



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

## Pullman Community Montessori

### Finance Committee (FC)

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#### **Date and Time**

Tuesday August 17, 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:**

Where did you grow up? How do you think that shaped you?

### **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.

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

### **A. Updates about Key Budget Line Items**

Laylah will give an update about any of the month's budget line items that significantly impact the overall budget.

### **B. Review & Approve July 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

**C. Vote to Recommend Annual Budget (F195)**

Matt & Laylah will review most up to date budget and review points that might chagen over the next week. Finance Committee will vote to recommend the budget to oard for 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.

**D. 4 year budget review**

Given the updates to the budget coming down the pipeline, we would like to move discuss the four year budget at the October Meeting.

**E. 2021 payroll and vendor payments Board approval process**

Update on the process for payroll.

**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