



Hill View Montessori

Finance Committee Meeting

Published on May 19, 2025 at 6:01 PM EDT

Amended on May 22, 2025 at 5:20 PM EDT

Date and Time

Monday May 19, 2025 at 5:00 PM EDT

Location

Remote

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance		Veronica Guzman	1 m
B. Call the Meeting to Order		Veronica Guzman	
C. Approve Minutes	Approve Minutes	Veronica Guzman	1 m
Approve minutes for Finance Committee Meeting on March 24, 2025			
II. Financial Discussions			5:02 PM
A. HVMCPS	Discuss	Veronica Guzman	20 m
B. HVM Foundation	Discuss	Veronica Guzman	20 m

	Purpose	Presenter	Time
III. Updates			5:42 PM
A. New/Other Business	Discuss	Veronica Guzman	10 m
IV. Closing Items			5:52 PM
A. Next Meeting	Discuss	Veronica Guzman	1 m
B. Adjourn Meeting	Vote	Veronica Guzman	1 m

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Finance Committee Meeting on March 24, 2025

APPROVED



Hill View Montessori

Minutes

Finance Committee Meeting

Date and Time

Monday March 24, 2025 at 5:00 PM

Location

Remote

Committee Members Present

G. Kumar (remote), J. Greene (remote), J. Hood (remote), J. Landry (remote), T. Salvi (remote), V. Guzman (remote)

Committee Members Absent

None

Guests Present

E. Stasiowski (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

V. Guzman called a meeting of the Finance Committee of Hill View Montessori to order on Monday Mar 24, 2025 at 5:01 PM.

C. Approve Minutes

V. Guzman made a motion to approve the minutes from Finance Committee Meeting on 02-24-25.

T. Salvi seconded the motion.

The committee **VOTED** to approve the motion.

II. Financial Discussions

A. HVMCPS

Financials are stable since the last meeting

- Revenue projecting ahead of budget - tuition increase, interest, HVM did not get the teacher diversification grant (projected at \$10K).
- Fringe rate is running at 14.7% (this is somewhat skewed due to tuition reimbursement included in benefits).
- Board on track was not a budgeted expense for FY25 - \$10K
- Utilities - Coming in over budget, should take this into consideration when drafting new budget.
- Looking to capture about \$16K in cost reductions before year end, seems to be a realistic expectation.

The first draft review of the FY26 budget was pushed to the next meeting as we did not publish it in time for the meeting.

B. HVM Foundation

No significant changes to discuss.

The Foundation Board will be meeting to vote on the Salem Five proposal for the HVAC/Roof capital project.

III. Updates

A. New/Other Business

- Discussed opinion on whether Dept of Education closure could affect tuition funding. At this point we are hopeful it will not and that it would just move to a different administrator.
- Foundation asked if the school would consider moving banking to Salem Five, should they approve their proposal on the capital project.

IV. Closing Items

A.

Next Meeting

4/28 - 5pm via teams

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:35 PM.

Respectfully Submitted,
V. Guzman

Documents used during the meeting

- HVM_Finance_Memo 02.28.25.pdf
- Hill View_Feb 2025_Financial Statements.pdf
- FY25_HVMCPS_CashFlowForecast_2.28.25.pdf

Coversheet

HVMCPS

Section:	II. Financial Discussions
Item:	A. HVMCPS
Purpose:	Discuss
Submitted by:	
Related Material:	Hill View_Apr 2025_Financial Statements.pdf HVM_Finance_Memo 04.30.25.pdf

Financial Dashboard
Based on FY2025 Financials and Projections

Financial Metric	FY25	FY24	FY23	FY22	FY21	
1. Current Ratio (based on current actuals)	1.5	1.6	1.5	8.5	6.4	*as of current financials
measures operational efficiency and short-term financial health						
CR is calculated as current assets divided by current liabilities	*26.8 w/o ERC deferred revenue					
2. Unrestricted Days Cash (based on current cash/forecasted YE expenses)	61	64	69	81	77	*current cash/forecasted exp
indicates how many days a school can pay its expenses without another inflow of cash						
Calculated as Cash and Cash Equivalents divided by ([Total Expenses-Depreciation]/365)						
3. Percentage of Program Paid by Tuition	94%	90%	92%	90%	88%	*forecasted FY24
measures the percentage of the school's total expenses that are funded entirely by tuition						
Calculated as (Tuition + In Kind Contributions) divided by Total Expenses						
4. Percentage of Program Paid by Tuition and Federal Grants	96%	90%	99%	98%	98%	*forecasted FY24
measures the percentage of the school's total expenses that are funded by tuition and Federal Grants						
Calculated as (Tuition + In Kind Contributions + Federal Grants) divided by Total Expenses						
5. Percentage of Total Revenue Expended on Facilities	6%	4%	9%	9%	10%	*forecasted FY24
measures the percentage of Total Revenue spent on operations & maintenance and Non-Operating Financing expenses of Plant						
calculated as Operation & Maintenance plus Non-Operating Financing Expenses of Plant divided by Total Revenues						
6. Debt to Asset Ratio	0.62	0.77	0.78	0.7	0.71	*as of current financials
measures the extent to which the school relies on borrowed funds to finance its operations						
calculated as Total Liabilities divided by Total Assets						
Change in Net Assets	619,906	2,459	9,856	3851		
Add: Depreciation	79,450	204,254	187,007	171737		
Add: Interest	105,495	80,678	83,644	87061		
Adjusted Change in NA	804,851	287,391	280,507	262,649		
Cash Available for Debt Service	804,851	287,391	280,507	262,649		
Debt Service for Period	199,721	181,735	181,979	181,979		
7. Debt Covenant Ratio (1.2 required)	4.03	1.39	1.54	1.44	1.52	
Enrollment	306	306	306	304	306	
Total Revenues	4,551,173	5,541,809	5,274,110	4,758,272	4,166,366	
Total Expenditures	4,540,149	5,539,350	5,267,687	4,691,192	4,008,540	
Total Net Position	11,025	2,459	6,422	67,080	157,826	
Net Position Percentage	0.24%	0.04%	0.1%	1.4%	3.9%	*forecasted FY24
measures a school's cash management efficiency						
. Calculated as Total Net Assets Divided by Total Expenditures						

Hill View Montessori
FY2025 Budget to Actual
Apr-25

	FY25 Approved Budget	YTD Actuals	\$ variance Budget to Actual	% variance Budget to Actual	EOY Forecast	EOY Forecast vs Budget	%	Notes
Enrollment	306	306			306			
Tuition Rate	16,249	16,574			16,553			updated as of 3/25/25
REVENUE								
Tuition	4,972,160	4,226,467	83,000	2%	5,071,644	99,484		
Federal Funds			-					
Grants	168,922	123,280	(8,104)	-5%	168,922	-		FC253 Teacher Diversification not awarded FY24-25
ERATE	13,560	7,589	(3,711)	-27%	13,560	-		
Private Grants (Foundation)	10,000		-	0%	10,000	-		
Nutrition	125,000	135,468	33,196	27%	158,196	33,196		
Fundraiser Income	10,000	9,896	1,714	17%	12,000	2,000		
Interest Income	15,000	48,463	35,963	240%	65,000	50,000		
Miscellaneous Income		10						
Total Revenue	5,314,642	4,551,173	142,068	3%	5,499,322	184,679	3%	
EXPENSES								
Employee Benefits	316,592	266,631	2,805	1%	325,000	8,408		FSA reimbursement
Workers Comp. Insurance	35,155	16,350	(12,945)	-37%	22,210	(12,945)		overbudgeted - moved to a pay by pay model w/ ADP
Salaries & Wages	3,515,504	3,080,139	150,553	4%	3,686,375	170,871		4 additional positions, changes to attrition assumptions, some PT/summer contracts
Payroll Tax	175,775	146,829	350	0%	175,728	(47)		
Total Personnel	4,043,026	3,509,950	140,761	3%	4,209,313	166,287	4%	
Contracted Services Technology	40,000	46,328	12,995	32%	50,000	10,000		\$10K Board on Track
Supplies & Materials Adm	17,000	7,778	(6,389)	-38%	13,000	(4,000)		
Supplies & Materials IT	2,500	7,327	5,244	210%	7,700	5,200		Non-recurring license and access point upgrades
Dues, Subscriptions & Other Exp -Admin	46,551	41,273	2,481	5%	46,551	-		
Contracted Services Audit	21,000	23,000	-	0%	23,000	2,000		Additional costs for ERTC matters
Contr Serv - Legal	500	1,260	760	152%	1,500	1,000		SPED team legal expenses
Contracted Services Human Resources	44,720	35,304	(1,962)	-4%	45,000	280		Timing of summer projects
Contr Serv - Business & Finance	60,000	56,923	6,923	12%	70,000	10,000		Additional effort related to roof project and PA departure
Total Admin	232,271	219,193	20,051	9%	256,751	24,480	10%	
Contr Serv - Other Teaching	146,000	115,550	(6,116)	-4%	142,000	(4,000)		Northeast Rehab - lower billing in Jul-Aug
Furniture & Equipment	2,500	5,291	2,791	112%	5,350	2,850		Timing of ordering supplies for school year
Instructional Copier Lease	9,240	9,174	1,474	16%	9,240	-		Installation fees
Supplies (General, Montessori, SPED)	65,000	36,795	(17,371)	-27%	52,000	(13,000)		
Contr Serv - Prof. Development	131,670	118,476	19,723	15%	136,076	4,406		SEI Training; Wilson Language Training;
Contr Serv - Montessori Teacher Training	30,000	32,243	7,243	24%	35,523	5,523		
PD Travel & Other Exp.	15,000	7,659	(4,841)	-32%	8,000	(7,000)		
Instructional Software Expense	13,687	5,137	(6,269)	-46%	10,950	(2,737)		
Instructional Hardware	500	-	(417)	-83%	-	(500)		
Total Instructional	413,597	330,325	(3,783)	-1%	399,138	(14,459)	-4%	
Field Trips/Student Activities - (net)	20,000	3,508	(12,492)	-62%	20,000	-		Includes transport
Nurse/Athletic/Food/Other Activities	10,000	3,641	(4,359)	-44%	10,000	-		
Nutrition Program	132,600	138,361	29,870	23%	162,470	29,870		offsetting revenue variance
Fundraising	2,000		-	0%	-	(2,000)		
Total Student Services	164,600	145,510	13,019	8%	192,470	27,870	14%	
Maint. of Buildings & Permits	33,495	52,067	24,155	72%	59,895	26,400		Timing of projects; snow removal, Cleaning Company to offset Custodial vacancy savings
Utilities	82,000	82,897	14,564	18%	96,564	14,564		
Maintenance supplies	20,000	9,382	(7,285)	-36%	10,882	(9,118)		
Capital Lease-Bld Rent Interest	48,197	57,474	17,310	36%	106,224	58,027		re-finance
Insurance (Non-Employee)	46,467	54,875	16,152	35%	57,045	10,578		Underbudgeted
Networking & Communications	18,000	12,265	(2,735)	-15%	15,500	(2,500)		
Total Facility & Other Fixed Costs	248,159	268,961	62,162	25%	346,110	97,951	28%	
Total Expenses	5,101,653	4,473,940	232,211	5%	5,403,781	302,129	6%	
Net Operating Income	212,990	77,234	(90,143)	-42%	95,540	(117,450)		
ERTC Funds	-				825,000	825,000		
Total Other Income	-	-			825,000	825,000		
Roof Project	-	221,184	221,184	0%	221,184	221,184		
Depreciation	204,000	66,209	(103,791)	-51%	79,450	(124,550)		
Total Other Expenses	204,000	287,393	117,393	58%	300,634	96,634		
Net Income	8,990	(210,159)	(207,536)		619,906	610,916		

View Montessori

Statement of Financial Position

	Apr-25	Jun-24	Variance
ASSETS			
Current Assets			
1072 Bill.com Money Out Clearing	99	2,703	(2,605)
1010 Pentucket Checking 3361	564,102	693,704	(129,602)
1031 Playground Reserve Fund 9259	96	96	-
1040 Petty Cash	620	620	-
1045 Pentucket Money Market 9346	246,842	174,381	72,461
Total Bank Accounts	811,759	871,504	(59,745)
TreasuryDirect	1,028,494	1,212,789	(184,295)
Total Investments	1,028,494	1,212,789	(184,295)
1200 Accounts Receivable	34,180	91,876	(57,696)
1201 Grants Receivable	-	-	-
1210 Due from HVM Foundation	1	1	-
Total Accounts Receivable	34,181	91,877	(57,696)
1352 Prepaid Rent	14,914	12,445	2,469
1353 Prepaid Expense	25,733	27,280	(1,547)
Total Prepaid Expenses	40,647	39,724	923
Total Other Current Assets	40,647	39,724	923
Total Current Assets	1,915,081	2,215,894	(300,813)
Fixed Assets			
1611 Leasehold Improvements-Cost	727,285	727,285	-
1615 Accum. Depr.-Leasehold Improve	(258,834)	(208,576)	(50,259)
Total Leasehold Improvements-Net	468,450	518,709	(50,259)
1621 Furniture & Equipment-Cost	313,920	313,920	-
1625 Accum. Depr.-Furniture & Equipment	(298,601)	(294,723)	(3,879)
Total Furniture & Equipment - Net	15,319	19,197	(3,879)
1671 Capital Lease-Building	-	3,786,775	(3,786,775)
1673 Accum Depr.-Cap Lease Building	-	(1,813,807)	1,813,807
Total CapLease Building&Improvements	-	1,972,968	(1,972,968)
1681 Playground - Cost	144,861	144,861	-
1682 Accum.Depr.- Playground	(140,979)	(128,907)	(12,072)
Total Playground-Net	3,882	15,954	(12,072)
Total Fixed Assets	487,651	2,526,829	(2,039,177)
1900 Security Deposits	-	-	-
Total Other Assets	-	-	-
TOTAL ASSETS	2,402,732	4,742,723	(2,339,991)
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
2000 Accounts Payable	4,576	95,491	(90,915)
Total Accounts Payable	4,576	95,491	(90,915)
1055 Visa Chase Credit Card - 7068	1,053	7,828	(6,775)
Total Credit Cards	1,053	7,828	(6,775)
Other Current Liabilities			
2019 Current Lease Liability	(79,419)	-	(79,419)
2101 W/H EE Fed/State taxes	309	309	-
2106 403 (b) payable	6,188	6,415	(227)
2107 Mass Teachers Retirement Fund	25,981	24,030	1,951
2110 Pledges w/h	-	-	-
2115 P/R Clearing	-	-	-
Total Payroll Liabilities	32,478	30,754	1,724
2301 Accrued Salaries and Wages	11,362	23,976	(12,614)
2305 Accrued expense	30,540	-	30,540
Total Accrued Expenses	41,902	23,976	17,926
2400 Deferred Revenue	1,229,104	1,229,104	-
2700 PTO pass through	13,170	6,725	6,445
2701 Due to Foundation	-	-	-
Other Current Liabilities	4,941	4,941	-
Total Other Current Liabilities	1,242,176	1,295,501	(53,325)
Total Current Liabilities	1,247,805	1,398,820	(151,015)
Long-Term Liabilities			
2021 Capital Lease Payable-Principal	236,284	2,234,796	(1,998,512)
Total Long-Term Liabilities	236,284	2,234,796	(1,998,512)
Total Liabilities	1,484,089	3,633,615	(2,149,526)
Equity			
3300 Retained Earnings	1,128,875	1,113,910	14,965
Net Income	(210,159)	(4,803)	(205,356)
Total Equity	918,716	1,109,107	(190,391)
TOTAL LIABILITIES AND EQUITY	2,402,805	4,742,723	(2,339,918)

Hill View Montessori Foundation

Statement of Activities

	<u>Apr 2025 YTD</u>	<u>Apr 2024 YTD</u>	<u>Variance</u>
Income			
4100 Fundraising Revenues			
4160 Events		16,300	
4165 Events Expense	(5,510)	(9,524)	4,014
Total 4160 Events	(5,510)	6,776	(12,286)
4170 Donations	7,155	2,102	5,053
Total 4100 Fundraising Revenues	1,645	8,878	(7,233)
4500 Rental Income	27,500	29,700	(2,200)
4520 Rental Income - Gym	-	1,400	(1,400)
4550 Interest Income- HVMS Cap Lease	84,874	67,792	17,082
Total Income	114,019	107,770	6,249
Gross Profit	114,019	107,770	6,249
Expenses			-
5201 School Support	180	-	180
5351 Interest Expense on Loan	84,195	67,299	16,895
5703 Legal Expenses	750		
5402 Filing Fees -990	19		19
5601 Supplies		12	(12)
5605 Bank/PayPal Fees	25	45	(20)
8500 Misc expenses	2,750	-	2,750
Total Expenses	87,918	67,357	20,561
Net Operating Income	26,101	40,413	(14,312)
Other Income			-
7010 Interest on savings acct.	657	560	97
7012 Other Income	-	60	(60)
Total Other Income	657	620	37
8001 Depreciation-Building	105,188		105,188
9990 School Credit Offset-Rental Inc	27,450	28,400	(950)
Total Other Expenses	132,638		132,638
Net Other Income	(131,981)	(27,780)	(104,201)
Net Income	(105,879)	12,633	(118,513)

Hill View Montessori Foundation
Statement of Financial Position

	Apr-25	Jun-24	Variance
ASSETS			
Current Assets			
Bank Accounts			
1010 Checking Main Account 8071	38,022	34,286	3,736
1020 Money Market 7059	54,784	54,129	655
Total Bank Accounts	92,806	88,415	4,392
Accounts Receivable			-
1200 Accounts Receivable	-	2,700	(2,700)
1210 AR-HVM	-	-	-
1220 Principal Note Inc-HVMSCapLease	156,866	2,234,796	(2,077,930)
Total 1200 Accounts Receivable	156,866	2,237,496	(2,080,630)
Total Accounts Receivable	156,866	2,237,496	(2,080,630)
Total Other Current Assets	-	-	-
Total Current Assets	249,672	2,325,910	(2,076,239)
Fixed Assets			-
1500 Building & Renovations			-
1501 Building	3,786,775	-	3,786,775
1601A/D - Building	(1,918,995)		
Total 1500 Building & Renovations	1,867,780	-	1,867,780
Total Fixed Assets	1,867,780	-	1,867,780
Total Other Assets	-	-	-
TOTAL ASSETS	2,117,452	2,325,910	(208,459)
LIABILITIES AND EQUITY			-
Liabilities			-
Other Current Liabilities			-
2100 Due to HVM Charter School	-	9,201	(9,201)
2200 Security Deposit	2,733	2,683	50
2300 Accrued Expenses	-	-	-
2400 Deferred Revenue	14,964	2,750	12,214
Total Other Current Liabilities	17,697	14,634	3,063
Total Current Liabilities	17,697	14,634	3,063
Long-Term Liabilities			-
2710 Building Bonds - Loan Principal	2,129,118	2,209,216	(80,099)
Total Long-Term Liabilities	2,129,118	2,209,216	(80,099)
Total Liabilities	2,146,815	2,223,850	(77,036)
Equity			-
3400 Unrestrict (retained earnings)	76,517	102,060	(25,543)
Net Income	(105,879)	0	(105,880)
Total Equity	(29,363)	102,060	(131,423)
TOTAL LIABILITIES AND EQUITY	2,117,452	2,325,910	(208,458)

To: Hill View Montessori Finance Committee
From: Elizabeth Stasiowski
Date: May 15, 2025
Re: April 2025 Financial Statements
Enc: Hill View Financial Statements_FY25 (Excel)

Notes regarding the April 2025 School Financials:

1. As of April 30, 2025, the School realized an operating change in net assets of **\$(210,159)** as compared to a budgeted YTD operating change in net assets of \$(2,624).
 - a. The School has recognized 103% of its YTD budgeted FY25 revenue
 - i. Significant variances include Tuition, Nutrition, and Interest Income exceeding budget
 - ii. As of 12/24, Tuition per-pupil rate for Hill View increased by \$324/pupil, which based on enrollment results in a total tuition increase for this year of \$99K
 - b. The School has expended 105% of its YTD budgeted FY25 expenses.
2. An EOY Forecast has been added
 - a. Revenue is forecasted to come in \$184K over budget; and
 - b. Expenses are forecasted to come in \$302K over budget, excluding depreciation and roof costs.
 - i. Major expense variances are concentrated in:
 1. Salaries & Wages - \$166K
 2. Capital Lease-Bld Rent Interest - \$58K (re-finance)
 3. Nutrition Program - \$29k (offset by positive revenue variance)
3. The School has **\$811K** in cash as of Apr 30th including the Money Market account, and \$34K in receivables.
 - a. In January, \$1.23M was temporarily released from Treasury Direct into the Operating account. On Feb 11th, \$993K was re-invested into Treasury Direct.
 - b. As of Apr 30th, including the temporarily released ERTC funds, the school has 61 days cash on hand to cover FY25 expenses. This results in a green status on the DESE dashboard. 60 days is the minimum for a “green” rating.
4. Dashboard Metrics
 - a. FY24 Income Statement metrics are based on Actual FY25 revenue/expenses; FY25 Balance Sheet metrics are based on current financial statements.
 - b. Current Ratio calculation is low due to the ERC Deferred Revenue funds increasing liabilities; would equal 26.8 following recognition of ERC funds as revenue.
 - c. Forecasted Debt Service Coverage Ratio is 5.05 due to the recognition of \$825K in ERTC funds.

Notes regarding the April 2025 Foundation Financials:

5. As of April 30, 2025, the Foundation realized a change in net assets of **(\$105,879)**
 - a. Excluding Depreciation, the change in net assets would be \$26K which includes:

- b. \$2,750 in Miscellaneous Expense due to an entry dating back to FY23 wherein the Birch Hill rent was erroneously applied to Contributions instead of to open AR and the increase of the Security Deposit account.
- 6. The Foundation currently has **Assets totaling \$2.11M** including
 - a. \$92K in cash + investments
 - b. \$1.87M in Fixed Assets
- 7. The Foundation currently has **Liabilities totaling \$2.15M** (Mortgage payable + pass through to School)