



**PULLMAN PUBLIC  
COMMUNITY FREE  
MONTESSORI K-9**

## Pullman Community Montessori

### Finance Committee (FC)

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#### Date and Time

Tuesday May 18, 2021 at 5:00 PM PDT

#### Location

Keeping safety as our top priority, until further notice, all committee meeting will be conducted virtually over Zoom.

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**PCM's Mission:** to prepare all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community.

**PCM's Vision:** to serve as an instrument of change, helping to progress our education system to better meet the needs of students, families, and educators. We nurture students to be self-empowered lifelong learners, global citizens, environmental stewards, and compassionate and collaborative leaders, bringing positive changes to their communities and the world!

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#### Agenda

##### I. Opening Items

- A. Record Attendance
- B. Call the Meeting to Order

'Grounding Questions' for the FC:

- Do we believe that our internal policies and procedures are being followed?
- What is our current cash balance, and is management confident in the organization's ability to meet short term cash needs?

- How are our actuals to budget performing for this fiscal year? If there have been material unfavorable variances, in expenses or revenues, what is being done to mitigate this?
- How are our "big projects" going? (ex: facilities, enrollment drives, hiring, etc).

## **REMINDERS**

During the planning year (now to August 18, 2021), these are some overarching items that each FC member should be thinking about:

- How are our draft fiscal policies and procedures coming along?
- How are we tracking to budget overall?
- How is our cash balance and will we be able to meet our short term cash needs?
- How is enrollment doing?

### **C. Pleasantry**

We will continue to build trust amongst this team. We will work little by little to do this! One small way though will be to get to know each other more.

#### **Primer Question:**

What was your first job?

### **D. Approve Minutes**

Please review the prior meeting minutes in advance and come to the meeting with any amendments in writing that can be added to the Zoom chat. This makes recording changes quick and easy.

Approve minutes for Finance Committee (FC) on April 20, 2021

## **II. Finance Committee (FC)**

### **A. Review & Approve April Financials**

During this piece of the meeting, Matt and Laylah will share what the FC Committee should be "looking for" in order to build those habits and mindsets.

Please review the school financials below prior to the meeting. Please try to ask questions to Matt or Laylah in advance so we are prepared to vote at the meeting.

1. Dashboard (high level view of main metrics)
2. Balance Sheet
3. Profit & Loss Statement/Income Statement
4. Budget vs. Actual Report & Forecast vs Actual Report
5. Statement of Cash Flows

## 6. Month to Month

### B. FPPM Changes

1. Language updated based on **requests and feedback from the Board**, detailed in this doc: [PCM FPPM Questions](#)
2. **Procurement policy updated**
3. **Leave days** language updated to match employee manual
4. **Shared Leave** policy added---Thank you
5. Other **non-material changes** including language to allow electronic filing of packing slips, removing unneeded forms from HR packets,

### C. Apportionment (F203) Projections

### D. Continued Review of 5-Yr Forecasts

The simplified 5 Year Budget workbook that PCM has been developing with JGP can be found in this packet.

We will break up our review into four separate topics and address them in the following order, topics not covered this meeting will be covered next meeting:

- **Revenues**
- **Staffing expenses**
- **School Operations expenses**
- **Facility expenses**

[Link to Slideshow](#) (no need to preview, this will be covered during the meeting)

### E. Intro to Annual Budget (F195)

Matt & Laylah will provide overview of timeline for Annual Budget approval according to [WAC 392-123-010](#)

- July 10th is when the **proposed** annual budget is due (board hasn't voted on yet). Publish notice that it will be reviewed and adopted by Board at August board meeting.
- By August 31st the Board must meet in a public hearing to FIX and ADOPT said budget.
- September 3rd is the last day for the school to submit the adopted annual budget to OSPI.

## III. Other Business

#### IV. Closing Items

##### A. Adjourn Meeting

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**Grounding Docs:** [FC Description & Responsibilities](#) , [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [Bylaws](#) (read committees section), [PCM Logic Model](#), [Org Charts](#)

**School Wide Evaluation Tools (model fidelity):** [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#)

**Resources:** [Planning Yr Financials Considerations](#), [Example Dashboard Review](#), [Contract](#), Commission Financial Performance Framework