



Pioneer Valley Performing Arts Charter Public School

Finance Committee Meeting

Published on November 1, 2024 at 3:53 PM EDT

Date and Time

Tuesday November 5, 2024 at 6:00 PM EST

Location

Google Meeting ID

meet.google.com/zkg-vctu-ikb

Phone Numbers

(US) +1 240-532-3788

PIN: 783 984 031#

Google Meeting ID

meet.google.com/zkg-vctu-ikb

Phone Numbers

(US) [+1 240-532-3788](tel:+12405323788)

PIN: 783 984 031#

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance		Marcy Conner	2 m
B. Call the Meeting to Order		Sasha Viands	1 m

	Purpose	Presenter	Time
C. Approve Minutes	Approve Minutes	Sasha Viands	5 m

Approve minutes for Finance Committee on October 3, 2024

II. Finance 6:08 PM

A. FOPVPA Lease Proposal - (follow up)	Vote	Marcy Conner	5 m
B. FY25 Projected Tuition QTR 1	Vote	Marcy Conner	10 m
C. Capital Projects Review	Vote	Marcy Conner	15 m
D. FY25 Budget vs Actual QTR 1			10 m

III. Other Business

IV. Closing Items 6:48 PM

A. Adjourn Meeting	Vote	Sasha Viands	2 m
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Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Finance Committee on October 3, 2024

APPROVED



Pioneer Valley Performing Arts Charter Public School

Minutes

Finance Committee

Date and Time

Thursday October 3, 2024 at 5:00 PM

Location

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Committee Members Present

James Montemayor (remote), Mindi Winter, Sasha Viands (remote)

Committee Members Absent

Keith Black

Guests Present

Brent Nielsen, Marcy Conner (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Sasha Viands called a meeting of the Finance Committee of Pioneer Valley Performing Arts Charter Public School to order on Thursday Oct 3, 2024 at 5:10 PM.

C. Approve Minutes

James Montemayor made a motion to approve the minutes from Finance Committee Meeting on 05-07-24.

Mindi Winter seconded the motion.

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

Roll Call

Keith Black	Absent
Mindi Winter	Aye
Sasha Viands	Aye
James Montemayor	Aye

II. Finance

A. FY24 Audit Presentation

Frank Serreti with Marcum LLP presented the FY25 Audit:

Required communications:

1. Are the financial statements fairly stated? Yes
2. Combining Statements of Net Position
3. Understanding of entity and internal controls - no material misstatements
4. Review and assess for significant risk

Financial Highlights:

1. Unmodified opinion - best you can get, means there were no findings
2. No weaknesses in internal controls
3. Note 12 - Component Unit consolidation
4. Cash - \$4.3 million combined - records complete with accurate reconciliations.
Fully insured through banking institutions.
5. Due to/due from - ongoing liability from 2014 - recommend that is settled and closed out by end of next fiscal year
6. Assets increased \$435,000
7. Accrued payroll increased \$550,000 up from previous year due to changes in compensation through the collectively bargained agreement and summer accruals

8. Bond - interested updates every 10 years - June 2024 increased from 3.49% to 5.25%
9. Debt covenant required 1.25:1 ratio - well above with a 4.25:1 ratio for FY24
10. Net position of \$7 million up \$500,000 since last year - \$3.9 million unrestricted
11. Results of operation - increase in net position of \$478,000 which is attributable to revenues coming in over budget by \$761,000 combined with a budgeted surplus of \$166,000 and grant revenue of \$271,000.

Results: PVPA is financially strong due to the structurally sound budgeting practices of the past few years.

James Montemayor made a motion to accept the FY25 audit report as presented by Frank Serreti and recommend that the Board of Trustees approve.

Sasha Viands seconded the motion.

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

Roll Call

James Montemayor	Aye
Sasha Viands	Aye
Keith Black	Absent
Mindi Winter	Aye

B. FY24 Reserves

James Montemayor made a motion to approve increasing the operating expense reserve to \$2.2 million.

Sasha Viands seconded the motion.

The past several years have had a static \$1.5 million to cover three months of expenses.

With the increase in prices and salaries a two year review of expenses shows that an increase is required to ensure PVPA can cover expenses is needed.

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

Roll Call

Mindi Winter	Aye
James Montemayor	Aye
Keith Black	Absent
Sasha Viands	Aye

C. FOPVPA Lease Porposal

James Montemayor made a motion to present the lease agreement proposal to the Friends of PVPA for consideration.

Mindi Winter seconded the motion.

The Friends had stated that they were open to a discussion on how we might solve the due to/due from accounts of PVPA and the Friends which totals \$191,742.69. With the June increase in the bond payment PVPA's lease payment would also increase as the school is obligated to pay 130% of the bond payment to the Friends as the lease. This proposal would give PVPA five years to budget in the full 130% lease based on the new

bond payment while also allowing the Friends to decrease the amount owed to PVPA.
This would also take approval of the Friends board.
The committee **VOTED** unanimously to approve the motion.

Roll Call

Mindi Winter	Aye
James Montemayor	Aye
Keith Black	Absent
Sasha Viands	Aye

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:37 PM.

Respectfully Submitted,
Marcy Conner

Documents used during the meeting

- FY24 Cash Reserves 9-25-24.pdf
- FOPVPA Lease Calculation 9-18-24.pdf

Coversheet

FY25 Projected Tuition QTR 1

Section:	II. Finance
Item:	B. FY25 Projected Tuition QTR 1
Purpose:	Vote
Submitted by:	
Related Material:	PVPA FY25 Tuition Projection 1st QTR.pdf

PVPA FY25 Tuition Projections**DESE - 1st Quarter**

Updated 10-30-24

Sending District	DESE FY25 Projected* 8-6-24						AFR Comparison	
	FTE	Foundation Rate	Foundation Rate	Facilities Rate	Total Rate	Total Tuition	FY24 Above Foundation Rates QTR 4	FY25 vs FY24 (+/-)
AGAWAM	6.0	16,331	6,974	1,188	24,493	146,958	6,346	628
BELCHERTOWN	13.0	13,482	2,604	1,188	17,274	224,562	2,403	201
CHICOPEE	37.0	17,058	486	1,188	18,732	693,084	455	31
EASTHAMPTON	20.0	13,326	1,357	1,188	15,871	317,420	1,322	35
EAST LONGMEADOW	5.0	14,785	4,915	1,188	20,888	104,440	4,218	697
GRANBY	9.0	15,841	3,234	1,188	20,263	182,367	2,812	422
GREENFIELD	2.0	14,953	3,017	1,188	19,158	38,316	2,277	740
HADLEY	11.0	14,709	7,587	1,188	23,484	258,324	7,234	353
HATFIELD	7.0	15,613	15,228	1,188	32,029	224,203	14,552	676
HOLYOKE	37.0	15,863	95	1,188	17,146	634,402	93	2
LONGMEADOW	1.0	12,565	5,231	1,188	18,984	18,984	5,617	(386)
LUDLOW	8.0	15,207	5,309	1,188	21,704	173,632	5,418	(109)
MONSON	1.0	12,565	3,640	1,188	17,393	17,393	3,362	278
NORTHAMPTON	30.0	13,470	4,197	1,188	18,855	565,650	4,192	5
PALMER	2.0	14,953	3,919	1,188	20,060	40,120	3,209	710
SOUTH HADLEY	51.0	13,749	2,273	1,188	17,210	877,710	2,229	44
SPRINGFIELD	67.0	18,470	0	1,188	19,658	1,317,086	0	0
WARE	3.0	16,147	1,085	1,188	18,420	55,260	1,043	42
WESTFIELD	21.0	15,313	1,125	1,188	17,626	370,146	1,140	(15)
WEST SPRINGFIELD	8.0	12,774	470	1,188	14,432	115,456	500	(30)
AMHERST PELHAM	30.0	14,264	9,075	1,188	24,527	735,810	8,963	112
FRONTIER	1.0	12,565	9,526	1,188	23,279	23,279	9,282	244
GATEWAY	4.0	16,707	3,696	1,188	21,591	86,364	3,627	69
GILL MONTAGUE	1.0	19,729	7,559	1,188	28,476	28,476	5,707	1,852
HAMPDEN WILBRAHAM	8.0	13,770	4,072	1,188	19,030	152,240	3,672	400
HAMPSHIRE	8.0	12,150	9,999	1,188	23,337	186,696	9,758	241
PIONEER	1.0	12,565	7,192	1,188	20,945	20,945	7,008	184
QUABBIN	1.0	15,482	4,137	1,188	20,807	20,807	4,008	129
RALPH C MAHAR	3.0	14,953	7,756	1,188	23,897	71,691	7,809	(53)
SOUTHWICK TOLLAND GRANVILLE	4.0	10,664	3,010	1,188	14,862	59,448	3,456	(446)
	400.0		138,768			7,761,269	131,712	7,056

*Rates, enrollment & demographics based on FY24 final statistics

Statistical Review:			
FY24 Actual Tuition**	7,501,092	-30,595	
FY25 DESE Projection 8-6-24	7,761,269		
FY25 Budgeted Tuition ***	7,719,979		
Dif (Projected vs Budgeted)	41,290		
CBA Contingencies:		Min Total:	
5%-5.99% Tuition = +2% Wages		7,876,147	
6%-6.99% Tuition = +3% Wages		7,951,158	
7% Tuition = +4% Wages		8,026,168	
** -\$30,595 dif between DESE 3rd Qtr Projected and actual			
*** FY25 budget based on 2.5% increase over FY24 DESE 3rd QTR Projected \$7,513,687			

Coversheet

Capital Projects Review

Section:	II. Finance
Item:	C. Capital Projects Review
Purpose:	Vote
Submitted by:	
Related Material:	FY25 Capital Budget - Working 10-31-24.pdf

Capital Budget Review October 31, 2024

Capital Budget - FY20-24 Outstanding & Revised (12-1-23)

<u>Location</u>	<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Theater	Accoustical Theater Curtains for Side Wall	22,000	Part of original configuration - increased sound quality & sound proofing
		-3,150	Accoustical/Sound Evaluation
	Total FY20 Outstanding	<u>18,850</u>	
		<u>18,850</u>	

Capital Budget - FY24 Proposed 1-3-23 - Approved by FC 1-9-23 - Ammended 9-6-23

Dance	Dance Studios - Sound Dampening	50,000	
	Work Completed Summer of 2024	-35,000	
		<u>15,000</u>	Project will be re-evaluated for future steps - recommend return of funds for other projects.
		<u>15,000</u>	

Capital Budget - FY25 Approved

Capital Budget - FY25 Proposed 2-26-24

Lease-hold Improvements

Main Entrance Upgrade	15,000	Completed summer 2024 = \$20,142
3rd Floor Carpet	32,000	Completed summer 2024 = \$37,408
Capital Needs Assessment w/FOPVPA	<u>30,000</u>	
	<u>77,000</u>	

Equipment

Classroom Furniture (5 rooms)	<u>56,500</u>	Completed summer 2024 = \$58,781
	<u>56,500</u>	

Total Capital Budget FY25	133,500	
	<u>12,831</u>	Increased cost
	<u>146,331</u>	Total Capital

Additional Capital Request November 5, 2024

Equipment

Commercial Refrigerator	7,500	Expanded food service - need additional cold storage
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Vehicle

MFSA Bus (w/Handicap lift)	<u>30,000</u>	Easier loading for food containers/musical equipment and student transportation
	<u>37,500</u>	

Requested Total Capital Budget FY25	<u>168,831</u>	
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Coversheet

FY25 Budget vs Actual QTR 1

Section: II. Finance
Item: D. FY25 Budget vs Actual QTR 1
Purpose:
Submitted by:
Related Material: FY25 BvA QTE 9-30-24.pdf

Pioneer Valley Performing Arts Charter Public School

Profit & Loss Budget vs. Actual

July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000410 · Comm of Mass Sources				
4000411 · Per Pupil Income	1,940,320.00	7,719,979.00	-5,779,659.00	25.13%
4000412 · Grants	0.00	285,227.00	-285,227.00	0.0%
Total 4000410 · Comm of Mass Sources	1,940,320.00	8,005,206.00	-6,064,886.00	24.24%
Total 4000420 · Production Revenue	0.00	28,500.00	-28,500.00	0.0%
Total 4000430 · Student Activities Revenue	12,945.78	34,500.00	-21,554.22	37.52%
Total 4000440 · Auxiliary Revenue	72,754.75	30,000.00	42,754.75	242.52%
4000450 · Interest	25,714.35	41,000.00	-15,285.65	62.72%
4000460 · Fundraising				
4000463 · Contributions-Unrestricted	0.00	30,000.00	-30,000.00	0.0%
Total 4000460 · Fundraising	0.00	30,000.00	-30,000.00	0.0%
4000470 · Miscellaneous Revenue	-430.00	2,500.00	-2,930.00	-17.2%
4000490 · Rental Income	0.00	4,000.00	-4,000.00	0.0%
Total Income	2,051,304.88	8,175,706.00	-6,124,401.12	25.09%
Gross Profit	2,051,304.88	8,175,706.00	-6,124,401.12	25.09%
Expense				
5200000 · Education Expense				
Total 5200500 · Salaries	413,299.61	3,642,843.74	-3,229,544.13	11.35%
Total 5200560 · Taxes and Benefits	152,632.61	764,801.55	-612,168.94	19.96%
Total 5200001 · Salaries and Benefits	565,932.22	4,407,645.29	-3,841,713.07	12.84%
Total 5210600 · General Educational Expense	26,036.93	54,400.00	-28,363.07	47.86%
Total 5220000 · Departmental Expense	8,454.17	34,000.00	-25,545.83	24.87%
Total 5229500 · Grants	13,587.75	285,227.00	-271,639.25	4.76%
Total 5290000 · Education-Other	11,811.74	151,030.00	-139,218.26	7.82%
Total 5200000 · Education Expense	625,822.81	4,932,302.29	-4,306,479.48	12.69%
5245000 · Production				
Total 5245500 · Salaries	11,506.62	49,862.30	-38,355.68	23.08%

Pioneer Valley Performing Arts Charter Public School

Profit & Loss Budget vs. Actual

July through September 2024

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Total 5245560 · Taxes and Benefits	52.32	6,041.13	-5,988.81	0.87%
Total 5245600 · Production-Other	2,991.21	108,100.00	-105,108.79	2.77%
Total 5245000 · Production	14,550.15	164,003.43	-149,453.28	8.87%
Total 5250600 · Technology	33,168.37	123,065.00	-89,896.63	26.95%
5300600 · Administrative				
Total 5300500 · Salaries	230,587.88	1,089,441.66	-858,853.78	21.17%
Total 5300560 · Taxes and Benefits	59,592.95	235,061.82	-175,468.87	25.35%
5300580 · Workers' Compensation Insurance	13,126.00	38,790.96	-25,664.96	33.84%
Total 5300601 · General Administrative Expenses	34,625.60	80,500.00	-45,874.40	43.01%
Total 5310600 · Recruitment-Students	1,449.28	8,200.00	-6,750.72	17.67%
Total 5311600 · Recruitment-Employees	3,747.24	16,800.00	-13,052.76	22.31%
Total 5315600 · Business Office Expense	6,968.64	43,500.00	-36,531.36	16.02%
Total 5320600 · Board of Trustees Expense	1,465.97	42,750.00	-41,284.03	3.43%
Total 5300600 · Administrative	351,563.56	1,555,044.44	-1,203,480.88	22.61%
Total 5330600 · Development	118.75	2,600.00	-2,481.25	4.57%
5400000 · Facilities Expense				
Total 5400500 · Salaries	29,456.40	109,344.00	-79,887.60	26.94%
Total 5400560 · Taxes and Benefits-Facilities	7,954.79	29,868.31	-21,913.52	26.63%
Total 5400000 · Facilities Expense	306,791.03	948,927.31	-642,136.28	32.33%
Total 5500700 · Depreciation Expense	0.00	175,000.00	-175,000.00	0.0%
Total 5600600 · Auxiliary Expense	46,361.89	267,004.93	-220,643.04	17.36%
5700900 · Other Expense				
5700901 · Bad Debt Expense	0.00	6,500.00	-6,500.00	0.0%
Total 5700900 · Other Expense	0.00	6,500.00	-6,500.00	0.0%
Total Expense	1,378,376.56	8,174,447.40	-6,796,070.84	16.86%
Net Ordinary Income	672,928.32	1,258.60	671,669.72	53,466.42%
Net Income	672,928.32	1,258.60	671,669.72	53,466.42%