Board Reports

Massachusetts Health Officers Association
January 31, 2023

Prepared by
Clarity Business Consulting

Prepared on
February 7, 2023

Month End Analysis

Profit & Loss by Department (Through January 31, 2023)

This report shows the entire organization's activity with four departments being tracked: APHC, Countertools, Operations and Technical Assistance (TA). In the total column you can see that the Net Income is $48k. Looking across the departments, APHC & Counertools have close to zero net incomes because the organization has invoiced for nearly all the expenses that were incurred for each grant. The Operations column reflects the operational activity of the organization.

Budget to Actual- Operations (FY23):

The Operational Budget to Actual report shows the full year budget for FY23 and expenses that have been incurred to date (02/07/2023), some are from February and may change during the February review.

At this time, the percent of budget should be around 60%. Total Income is running above budget at nearly 77%.

The difference is a combination of the timing of the Conference registration payments - all coming in the first half of the year when this is the largest item in this category and higher than expected income in this category. It is also important to note that while other revenue lines are above budget, the Grants line is below budget due to the fact that the new CHII agreement has not yet been received. On the expense side, Contractual Services is running over budget due to some higher than expected legal and Conference expenses. Total Program Expenses are also running over budget due in large part to the Annual Conference as well as the NACCHO Conference expenses incurred to date. Overall the total Net Income is currently nearly $21k.

Budget to Actual- APHC (FY23):

The APHC Budget to Actual report shows the full year budget for FY23 and expenses that have been incurred to date (02/07/2023), some are from February and may change during the February review.

At this time, the percent of budget should be around 60%. The January claim has already been submitted to DPH for review and reimbursement. As of right now the income and expenses are both running below budget but are expected to move closer to budget as the year goes on. The negative net income represents the February expenses that have not yet been billed to the grant. It is important to note here that Admin costs (APHC Indirect Expenses) will be billed in advance on a quarterly basis. The third quarter Admin costs were included in the January claim.

Budget to Actual- Technical Assistance (FY23)

The Technical Assistance grant work has been extended, however, the amendment has not yet been received. Once received this summary will be updated. The report is still included for the Boards information.

Balance Sheet (through January 31, 2023):

Cash between the checking and Paypal Accounts was nearly $246k at the end of January. The investment account is updated quarterly when the statements are issued. The balance recorded here of $808K reflects activity through December 2022. Accounts Receivable is $271k and consists of the following grant reimbursements: December & January APHC ($121k), FY23 Block Grant ($12,500), January Technical Assistance ($113k), January Tobacco ($11k), as well as January Housing Training registrations ($6k) and several advertising invoices. Prepaid expenses consist of prepaid insurance and Zoom charges as well as deposits made for future conferences and events. Also included in Prepaid is the payment for 2023 NACCHO memberships for MHOA Members This cost will be split evenly throughout the calendar year and released on a monthly basis. On the liabilities side is Accounts Payable of $105k which consists partly of invoices that were received in January and paid in February. Also included in AP is the $84k January invoice from BME Strategies for work on the Technical Assistance Grant that is expected to be paid this week.

Restricted Funds Revenue

MHOA					
Restricted Funds Schedule					
Fiscal Year 2023					
Restricted Fund	**Purpose**	**6/30/22 Balance**	**FY 2023 Additions**	**FY 2023 Releases**	**01/31/2023**
Naparstek Scholarship	Scholarships	0.00	520.00	0.00	520.00
Total Restricted Funds		0.00	520.00	0.00	520.00

Profit and Loss by Department

July 2022 - January 2023

	APHC	Countertools	Operations	TA Grant	Total
INCOME					
Grants			4,800.00		4,800.00
APHC Grant	410,490.48				410,490.48
DPH (Block) Grant			25,000.00		25,000.00
Technical Assistance Grant				778,769.34	778,769.34
Tobacco Grant			72,950.46		72,950.46
Tobacco Grant (Countertools)		140,200.00			140,200.00
Total Grants	**410,490.48**	**140,200.00**	**102,750.46**	**778,769.34**	**1,432,210.28**
Interest/Dividend Income					0.00
Dividend Income			9,242.43		9,242.43
Interest Income			23.31		23.31
Total Interest/Dividend Income			**9,265.74**		**9,265.74**
Program Income					0.00
Advertising			4,875.00		4,875.00
Meeting/Conference					0.00
Exhibitors			15,192.50		15,192.50
Registrations			172,585.00		172,585.00
Sales of Product Income			520.00		520.00
Sponsorships			6,710.00		6,710.00
Total Meeting/Conference			**195,007.50**		**195,007.50**
Membership Dues			20,120.00		20,120.00
Total Program Income			**220,002.50**		**220,002.50**
Total Income	**410,490.48**	**140,200.00**	**332,018.70**	**778,769.34**	**1,661,478.52**
GROSS PROFIT	**410,490.48**	**140,200.00**	**332,018.70**	**778,769.34**	**1,661,478.52**
EXPENSES					
Awards and Grants			500.00		500.00
Contractual Services					0.00

	APHC	Countertools	Operations	TA Grant	Total
Accounting/Bookkeeping Fees			18,715.62	1,746.25	20,461.87
Audit Fees			10,400.00		10,400.00
Countertools		140,200.00			140,200.00
DPH- Technical Assistance Consultants			0.00	96,891.33	96,891.33
IT/Website			5,250.00		5,250.00
Legal Fees			14,599.00		14,599.00
Other Contractural Services			27,153.25	589,362.00	616,515.25
Total Contractual Services		**140,200.00**	**76,117.87**	**687,999.58**	**904,317.45**
Operational Expenses					0.00
Bank service charges			2,125.85		2,125.85
Dues & Subscriptions			13,818.50		13,818.50
Filing Fees			31.50		31.50
Insurance - Liability,D &O			4,068.00		4,068.00
Office Supplies			3,516.13		3,516.13
Postage, Mailing Service			50.27		50.27
Printing and Copying			422.48		422.48
Recruitment			305.00		305.00
Telephone, Telecommunications			3,055.24		3,055.24
Total Operational Expenses			**27,392.97**		**27,392.97**
Payroll Expenses					0.00
Payroll Service Fees			344.72		344.72
Payroll taxes			13,376.70		13,376.70
Salaries & Wages					0.00
Administrative Assistant			19,835.71		19,835.71
APHC Coordinator	36,050.00				36,050.00
APHC Operations Assistant	29,830.92				29,830.92
APHC Program Manager	48,679.07				48,679.07
Executive Director			49,668.95		49,668.95
Membership			16,656.48		16,656.48

	APHC	Countertools	Operations	TA Grant	Total
Program Specialist			20,793.26		20,793.26
Tobacco Control			45,340.54		45,340.54
Tobacco Control Workers - Program Support			4,675.00		4,675.00
Total Tobacco Control			**50,015.54**		**50,015.54**
Total Salaries & Wages	**114,559.99**		**156,969.94**		**271,529.93**
Total Payroll Expenses	**114,559.99**		**170,691.36**		**285,251.35**
Program Expenses			575.17		575.17
APHC					0.00
APHC Payroll Taxes	10,963.80				10,963.80
APHC Program Supplies & Materials	6,794.40		0.00		6,794.40
APHC Program Support	555.23				555.23
Home Office Stipends - APHC Program Support	708.53				708.53
Legal Fees - APHC Program Support	3,433.50		0.00		3,433.50
Other APHC Contractural Services	98,429.77		0.00		98,429.77
Payroll Fees - APHC Program Support	323.85				323.85
Payroll Taxes moved to APHC Program Support	6,064.07				6,064.07
Salaries & Wages moved to APHC Prog Support	58,600.96				58,600.96
Total APHC Program Support	**168,115.91**		**0.00**		**168,115.91**
Fringe Benefits	2,178.27				2,178.27
Salaries & Wages moved to APHC Fringe	11,954.03				11,954.03
Total Fringe Benefits	**14,132.30**				**14,132.30**
Staff & APHC Mileage Travel	1,549.69		0.00		1,549.69
Staff & APHC Training	1,927.18		0.00		1,927.18
Subcontract Dir. Care					0.00
Bookkeeping moved to APHC Subcontract	10,889.38		0.00		10,889.38
Total Subcontract Dir. Care	**10,889.38**		**0.00**		**10,889.38**
Total APHC	**214,372.66**		**0.00**		**214,372.66**
Credit Card Processing Fees			2,813.16		2,813.16
Meeting/Conference Expenses			5,418.75		5,418.75

	APHC	Countertools	Operations	TA Grant	Total
Food			129,818.54		129,818.54
Program Printing			3,176.51		3,176.51
Supplies			11,593.02		11,593.02
Venue Rental			10,163.55		10,163.55
Total Meeting/Conference Expenses			**160,170.37**		**160,170.37**
Program Supplies			662.56	14.61	677.17
Program Travel			9,310.67	755.15	10,065.82
Travel			42.97		42.97
Total Program Travel			**9,353.64**	**755.15**	**10,108.79**
Salaries and Wages moved to Tobacco Fringe (Health Stipend)			3,669.30		3,669.30
Tobacco - Fringe Benefits (HO Stipend)			692.25		692.25
Total Program Expenses	**214,372.66**		**177,936.45**	**769.76**	**393,078.87**
Total Expenses	**328,932.65**	**140,200.00**	**452,638.65**	**688,769.34**	**1,610,540.64**
NET OPERATING INCOME	**81,557.83**	**0.00**	**-120,619.95**	**90,000.00**	**50,937.88**
OTHER INCOME					
Investments					0.00
Unrealized Gain/(Loss) on Investments			4,464.55		4,464.55
Total Investments			**4,464.55**		**4,464.55**
Restricted Donation- Scholarship			520.00		520.00
Total Other Income	**0.00**	**0.00**	**4,984.55**	**0.00**	**4,984.55**
OTHER EXPENSES					
APHC Indirect Expenses	81,562.50				81,562.50
APHC Indirect Expenses - Contra			-81,562.50		-81,562.50
Investment Expense			5,100.60		5,100.60
Non-APHC Indirect Expenses			11,375.00	90,000.00	101,375.00
Non-APHC Indirect Expenses -CONTRA			-101,375.00		-101,375.00
Reversal of Prepaid Expenses from prior year			2,671.02		2,671.02
Total Other Expenses	**81,562.50**	**0.00**	**-163,790.88**	**90,000.00**	**7,771.62**
NET OTHER INCOME	**-81,562.50**	**0.00**	**168,775.43**	**-90,000.00**	**-2,787.07**

	APHC	Countertools	Operations	TA Grant	Total
NET INCOME	$ -4.67	$0.00	$48,155.48	$0.00	$48,150.81

Budget to Actual - Operations

July 2022 - June 2023

	Actual	Budget	over Budget	Total % of Budget
INCOME				
Grants	102,750.46	206,000.00	-103,249.54	49.88 %
Interest/Dividend Income	9,265.74	8,000.00	1,265.74	115.82 %
Program Income	220,187.50	216,500.00	3,687.50	101.70 %
Total Income	**332,203.70**	**430,500.00**	**-98,296.30**	**77.17 %**
GROSS PROFIT	**332,203.70**	**430,500.00**	**-98,296.30**	**77.17 %**
EXPENSES				
Awards and Grants	500.00	42,000.00	-41,500.00	1.19 %
Contractual Services	78,167.87	68,400.00	9,767.87	114.28 %
Operational Expenses	27,668.97	53,604.01	-25,935.04	51.62 %
Payroll Expenses	186,213.80	324,588.79	-138,374.99	57.37 %
Program Expenses	187,681.79	136,100.00	51,581.79	137.90 %
Total Expenses	**480,232.43**	**624,692.80**	**-144,460.37**	**76.87 %**
NET OPERATING INCOME	**-148,028.73**	**-194,192.80**	**46,164.07**	**76.23 %**
OTHER INCOME				
Investments	4,464.55		4,464.55	
Restricted Donation- Scholarship	520.00		520.00	
Total Other Income	**4,984.55**	**0.00**	**4,984.55**	**0.00%**
OTHER EXPENSES				
APHC Indirect Expenses - Contra	-81,562.50	-108,750.00	27,187.50	75.00 %
Investment Expense	5,100.60		5,100.60	
Non-APHC Indirect Expenses	11,375.00		11,375.00	
Non-APHC Indirect Expenses -CONTRA	-101,375.00	-100,000.00	-1,375.00	101.38 %
Reversal of Prepaid Expenses from prior year	2,671.02		2,671.02	
Total Other Expenses	**-163,790.88**	**-208,750.00**	**44,959.12**	**78.46 %**
NET OTHER INCOME	**168,775.43**	**208,750.00**	**-39,974.57**	**80.85 %**
NET INCOME	**$20,746.70**	**$14,557.20**	**$6,189.50**	**142.52 %**

Budget to Actual - APHC

July 2022 - June 2023

			Total	
	Actual	Budget	over Budget	% of Budget
INCOME				
Grants	410,490.48	825,000.00	-414,509.52	49.76 %
Program Income	75.00		75.00	
Total Income	**410,565.48**	**825,000.00**	**-414,434.52**	**49.77 %**
GROSS PROFIT	**410,565.48**	**825,000.00**	**-414,434.52**	**49.77 %**
EXPENSES				
Payroll Expenses	123,504.24	156,373.00	-32,868.76	78.98 %
Program Expenses	216,800.49	559,877.00	-343,076.51	38.72 %
Total Expenses	**340,304.73**	**716,250.00**	**-375,945.27**	**47.51 %**
NET OPERATING INCOME	**70,260.75**	**108,750.00**	**-38,489.25**	**64.61 %**
OTHER EXPENSES				
APHC Indirect Expenses	81,562.50	108,750.00	-27,187.50	75.00 %
Total Other Expenses	**81,562.50**	**108,750.00**	**-27,187.50**	**75.00 %**
NET OTHER INCOME	**-81,562.50**	**-108,750.00**	**27,187.50**	**75.00 %**
NET INCOME	**$ -11,301.75**	**$0.00**	**$ -11,301.75**	**0.00%**

Budget to Actual - TA

July 2022 - June 2023

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
Grants	778,769.34	708,000.00	70,769.34	110.00 %
Total Income	**778,769.34**	**708,000.00**	**70,769.34**	**110.00 %**
GROSS PROFIT	**778,769.34**	**708,000.00**	**70,769.34**	**110.00 %**
EXPENSES				
Contractual Services	687,999.58	598,000.00	89,999.58	115.05 %
Program Expenses	769.76	20,000.00	-19,230.24	3.85 %
Total Expenses	**688,769.34**	**618,000.00**	**70,769.34**	**111.45 %**
NET OPERATING INCOME	**90,000.00**	**90,000.00**	**0.00**	**100.00 %**
OTHER EXPENSES				
Non-APHC Indirect Expenses	90,000.00	90,000.00	0.00	100.00 %
Total Other Expenses	**90,000.00**	**90,000.00**	**0.00**	**100.00 %**
NET OTHER INCOME	**-90,000.00**	**-90,000.00**	**0.00**	**100.00 %**
NET INCOME	**$0.00**	**$0.00**	**$0.00**	**0.00%**

Balance Sheet

As of January 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Berkshire Bank	213,341.49
Berkshire Money Market - 2901	29,448.86
PayPal	3,081.72
Total Bank Accounts	**245,872.07**
Accounts Receivable	
Accounts Receivable	270,848.11
Total Accounts Receivable	**270,848.11**
Other Current Assets	
Fiduciary Trust	807,531.04
Prepaid Expenses	21,331.09
Total Other Current Assets	**828,862.13**
Total Current Assets	**1,345,582.31**
TOTAL ASSETS	**$1,345,582.31**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	105,398.37
Total Accounts Payable	**105,398.37**
Credit Cards	
Elan Credit Cards	
Elan Credit Card- Dawn	9,939.92
Total Elan Credit Cards	**9,939.92**
Total Credit Cards	**9,939.92**
Other Current Liabilities	
Deferred Membership Revenue	15,457.50
Deferred Revenue	2,645.00
Vacation Accrual	10,930.72
Total Other Current Liabilities	**29,033.22**
Total Current Liabilities	**144,371.51**
Total Liabilities	**144,371.51**
Equity	
Net Assets with Donor Restrictions	520.00
Net Assets without Donor Restrictions	1,152,539.99
Net Income	48,150.81
Total Equity	**1,201,210.80**

	Total
TOTAL LIABILITIES AND EQUITY	**$1,345,582.31**