

APPROVED



Pioneer Valley Performing Arts Charter Public School

Minutes

Finance Committee

Date and Time

Tuesday November 6, 2018 at 8:30 AM

Location

Room 304, 15 Mulligan Dr., South Hadley, MA 01705

Committee Members Present

Bob Hann, Deborah Jacobson, Elmo Wright, Marcy Conner, Owen Sordillo, Stephanie Burbine

Committee Members Absent

Keith Black, Marc Kenen

Committee Members Arrived Late

Bob Hann

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Marcy Conner called a meeting of the Finance committee of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Nov 6, 2018 @ 8:35 AM at Room 304, 15 Mulligan Dr., South Hadley, MA 01705.

C. Approve Minutes

Bob Hann arrived late.

Stephanie Burbine made a motion to approve minutes from the Finance Committee on 10-02-18 as amended to correct the location to room 304 and record Paul Wright as absent.

Deborah Jacobson seconded the motion.

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

II. Financial Reporting

A. Review of PVPA Reserves

The capital reserves from FY12 to FY18 were reviewed. As of June 30, 2018 the total cash on hand was \$2,121,008. Leaving an allowance for 3 months of expenses totaling \$1,500,000, the total available for capital expenses is \$621,008. Currently waiting for The M&P Group to give us an advisory as to the recommended limit for the amount assigned to the length of time and the dollar amount.

The balance of the capital reserves is down \$60,204 from FY17. The hope is that this is an isolated incidence and that the trend will not continue as the balance could disappear rather quickly. The current mechanism for increasing the reserves is through the conservative budgeting of 1.5% of the current years tuition. The concern is that if tuition does not increase or spending outside of the budget occurs then the reserves for capital uses does not increase. PVPA does currently have a line of credit with Florence Savings Bank but is intended for instance where tuition payments from the state are late - as a safety net.

B. P & L with projections thru 9-30-18

As recommended last year, financial reporting will take place on a quarterly basis. The committee reviewed the FY19 Budget vs Projected for the quarter ending September 2018:

- Projected column has only been adjusted from the budget number for salaries and benefits to reflect actual after the hiring process. Most positions have been filled for the school year.
- The tuition number in the projected column has not been changed as the number from the state released in October did not correctly reflect the changes in enrollment that took place in September. Further review will take place in January when more reliable numbers are available.
- Need further discussion about adjusting the fundraising projection as there seems to be little expectation of meeting the budgeted number of \$103,000.
- Original budget had a deficit of \$89,309.87. The projected number increased to reflect a total of \$102,901.18. Further discussion will take place in January to evaluate if any type of budget cuts will be required.

The committee requested some adjustments to the report to be able to see the detail in the facilities budget and the general administrative section.

III. FY20 Budget Process

A. Timeline

Meeting dates and possible subjects were set with the goal being the presentation of the FY20 budget on May 14, 2019 at the Board of Trustees meeting.

IV. Closing Items

A. Adjourn Meeting

Bob Hann made a motion to adjourn the meeting at 9:22am.

Deborah Jacobson seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:40 PM.

Respectfully Submitted,
Marcy Conner