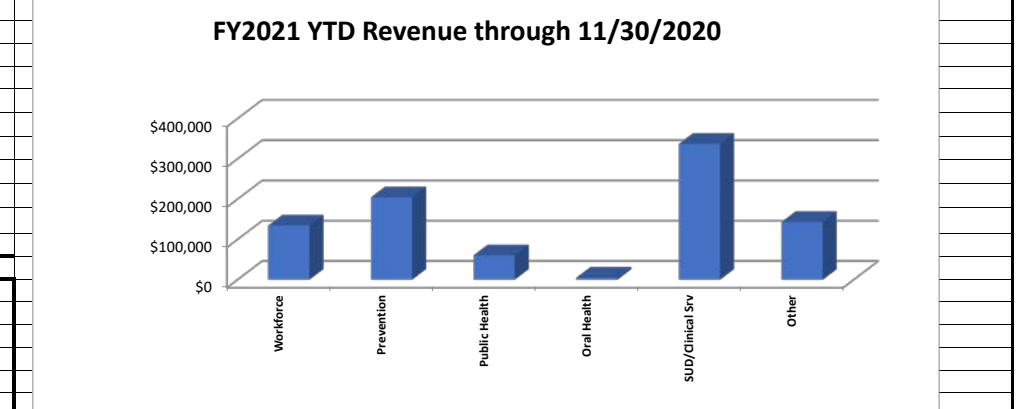
GRANT/CLINICAL SERVICES REVENUE	YTD (2-month) Actual	Grant Amount	Grant Award Period	Year
11/30/2020				
AHEC - Endowment 4 Health	\$3,076	\$25,000	7/1/2020 - 6/30/2021	One Year
AHEC - Cares Act	\$5,678	\$45,727	5/1/2020 - 4/30/2021	One Year
AHEC	\$11,258	\$111,176	9/1/2020 - 8/31/2021	Annual Review
Integrated Delivery Network (IDN)	\$91,058	\$2,412,615	7/1/2016 - 12/31/2021	Year 6 of 6
IDN CHW W2W	\$23,558	\$200,000	7/1/2020 - 6/30/2021	Year 1 of 3

TOP 3 MAJOR EXPENSES			
11/30/2020	YTD (2-month) Actual	FY 2021 (12-mo) Budget	2 months = 16.67%
Personnel	\$575,724	\$3,260,218	18%
MOA	\$50,356	\$3,299,104	2%
Dues, Memberships, Subscriptions	\$77,456	\$131,973	59%

CASH POSITION				
Monthly Average Cash Requirement		\$	348,725	
Available Cash		\$	709,682	
Months of Cash Available for Expenses			2.04	
Line of Credit Borrowed		\$	-	

CURRENT STAFF: Active 56 - Layoff 0	
Positions Vacant: 2	FY20 Est. Benefit Rate: 22.5%

NON-GRANT REVENUE				
11/30/2020	YTD (2-month) Actual	FY 2020 (12-month) Budget	Funding Period	
Oral Health				
HNH Foundation-II	\$4,814	\$20,000	7/1/2019 - 6/30/2022	Year 2 of 3
Interest Income	\$969	\$5,500	10/1/2019-9/30/2020	
Member Dues	\$0	\$11,000	10/1/2019-9/30/2020	
Misc. Program Fees	\$125,753			
NHCF-Operations Support	\$16,666	\$100,000	7/1/2020-6/30/2021 (YR 3 of 3)	



FUNDING RESOURCES				
			Medicaid and MCOs	
		\$183,000	10/1/2020 - 12/31/2020 (BDAS)	
		\$550,000	NH DHHS Cares Act FH funding 10/1-12/31/20	

Average Daily Census		11/1/2020 - 11/30/2020	9.20
SUD Clinical	SUD Clinical Services (includes Friendship House)	\$337,303	

**Board Budget to Actual - NCHC Org.-Wide - MTD and YTD
November 30, 2020**

<u>All</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Total Org.</u> <u>Wide</u> <u>Budget</u>
<u>Revenues</u>							
4000 Contributions - Unrestricted	0.00	0.00	0.00	25.00	0.00	25.00	0.00
4200 Revenue	301,234.89	154,949.50	146,285.39	568,509.65	309,899.00	258,610.65	0.00
4300 Program fees	113,922.81	0.00	113,922.81	237,851.49	0.00	237,851.49	0.00
4900 Interest income	485.16	0.00	485.16	968.78	0.00	968.78	0.00
4902 Misc. Income/Refunds	0.00	0.00	0.00	77,728.95	0.00	77,728.95	0.00
Total Revenues	415,642.86	154,949.50	260,693.36	885,083.87	309,899.00	575,184.87	0.00
<u>Expenses</u>							
5000 Payroll	251,092.45	32,522.00	(218,570.45)	465,385.94	65,044.00	(400,341.94)	0.00
5010 SS & Medicare	15,293.38	2,504.00	(12,789.38)	30,524.12	5,008.00	(25,516.12)	0.00
5030 Employee Benefits	30,430.84	3,735.00	(26,695.84)	72,326.80	7,470.00	(64,856.80)	0.00
5040 Workers Compensation	2,424.33	266.00	(2,158.33)	4,848.66	532.00	(4,316.66)	0.00
6000 Payroll processing fees	1,314.87	0.00	(1,314.87)	2,638.78	0.00	(2,638.78)	0.00
6010 In-state Travel	2,040.76	895.00	(1,145.76)	4,396.38	1,790.00	(2,606.38)	0.00
6020 Staff Development - Direct	0.00	0.00	0.00	180.00	0.00	(180.00)	0.00
6030 Treatment Services	60.40	0.00	(60.40)	146.80	0.00	(146.80)	0.00
6110 Info System Fees- Direct	4,081.27	561.00	(3,520.27)	9,403.72	1,122.00	(8,281.72)	0.00
6120 Training & Educ Prof Fees	295.59	0.00	(295.59)	675.59	0.00	(675.59)	0.00

6131 Bank Service Charges	45.00	0.00	(45.00)	90.00	0.00	(90.00)	0.00
6140 Consulting Fees	3,109.00	0.00	(3,109.00)	4,706.00	0.00	(4,706.00)	0.00
6155 Audit	0.00	509.00	509.00	0.00	1,018.00	1,018.00	0.00
6220 Agency MOA	45,605.85	91,667.00	46,061.15	50,355.85	183,334.00	132,978.15	0.00
6240 Media	0.00	334.00	334.00	178.31	668.00	489.69	0.00
6250 Professional Dues, Licenses & Memberships	1,502.07	12,958.00	11,455.93	1,965.32	25,916.00	23,950.68	0.00
6260 Office/Facility Supplies	1,446.33	95.00	(1,351.33)	6,465.54	190.00	(6,275.54)	0.00
6261 Office Supplies - Joint	165.63	0.00	(165.63)	444.51	0.00	(444.51)	0.00
6264 Fuel	35.28	0.00	(35.28)	104.13	0.00	(104.13)	0.00
6267 Medications	155.39	0.00	(155.39)	310.78	0.00	(310.78)	0.00
6268 Dental Supplies	187.50	0.00	(187.50)	4,293.17	0.00	(4,293.17)	0.00
6270 Books & Subscriptions	6,021.62	0.00	(6,021.62)	12,906.24	0.00	(12,906.24)	0.00
6280 Training & Educ Supplies	304.89	0.00	(304.89)	18,917.67	0.00	(18,917.67)	0.00
6290 Food	4,449.99	0.00	(4,449.99)	7,061.32	0.00	(7,061.32)	0.00
6291 Food - Contra Expense	(371.00)	0.00	371.00	(924.00)	0.00	924.00	0.00
6300 Event Expense	3,710.00	83.00	(3,627.00)	26,710.12	166.00	(26,544.12)	0.00
6310 Postage & Delivery	257.50	24.00	(233.50)	391.90	48.00	(343.90)	0.00
6320 Printing & Copying	503.73	71.00	(432.73)	524.70	142.00	(382.70)	0.00
6330 Equipment Rental/Lease	500.58	0.00	(500.58)	1,001.16	0.00	(1,001.16)	0.00
6340 Equipment Maintenance	0.00	0.00	0.00	434.34	0.00	(434.34)	0.00
6350 Cell Phone	868.26	0.00	(868.26)	1,671.52	0.00	(1,671.52)	0.00
6360 Telephone Charges	2,579.73	0.00	(2,579.73)	4,578.61	0.00	(4,578.61)	0.00
7000 Rent	11,239.35	0.00	(11,239.35)	22,078.70	0.00	(22,078.70)	0.00
7030 Occupancy - Other	13,299.00	0.00	(13,299.00)	25,782.93	0.00	(25,782.93)	0.00
7500 Liability Insurance	1,731.83	0.00	(1,731.83)	3,463.66	0.00	(3,463.66)	0.00

7510 D&O Insurance	307.17	0.00	(307.17)	614.34	0.00	(614.34)	0.00
8100 Purchases - Software (1-5,000)	12.99	0.00	(12.99)	75,490.98	0.00	(75,490.98)	0.00
8500 Depreciation Expense	528.57	0.00	(528.57)	1,057.14	0.00	(1,057.14)	0.00
8503 Depr. - Unallow. (Fed \$)	122.38	0.00	(122.38)	244.76	0.00	(244.76)	0.00
9000 Other Direct	120.00	158.00	38.00	120.00	316.00	196.00	0.00
9001 Indirect	0.00	8,567.00	8,567.00	0.00	17,134.00	17,134.00	0.00
9003 Flexible Funds	306.73	0.00	(306.73)	1,507.36	0.00	(1,507.36)	0.00
9010 Misc.	900.00	0.00	(900.00)	900.00	0.00	(900.00)	0.00
Total Expenses	<u>406,679.26</u>	<u>154,949.00</u>	<u>(251,730.26)</u>	<u>863,973.85</u>	<u>309,898.00</u>	<u>(554,075.85)</u>	<u>0.00</u>
Change in Net Assets	<u>8,963.60</u>	<u>0.50</u>	<u>8,963.10</u>	<u>21,110.02</u>	<u>1.00</u>	<u>21,109.02</u>	<u>0.00</u>

**Program Budget to Actual - 20 Workforce - FY for Finance Committee
November 30, 2020**

<u>All</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Grant Y-T-D</u> <u>Actual</u>	<u>Grant Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Total</u> <u>Grant</u> <u>Budget</u>
<u>Revenues</u>							
20 001 4300 000 Fee Revenue	7,798.00	0.00	7,798.00	9,423.00	0.00	9,423.00	0.00
20 001 4902 000 Misc Revenue	0.00	0.00	0.00	75,465.00	0.00	75,465.00	0.00
20 003 4200 000 EFH - Forward Fund	1,632.84	2,083.50	(450.66)	3,075.64	4,167.00	(1,091.36)	12,501.00
20 004 4200 000 AHEC Supplement	2,912.01	0.00	2,912.01	5,678.01	0.00	5,678.01	0.00
20 005 4200 000 AHEC	5,650.51	0.00	5,650.51	11,257.74	0.00	11,257.74	0.00
20 252 4200 000 Integrated Delivery Systems	64,051.55	152,866.00	(88,814.45)	91,058.37	305,732.00	(214,673.63)	458,598.00
20 273 4200 000 IDN W2W Connect	12,375.02	0.00	12,375.02	23,558.36	0.00	23,558.36	0.00
Total Revenues	<u>94,419.93</u>	<u>154,949.50</u>	<u>(60,529.57)</u>	<u>219,516.12</u>	<u>309,899.00</u>	<u>(90,382.88)</u>	<u>471,099.00</u>
<u>Expenses</u>							
20 5000 Salary & Wages	31,723.86	32,522.00	798.14	57,465.78	65,044.00	7,578.22	106,306.00
20 5010 SS & Medicare	2,399.27	2,504.00	104.73	4,330.22	5,008.00	677.78	7,804.92
20 5030 Employee Benefits	3,593.09	3,735.00	141.91	8,440.66	7,470.00	(970.66)	11,760.71
20 5040 Workers Compensation	300.12	266.00	(34.12)	593.20	532.00	(61.20)	796.36
20 6010 In-state Travel	200.68	895.00	694.32	622.73	1,790.00	1,167.27	2,815.00
20 6020 Staff Development - Direct	0.00	0.00	0.00	180.00	0.00	(180.00)	0.00

20 6110 Info Systems Fees	425.55	561.00	135.45	1,688.01	1,122.00	(566.01)	1,687.00
Direct							
20 6120 Training & Educ	0.00	0.00	0.00	225.00	0.00	(225.00)	0.00
Prof Fees							
20 6155 Audit	0.00	509.00	509.00	0.00	1,018.00	1,018.00	1,528.00
20 6220 Agency MOA	34,040.44	91,667.00	57,626.56	34,040.44	183,334.00	149,293.56	274,997.00
20 6240 Media	0.00	334.00	334.00	0.00	668.00	668.00	999.00
20 6250 Prof Dues &	172.52	12,958.00	12,785.48	172.52	25,916.00	25,743.48	38,873.00
Licenses							
20 6260 Office Supplies	0.00	95.00	95.00	27.54	190.00	162.46	284.00
20 6261 Office Supplies -	28.83	0.00	(28.83)	82.28	0.00	(82.28)	0.00
Joint							
20 6270 Program Books,	6,009.62	0.00	(6,009.62)	12,219.24	0.00	(12,219.24)	0.00
Journals, & Sub							
20 6280 Training & Educ	19.98	0.00	(19.98)	471.04	0.00	(471.04)	0.00
Supplies							
20 6290 Food	0.00	0.00	0.00	13.04	0.00	(13.04)	0.00
20 6300 Event Facility	888.00	83.00	(805.00)	888.00	166.00	(722.00)	498.00
Fees							
20 6310 Postage &	30.96	24.00	(6.96)	30.96	48.00	17.04	69.00
Delivery							
20 6320 Printing &	0.00	71.00	71.00	2.53	142.00	139.47	215.00
Copying							
20 6330 Equipment	27.78	0.00	(27.78)	54.91	0.00	(54.91)	0.00
Rental/Lease							
20 6350 Cell Phone	260.38	0.00	(260.38)	520.76	0.00	(520.76)	0.00
20 6360 Telephone	15.20	0.00	(15.20)	30.99	0.00	(30.99)	0.00
Charges							
20 7500 Liability Insurance	214.39	0.00	(214.39)	423.76	0.00	(423.76)	0.00
20 8100 Purchases -	12.99	0.00	(12.99)	75,490.98	0.00	(75,490.98)	0.00
Software (1-5,000)							
Total Expenses	80,363.66	146,224.00	65,860.34	198,014.59	292,448.00	94,433.41	448,632.99

Indirect Expenses

91 004 7000 Rent	124.18	0.00	(124.18)	124.18	0.00	(124.18)	0.00
91 004 7030 Occupancy - Other	4.05	0.00	(4.05)	9.41	0.00	(9.41)	0.00
91 005 7000 Rent	239.17	0.00	(239.17)	239.17	0.00	(239.17)	0.00
91 005 7030 Occupancy - Other	7.80	0.00	(7.80)	18.16	0.00	(18.16)	0.00
91 252 7000 Rent	884.93	0.00	(884.93)	884.93	0.00	(884.93)	0.00
91 252 7030 Occupancy- Other	28.86	0.00	(28.86)	67.22	0.00	(67.22)	0.00
20 003 9111 Admin Allocation	240.86	0.00	(240.86)	440.11	0.00	(440.11)	0.00
20 004 9111 Admin Allocation	457.94	0.00	(457.94)	834.31	0.00	(834.31)	0.00
20 005 9111 Admin Allocation	883.16	0.00	(883.16)	1,608.82	0.00	(1,608.82)	0.00
20 252 9111 Admin. Alloc.	3,265.02	0.00	(3,265.02)	5,958.60	0.00	(5,958.60)	0.00
20 273 9111 Admin. Alloc.	1,680.08	0.00	(1,680.08)	3,065.01	0.00	(3,065.01)	0.00
Total Indirect Expenses	<u>7,816.05</u>	<u>0.00</u>	<u>(7,816.05)</u>	<u>13,249.92</u>	<u>0.00</u>	<u>(13,249.92)</u>	<u>0.00</u>
Change in Net Assets	<u>6,240.22</u>	<u>8,725.50</u>	<u>(118,573.86)</u>	<u>8,251.61</u>	<u>17,451.00</u>	<u>(9,199.39)</u>	<u>22,466.01</u>

**Program Budget to Actual - 30 Dental - FY for Finance Committee 1
November 30, 2020**

<u>All</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Grant Y.</u> <u>T-D</u> <u>Actual</u>	<u>Grant Y.</u> <u>T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Total Grant</u> <u>Budget</u>
<u>Revenues</u>							
30 101 4200 000 HNH	1,534.02	0.00	1,534.02	4,814.07	0.00	4,814.07	0.00
Total Revenues	1,534.02	0.00	1,534.02	4,814.07	0.00	4,814.07	0.00
<u>Expenses</u>							
30 5000 Salary & Wages	999.80	0.00	(999.80)	1,820.88	0.00	(1,820.88)	0.00
30 5010 SS & Medicare	75.61	0.00	(75.61)	137.20	0.00	(137.20)	0.00
30 5030 Employee Benefit	113.18	0.00	(113.18)	265.27	0.00	(265.27)	0.00
30 5040 Workers Compensation	9.45	0.00	(9.45)	18.67	0.00	(18.67)	0.00
30 6010 In-State Travel	284.00	0.00	(284.00)	333.45	0.00	(333.45)	0.00
30 6110 Info System Fees	13.46	0.00	(13.46)	36.33	0.00	(36.33)	0.00
30 6260 Office Supplies	83.95	0.00	(83.95)	84.43	0.00	(84.43)	0.00
30 6261 Office Supplies - Joint	0.91	0.00	(0.91)	2.60	0.00	(2.60)	0.00
30 6268 Clinical Supplies	0.00	0.00	0.00	1,859.87	0.00	(1,859.87)	0.00
30 6290 Added by import	0.00	0.00	0.00	0.42	0.00	(0.42)	0.00
30 6310 Postage & Delivery	0.97	0.00	(0.97)	0.97	0.00	(0.97)	0.00
30 6320 Printing & Copying	0.00	0.00	0.00	0.08	0.00	(0.08)	0.00
30 6330 Equipment Rental/Lease	0.88	0.00	(0.88)	1.73	0.00	(1.73)	0.00
30 6360 Telephone Charges	0.49	0.00	(0.49)	1.00	0.00	(1.00)	0.00

30 7500 Liability Insurance	6.76	0.00	(6.76)	13.34	0.00	(13.34)	0.00
Total Expenses	<u>1,589.46</u>	<u>0.00</u>	<u>(1,589.46)</u>	<u>4,576.24</u>	<u>0.00</u>	<u>(4,576.24)</u>	<u>0.00</u>
<u>Indirect Expenses</u>							
91 101 7000 Rent	56.12	0.00	(56.12)	56.12	0.00	(56.12)	0.00
91 101 7030 Occupancy - Other	1.83	0.00	(1.83)	4.27	0.00	(4.27)	0.00
30 101 9111 Admin Allocation	208.16	0.00	(208.16)	380.35	0.00	(380.35)	0.00
Total Indirect Expenses	<u>266.11</u>	<u>0.00</u>	<u>(266.11)</u>	<u>440.74</u>	<u>0.00</u>	<u>(440.74)</u>	<u>0.00</u>
Change in Net Assets	<u>(321.55)</u>	<u>0.00</u>	<u>3,389.59</u>	<u>(202.91)</u>	<u>0.00</u>	<u>(202.91)</u>	<u>0.00</u>

**Program Budget to Actual - 40 Substance Misuse - FY for Finance Committee
November 30, 2020**

<u>All</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Grant Y-T-D</u> <u>Actual</u>	<u>Grant Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Total</u> <u>Grant</u> <u>Budget</u>
<u>Revenues</u>							
40 086 4200 000 Substance Misuse	5,384.44	0.00	5,384.44	7,982.58	0.00	7,982.58	0.00
40 196 4200 000 PFS (5 schools)	18,783.83	0.00	18,783.83	25,211.02	0.00	25,211.02	0.00
40 200 4200 000 NHCF YR II Revenue	2,779.88	0.00	2,779.88	5,106.93	0.00	5,106.93	0.00
40 201 4200 000 NH - Empowering Youth	5,246.90	0.00	5,246.90	36,741.98	0.00	36,741.98	0.00
40 202 4200 000 GOFERR - YLTA	2,669.28	0.00	2,669.28	2,669.28	0.00	2,669.28	0.00
40 248 4200 000 Contium of Care	1,293.10	0.00	1,293.10	2,403.99	0.00	2,403.99	0.00
40 253 4200 000 DFC Grant Revenue	8,147.67	0.00	8,147.67	15,058.89	0.00	15,058.89	0.00
40 256 4000 000 Contributions - Unrestricted	0.00	0.00	0.00	25.00	0.00	25.00	0.00
40 256 4200 000 Friendship House Revenue	80,957.60	0.00	80,957.60	133,160.15	0.00	133,160.15	0.00
40 256 4300 018 Clinical Services - High (28-day)	71,505.00	0.00	71,505.00	153,492.50	0.00	153,492.50	0.00
40 256 4300 218 Clinical Services - Outpatient	18,446.34	0.00	18,446.34	37,160.86	0.00	37,160.86	0.00

40 256 4300 816 Friendship House Revenue - Care Mgmt Calls	120.00	0.00	120.00	420.00	0.00	420.00	0.00
40 256 4300 818 Clinical Services - IDCMP	2,825.00	0.00	2,825.00	9,750.00	0.00	9,750.00	0.00
40 256 4300 820 Clinical Services - IDCMP - OP	2,435.16	0.00	2,435.16	3,292.28	0.00	3,292.28	0.00
40 256 4900 000 Interest from Past Due Claims	1.37	0.00	1.37	2.54	0.00	2.54	0.00
40 258 4200 000 Young Adult Strategies	2,047.65	0.00	2,047.65	3,488.18	0.00	3,488.18	0.00
40 262 4200 000 Outreach- Opioid	12,122.80	0.00	12,122.80	22,488.06	0.00	22,488.06	0.00
40 264 4200 000 Drug Court	20,404.35	0.00	20,404.35	38,603.83	0.00	38,603.83	0.00
40 264 4300 218 Clinical Services - Outpatient	2,460.31	0.00	2,460.31	7,646.85	0.00	7,646.85	0.00
40 267 4200 000 RH Opioid Program	12,915.01	0.00	12,915.01	26,146.73	0.00	26,146.73	0.00
40 270 4200 000 Drug Court Cares Act	0.00	0.00	0.00	2,326.03	0.00	2,326.03	0.00
40 271 4200 000 Implementation Grant	15,697.04	0.00	15,697.04	36,247.52	0.00	36,247.52	0.00
40 274 4200 000 Neonatal Abstinence Syndrome	5,429.10	0.00	5,429.10	10,882.52	0.00	10,882.52	0.00
Total Revenues	291,671.83	0.00	291,671.83	580,307.72	0.00	580,307.72	0.00
<u>Expenses</u>							
40 5000 Salary & Wages	185,250.91	0.00	(185,250.91)	345,407.40	0.00	(345,407.40)	0.00
40 5010 SS & Medicare	10,314.89	0.00	(10,314.89)	21,484.73	0.00	(21,484.73)	0.00
40 5030 Employee Benefits	22,802.36	0.00	(22,802.36)	54,595.98	0.00	(54,595.98)	0.00

40 5040 Workers Comp Insurance	1,789.41	0.00	(1,789.41)	3,602.34	0.00	(3,602.34)	0.00
40 6010 In-State Travel	1,430.73	0.00	(1,430.73)	2,764.05	0.00	(2,764.05)	0.00
40 6030 Treatment Services	60.40	0.00	(60.40)	146.80	0.00	(146.80)	0.00
40 6110 Info Systems Fees Direct	3,122.48	0.00	(3,122.48)	6,370.43	0.00	(6,370.43)	0.00
40 6120 Training & Educ Prof Fees	295.59	0.00	(295.59)	450.59	0.00	(450.59)	0.00
40 6140 Consulting Fees	3,109.00	0.00	(3,109.00)	4,706.00	0.00	(4,706.00)	0.00
40 6220 Agency MOA	11,565.41	0.00	(11,565.41)	11,565.41	0.00	(11,565.41)	0.00
40 6240 Media	0.00	0.00	0.00	178.31	0.00	(178.31)	0.00
40 6250 Prof Dues & Licenses	470.03	0.00	(470.03)	933.28	0.00	(933.28)	0.00
40 6260 Office Supplies	882.88	0.00	(882.88)	3,306.90	0.00	(3,306.90)	0.00
40 6261 Office Supplies - Joint	104.59	0.00	(104.59)	272.04	0.00	(272.04)	0.00
40 6264 Fuel	35.28	0.00	(35.28)	104.13	0.00	(104.13)	0.00
40 6267 Vehicle Insurance	155.39	0.00	(155.39)	310.78	0.00	(310.78)	0.00
40 6268 Clinical Supplies	187.50	0.00	(187.50)	2,212.07	0.00	(2,212.07)	0.00
40 6280 Training & Educ Supplies	176.21	0.00	(176.21)	5,847.42	0.00	(5,847.42)	0.00
40 6290 Food	4,435.98	0.00	(4,435.98)	6,900.80	0.00	(6,900.80)	0.00
40 6291 Food - Contra Expense	(371.00)	0.00	371.00	(924.00)	0.00	924.00	0.00
40 6300 Event Planning	1,047.00	0.00	(1,047.00)	24,047.12	0.00	(24,047.12)	0.00
40 6310 Postage & Delivery	192.01	0.00	(192.01)	326.41	0.00	(326.41)	0.00
40 6320 Printing and Copying	0.00	0.00	0.00	15.69	0.00	(15.69)	0.00
40 6330 Equipment Rental	441.81	0.00	(441.81)	885.81	0.00	(885.81)	0.00

40 6340 Equipment Maintenance	0.00	0.00	0.00	434.34	0.00	(434.34)	0.00
40 6350 Cell Phone	607.88	0.00	(607.88)	1,150.76	0.00	(1,150.76)	0.00
40 6360 Telephone Charges	1,373.65	0.00	(1,373.65)	2,126.95	0.00	(2,126.95)	0.00
40 7500 Liability Insurance	1,278.26	0.00	(1,278.26)	2,573.32	0.00	(2,573.32)	0.00
40 9000 Other Direct	120.00	0.00	(120.00)	120.00	0.00	(120.00)	0.00
40 9003 Flexible Funds	306.73	0.00	(306.73)	1,507.36	0.00	(1,507.36)	0.00
40 9010 Client Refund	900.00	0.00	(900.00)	900.00	0.00	(900.00)	0.00
Total Expenses	252,085.38	0.00	(252,085.38)	504,323.22	0.00	(504,323.22)	0.00
<u>Indirect Expenses</u>							
91 086 7000 Rent	188.57	0.00	(188.57)	188.57	0.00	(188.57)	0.00
91 086 7030 Occupancy - Other	6.15	0.00	(6.15)	8.11	0.00	(8.11)	0.00
91 196 7000 Rent	279.64	0.00	(279.64)	279.64	0.00	(279.64)	0.00
91 196 7030 Occupancy-Other	9.12	0.00	(9.12)	21.24	0.00	(21.24)	0.00
91 200 7000 Rent	108.55	0.00	(108.55)	108.55	0.00	(108.55)	0.00
91 200 7030 Occupancy - Other	3.54	0.00	(3.54)	8.26	0.00	(8.26)	0.00
91 248 7000 Rent	49.68	0.00	(49.68)	49.68	0.00	(49.68)	0.00
91 248 7030 Occupancy-Other	1.62	0.00	(1.62)	3.74	0.00	(3.74)	0.00
91 253 7000 Rent	299.88	0.00	(299.88)	299.88	0.00	(299.88)	0.00
91 253 7030 Occupancy-Other	9.78	0.00	(9.78)	22.74	0.00	(22.74)	0.00
91 256 7000 Rent	3,147.64	0.00	(3,147.64)	3,147.64	0.00	(3,147.64)	0.00
91 256 7030 Occupancy-Other	13,055.49	0.00	(13,055.49)	25,215.82	0.00	(25,215.82)	0.00
91 258 7000 Rent	77.27	0.00	(77.27)	77.27	0.00	(77.27)	0.00
91 258 7030 Occupancy-Other	2.52	0.00	(2.52)	5.68	0.00	(5.68)	0.00

91 262 7000 Rent	433.27	0.00	(433.27)	433.27	0.00	(433.27)	0.00
91 262 7030 Occupancy- Other	14.13	0.00	(14.13)	33.01	0.00	(33.01)	0.00
91 264 7000 Rent	1,433.58	0.00	(1,433.58)	1,433.58	0.00	(1,433.58)	0.00
91 264 7030 Occupancy- Other	26.37	0.00	(26.37)	61.37	0.00	(61.37)	0.00
91 267 7000 Rent	466.38	0.00	(466.38)	466.38	0.00	(466.38)	0.00
91 267 7030 Occupancy- Other	15.21	0.00	(15.21)	42.33	0.00	(42.33)	0.00
91 271 7000 Rent	606.20	0.00	(606.20)	606.20	0.00	(606.20)	0.00
91 271 7030 Occupancy- Other	19.77	0.00	(19.77)	48.17	0.00	(48.17)	0.00
40 086 9111 Admin Allocation	692.85	0.00	(692.85)	830.60	0.00	(830.60)	0.00
40 196 9111 Admin Allocation	1,031.85	0.00	(1,031.85)	1,882.98	0.00	(1,882.98)	0.00
40 200 9111 Admin Allocation	401.43	0.00	(401.43)	731.05	0.00	(731.05)	0.00
40 201 9111 Admin Allocation	728.54	0.00	(728.54)	1,328.76	0.00	(1,328.76)	0.00
40 248 9111 Admin Allocation	184.36	0.00	(184.36)	331.96	0.00	(331.96)	0.00
40 253 9111 Admin Allocation	1,106.19	0.00	(1,106.19)	2,018.82	0.00	(2,018.82)	0.00
40 256 9111 Admin Allocation	6,387.31	0.00	(6,387.31)	11,759.72	0.00	(11,759.72)	0.00
40 258 9111 Admin Allocation	285.46	0.00	(285.46)	506.85	0.00	(506.85)	0.00
40 262 9111 Admin Allocation	1,599.80	0.00	(1,599.80)	2,925.68	0.00	(2,925.68)	0.00
40 264 9111 Admin Allocation	2,982.53	0.00	(2,982.53)	5,442.43	0.00	(5,442.43)	0.00
40 267 9111 Admin Allocation	1,721.72	0.00	(1,721.72)	3,625.68	0.00	(3,625.68)	0.00

40 271 9111 Admin Allocation	2,236.16	0.00	(2,236.16)	4,231.13	0.00	(4,231.13)	0.00
40 274 9111 Admin Allocation	755.30	0.00	(755.30)	1,375.19	0.00	(1,375.19)	0.00
Total Indirect Expenses	<u>40,367.86</u>	<u>0.00</u>	<u>(40,367.86)</u>	<u>69,551.98</u>	<u>0.00</u>	<u>(69,551.98)</u>	<u>0.00</u>
Change in Net Assets	<u>(781.41)</u>	<u>0.00</u>	<u>584,125.07</u>	<u>6,432.52</u>	<u>0.00</u>	<u>6,432.52</u>	<u>0.00</u>

**Program Budget to Actual - 40 Substance Misuse - FY for Finance Committee
November 30, 2020**

<u>All</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Grant Y-T-</u> <u>D</u> <u>Actual</u>	<u>Grant</u> <u>Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Total</u> <u>Grant</u> <u>Budget</u>
<u>Revenues</u>							
40 256 4000 000	0.00	0.00	0.00	25.00	0.00	25.00	0.00
Contributions - Unrestricted							
40 256 4200 000	80,957.60	0.00	80,957.60	133,160.15	0.00	133,160.15	0.00
Friendship House Revenue							
40 256 4300 018 Clinical Services - High (28-day)	71,505.00	0.00	71,505.00	153,492.50	0.00	153,492.50	0.00
40 256 4300 218 Clinical Services - Outpatient	18,446.34	0.00	18,446.34	37,160.86	0.00	37,160.86	0.00
40 256 4300 816 Friendship House Revenue - Care Mgmt Calls	120.00	0.00	120.00	420.00	0.00	420.00	0.00
40 256 4300 818 Clinical Services - IDCMP	2,825.00	0.00	2,825.00	9,750.00	0.00	9,750.00	0.00
40 256 4300 820 Clinical Services - IDCMP - OP	2,435.16	0.00	2,435.16	3,292.28	0.00	3,292.28	0.00
40 256 4900 000 Interest from Past Due Claims	1.37	0.00	1.37	2.54	0.00	2.54	0.00
Total Revenues	<u>176,290.47</u>	<u>0.00</u>	<u>176,290.47</u>	<u>337,303.33</u>	<u>0.00</u>	<u>337,303.33</u>	<u>0.00</u>
<u>Expenses</u>							
40 5000 Salary	114,581.12	0.00	(114,581.12)	219,719.28	0.00	(219,719.28)	0.00
40 5010 SS & Medicare	7,042.58	0.00	(7,042.58)	14,655.58	0.00	(14,655.58)	0.00

40 5030 Employee Benefits	15,332.76	0.00	(15,332.76)	36,765.73	0.00	(36,765.73)	0.00
40 5040 Workers Compensation	1,158.34	0.00	(1,158.34)	2,344.81	0.00	(2,344.81)	0.00
40 6010 In-State Travel	96.60	0.00	(96.60)	194.35	0.00	(194.35)	0.00
40 6110 Info Systems Fees Direct	1,484.23	0.00	(1,484.23)	3,029.12	0.00	(3,029.12)	0.00
40 6120 Training & Education Fees	0.00	0.00	0.00	65.00	0.00	(65.00)	0.00
40 6140 Consulting Fees	3,109.00	0.00	(3,109.00)	4,706.00	0.00	(4,706.00)	0.00
40 6240 Media	0.00	0.00	0.00	56.38	0.00	(56.38)	0.00
40 6250 Professional Dues/Licenses/Fees	0.00	0.00	0.00	428.25	0.00	(428.25)	0.00
40 6260 Office/Facility Supplies	493.30	0.00	(493.30)	2,729.56	0.00	(2,729.56)	0.00
40 6261 Office Supplies - Joint	43.92	0.00	(43.92)	97.20	0.00	(97.20)	0.00
40 6264 Fuel	35.28	0.00	(35.28)	104.13	0.00	(104.13)	0.00
40 6267 Vehicle Insurance	155.39	0.00	(155.39)	310.78	0.00	(310.78)	0.00
40 6268 Clinical Supplies	187.50	0.00	(187.50)	232.47	0.00	(232.47)	0.00
40 6290 Food	4,435.98	0.00	(4,435.98)	6,872.91	0.00	(6,872.91)	0.00
40 6291 Food - Contra Expense	(371.00)	0.00	371.00	(924.00)	0.00	924.00	0.00
40 6310 Postage & Deliver	119.45	0.00	(119.45)	176.25	0.00	(176.25)	0.00
40 6320 Printing & Copying	0.00	0.00	0.00	10.26	0.00	(10.26)	0.00
40 6330 Equipment Rental/Lease	342.82	0.00	(342.82)	688.26	0.00	(688.26)	0.00
40 6340 Equipment Rental/Maintenance	0.00	0.00	0.00	434.34	0.00	(434.34)	0.00
40 6350 Cell Phone	51.61	0.00	(51.61)	103.22	0.00	(103.22)	0.00

40 6360 Telephone Charges	1,153.69	0.00	(1,153.69)	1,685.25	0.00	(1,685.25)	0.00
40 7500 Liability Insurance	827.46	0.00	(827.46)	1,675.02	0.00	(1,675.02)	0.00
-							
40 9000 Other Direct	120.00	0.00	(120.00)	120.00	0.00	(120.00)	0.00
40 9010 Client Refund	900.00	0.00	(900.00)	900.00	0.00	(900.00)	0.00
Total Expenses	151,300.03	0.00	(151,300.03)	297,180.15	0.00	(297,180.15)	0.00
<u>Indirect Expenses</u>							
91 256 7000 Rent	3,147.64	0.00	(3,147.64)	3,147.64	0.00	(3,147.64)	0.00
91 256 7030 Occupancy-Other	13,055.49	0.00	(13,055.49)	25,215.82	0.00	(25,215.82)	0.00
40 256 9111 Admin Allocation	6,387.31	0.00	(6,387.31)	11,759.72	0.00	(11,759.72)	0.00
Total Indirect Expenses	22,590.44	0.00	(22,590.44)	40,123.18	0.00	(40,123.18)	0.00
Change in Net Assets	2,400.00	0.00	350,180.94	0.00	0.00	0.00	0.00

**Program Budget to Actual - 50 Comm/Public Health FY for Finance Comm
November 30, 2020**

<u>All</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Fiscal Y-T-</u> <u>D</u> <u>Actual</u>	<u>Fiscal Y-T-</u> <u>D</u> <u>Budget</u>	<u>Variance</u>	<u>Total</u> <u>Grant</u> <u>Budget</u>
<u>Revenues</u>							
50 013 4200 000 NAMI Grant Revenue	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00
50 025 4200 000 NH MRC Grant	694.88	0.00	694.88	1,310.52	0.00	1,310.52	0.00
50 030 4200 000 Lead Grant	740.43	0.00	740.43	1,396.00	0.00	1,396.00	0.00
50 031 4200 000 Adult Immunization	494.41	0.00	494.41	(755.20)	0.00	(755.20)	0.00
50 064 4200 000 School-Based Clinic	912.45	0.00	912.45	2,668.71	0.00	2,668.71	0.00
50 092 4200 000 Public Health Network	7,537.17	0.00	7,537.17	14,336.34	0.00	14,336.34	0.00
50 093 4200 000 DBHART Grant Revenue	4,481.41	0.00	4,481.41	8,332.55	0.00	8,332.55	0.00
50 097 4200 000 MRC (CHI) Revenue	229.90	0.00	229.90	4,504.97	0.00	4,504.97	0.00
50 120 4200 000 GOFERR PHN - Health Strategies of NH	1,886.10	0.00	1,886.10	19,343.50	0.00	19,343.50	0.00
50 246 4200 000 PHAC (CHIP)	2,223.54	0.00	2,223.54	4,412.38	0.00	4,412.38	0.00
Total Revenues	19,200.29	0.00	19,200.29	60,549.77	0.00	60,549.77	0.00
<u>Total Expenses</u>							
<u>Direct Expenses</u>							
50 5000 Salary & Wages	13,719.20	0.00	(13,719.20)	24,745.41	0.00	(24,745.41)	0.00
50 5010 SS & Medicare	1,037.28	0.00	(1,037.28)	1,864.32	0.00	(1,864.32)	0.00
50 5030 Employee Benefits	1,597.42	0.00	(1,597.42)	3,539.92	0.00	(3,539.92)	0.00

50 5040 Workers Compensation	132.86	0.00	(132.86)	251.16	0.00	(251.16)	0.00
50 6000 Payroll Processing Fees	0.00	0.00	0.00	106.00	0.00	(106.00)	0.00
50 6010 In-State Travel	125.35	0.00	(125.35)	676.15	0.00	(676.15)	0.00
50 6110 Info Systems Fees Direct	202.63	0.00	(202.63)	492.79	0.00	(492.79)	0.00
50 6220 Agency MOA	0.00	0.00	0.00	4,750.00	0.00	(4,750.00)	0.00
50 6250 Professional Dues & Licenses	172.52	0.00	(172.52)	172.52	0.00	(172.52)	0.00
50 6260 Office Supplies	379.50	0.00	(379.50)	2,936.93	0.00	(2,936.93)	0.00
50 6261 Office Supplies - Joint	12.78	0.00	(12.78)	34.30	0.00	(34.30)	0.00
50 6268 Dental Supplies	0.00	0.00	0.00	221.23	0.00	(221.23)	0.00
50 6280 Training & Educ Supplies	108.70	0.00	(108.70)	12,599.21	0.00	(12,599.21)	0.00
50 6290 Food	0.00	0.00	0.00	102.29	0.00	(102.29)	0.00
50 6300 Event Planning	887.00	0.00	(887.00)	887.00	0.00	(887.00)	0.00
50 6310 Postage & Delivery	13.71	0.00	(13.71)	13.71	0.00	(13.71)	0.00
50 6320 Printing & Copying	0.00	0.00	0.00	1.02	0.00	(1.02)	0.00
50 6330 Equipment Rental/Lease	12.29	0.00	(12.29)	23.23	0.00	(23.23)	0.00
50 6360 Telephone Charges	6.73	0.00	(6.73)	13.08	0.00	(13.08)	0.00
50 7500 Liability Insurance	94.91	0.00	(94.91)	179.43	0.00	(179.43)	0.00
Total Direct Expenses	18,502.88	0.00	(18,502.88)	53,609.70	0.00	(53,609.70)	0.00
<u>Indirect Expenses</u>							
50 9111 Admin. Alloc.	2,887.36	0.00	(2,887.36)	5,056.99	0.00	(5,056.99)	0.00
91 025 7000 000 Rent	27.59	0.00	(27.59)	27.59	0.00	(27.59)	0.00
91 025 7030 000 Occupancy - Other	0.90	0.00	(0.90)	2.06	0.00	(2.06)	0.00
91 030 7000 Rent	29.44	0.00	(29.44)	29.44	0.00	(29.44)	0.00
91 030 7030 Occupancy - Other	0.96	0.00	(0.96)	2.20	0.00	(2.20)	0.00

91 064 7000 Rent	26.68	0.00	(26.68)	26.68	0.00	(26.68)	0.00
91 064 7030 Occupancy - Other	0.87	0.00	(0.87)	2.03	0.00	(2.03)	0.00
91 092 7000 Rent	291.61	0.00	(291.61)	291.61	0.00	(291.61)	0.00
91 092 7030 Occupancy - Other	9.51	0.00	(9.51)	22.11	0.00	(22.11)	0.00
91 093 7000 Rent	171.09	0.00	(171.09)	171.09	0.00	(171.09)	0.00
91 093 7030 Occupancy - Other	5.58	0.00	(5.58)	12.98	0.00	(12.98)	0.00
91 097 7000 Rent	3.68	0.00	(3.68)	3.68	0.00	(3.68)	0.00
91 097 7030 Occupancy - Other	0.12	0.00	(0.12)	0.28	0.00	(0.28)	0.00
91 246 7000 Rent	96.59	0.00	(96.59)	96.59	0.00	(96.59)	0.00
91 246 7030 Occupancy-Other	3.15	0.00	(3.15)	7.39	0.00	(7.39)	0.00
Total Indirect Expenses	3,555.13	0.00	(3,555.13)	5,752.72	0.00	(5,752.72)	0.00
TOTAL EXPENSES	22,058.01	0.00	(22,058.01)	59,362.42	0.00	(59,362.42)	0.00
Change in Net Assets	(2,857.72)	0.00	41,258.30	1,187.35	0.00	1,187.35	0.00

**Budget to Actual - 001 - Admin MTD-YTD for Financial summary
November 30, 2020**

<u>All</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Grant Y-T-D</u> <u>Actual</u>	<u>Grant Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Total</u> <u>Grant</u> <u>Budget</u>
<u>Revenues</u>							
01 001 4900 Interest income	483.79	0.00	483.79	966.24	0.00	966.24	0.00
01 001 4902 Misc. Income/Refunds	0.00	0.00	0.00	2,263.95	0.00	2,263.95	0.00
181 4300 Tillotson Op. Support	8,333.00	0.00	8,333.00	16,666.00	0.00	16,666.00	0.00
Total Revenues	8,816.79	0.00	8,816.79	19,896.19	0.00	19,896.19	0.00
<u>Expenses</u>							
01 001 5000 Payroll	19,398.68	0.00	(19,398.68)	35,946.47	0.00	(35,946.47)	0.00
01 001 5010 SS & Medicare	1,466.33	0.00	(1,466.33)	2,707.65	0.00	(2,707.65)	0.00
01 001 5030 Employee Benefits	2,324.79	0.00	(2,324.79)	5,484.97	0.00	(5,484.97)	0.00
01 001 5040 Workers Compensation	192.49	0.00	(192.49)	383.29	0.00	(383.29)	0.00
01 001 6000 Payroll processing fees	1,314.87	0.00	(1,314.87)	2,532.78	0.00	(2,532.78)	0.00
01 001 6110 Info System Fees- Direct	317.15	0.00	(317.15)	816.16	0.00	(816.16)	0.00
01 001 6131 Bank Service Charges	45.00	0.00	(45.00)	90.00	0.00	(90.00)	0.00
01 001 6250 Professional Dues, Licenses & Memberships	687.00	0.00	(687.00)	687.00	0.00	(687.00)	0.00

01 001 6260 Office/Facility Supplies	100.00	0.00	(100.00)	109.74	0.00	(109.74)	0.00
01 001 6261 Office Supplies - Joint	18.52	0.00	(18.52)	53.29	0.00	(53.29)	0.00
01 001 6270 Books & Subscriptions	12.00	0.00	(12.00)	687.00	0.00	(687.00)	0.00
01 001 6290 Food	14.01	0.00	(14.01)	44.77	0.00	(44.77)	0.00
01 001 6300 Event Expense	888.00	0.00	(888.00)	888.00	0.00	(888.00)	0.00
01 001 6310 Postage & Delivery	19.85	0.00	(19.85)	19.85	0.00	(19.85)	0.00
01 001 6320 Printing & Copying	503.73	0.00	(503.73)	505.38	0.00	(505.38)	0.00
01 001 6330 Equipment Rental/Lease	17.82	0.00	(17.82)	35.48	0.00	(35.48)	0.00
01 001 6360 Telephone Charges	1,183.66	0.00	(1,183.66)	2,406.59	0.00	(2,406.59)	0.00
01 001 7500 Liability Insurance	137.51	0.00	(137.51)	273.81	0.00	(273.81)	0.00
01 001 7510 D&O Insurance	307.17	0.00	(307.17)	614.34	0.00	(614.34)	0.00
01 001 8500 Depreciation Expense	528.57	0.00	(528.57)	1,057.14	0.00	(1,057.14)	0.00
01 001 8503 Depr. - Unallow. (Fed \$)	122.38	0.00	(122.38)	244.76	0.00	(244.76)	0.00
01 001 9111 Admin Allocation	(29,736.08)	0.00	29,736.08	(54,335.04)	0.00	54,335.04	0.00
Total Expenses	<u>(136.55)</u>	<u>0.00</u>	<u>136.55</u>	<u>1,253.43</u>	<u>0.00</u>	<u>(1,253.43)</u>	<u>0.00</u>
Change in Net Assets	<u>8,953.34</u>	<u>0.00</u>	<u>8,953.34</u>	<u>18,642.76</u>	<u>0.00</u>	<u>18,642.76</u>	<u>0.00</u>

**Budget to Actual - 002 - Admin MTD-YTD for Financial summary
November 30, 2020**

<u>All</u>	<u>M-T-D</u> <u>Actual</u>	<u>M-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Grant Y-T-D</u> <u>Actual</u>	<u>Grant Y-T-D</u> <u>Budget</u>	<u>Variance</u>	<u>Total</u> <u>Grant</u> <u>Budget</u>
<u>Revenues</u>							
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Expenses</u>							
01 002 7000 Rent	0.00	0.00	0.00	10,839.35	0.00	(10,839.35)	0.00
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,839.35</u>	<u>0.00</u>	<u>(10,839.35)</u>	<u>0.00</u>
Change in Net Assets	0.00	0.00	0.00	(10,839.35)	0.00	(10,839.35)	0.00