



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

Pullman Community Montessori

Finance Committee (FC)

Date and Time

Tuesday April 19, 2022 at 5:00 PM PDT

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 will be to get to know each other more.

Question:

Describe your favorite teacher.

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 March 15, 2022

II. Finance Committee (FC)

A. Review & Approve March 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 5-7 year plan updates

Discuss 5-7 year budget & planning updates

- Revenue: updated revenue calculator but some supplemental funding may still be missing; OSPI to release official revenue tool soon
- Revenue: enrollment updated previously - how is the enrollment drive going?
- Expenses: year end analysis to be completed in June to update various line items
- Expenses: staffing reviewed previously, 5.5% raises budgeted

- Overall: a lot depending on Gladish response to proposal and whether WA Charters provides additional support; right now: PCM is projected to meet 30 days cash in year 1-3, then not in year 4, but then meeting 60 days cash in year 5 as the revenue increases materially with the addition of 9th grade.

C. Meet or exceed the commission financial framework monthly

Commission framework discussion

Please review prior to the meeting for a healthy discussion: [Financial Performance Framework](#)

-How do we want to incorporate this into our monthly practice?

D. Raza CSP Bridge Loan Renewal

Discuss Raza CSP Bridge Loan Renewal (September 1, 2022)

III. Other Business

IV. Goals

Check in monthly on our committee goals

A. Provide board training on key financial documents 3x this year

Training 1 happened last board meeting: feedback opportunity

-Glows/Grows

-where do we want to go next

Next dates:

June 21st

August 23rd

- B.** Meet or exceed the commission financial framework monthly

Check off in goals once complete

(discussed in section above)

- C.** Mock Audit for July

What do we need to do to prepare for this?

V. 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