



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

Pullman Community Montessori

Finance Committee (FC)

Date and Time

Tuesday December 21, 2021 at 5:00 PM PST

Location

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

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!

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:

Describe a snapshot of an ordinary moment in your life that brings you joy.

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 November 16, 2021

II. Finance Committee (FC)

A. Review & Approve November 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. Payroll and AP Certification

B. Review Finance Committee Goals

- Review auditor options and provide rec for an auditor year 1 (Due Jan 31, 2022)
- Meet or exceed the commission financial framework monthly
- Hold one mock audit prior July 2022
- Provide board training on key financial documents 3x this year

C. Create a plan for Board Training

Guiding Questions:

- Are you well versed in the key drivers and sources of revenues for your organization?
- Is the full board annually trained by the FC to read, understand, and interpret the main points of the financial reports?
- Does the FC lead a portion of the new trustee orientation--orienting them to the organizations short and long term financial health and training them on how to read financial reports?
- Are you 100% confident that the organization's management team is properly handling restricted grants?
- Has management provided the FC with a detailed checklist of all deliverables and reports to various agencies, authorizers, and auditors??
- Does the FC annually confirm that their deliverables and reports to various agencies, authorizers, and auditors are completed/submitted accurately and on a timely basis?

III. Other Business

IV. Closing Items

A. Adjourn Meeting

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