



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

## Pullman Community Montessori

### Finance Committee (FC)

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#### Date and Time

Tue Oct 18, 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.

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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).

###### C. Pleasantry

What is your favorite thing about fall?

###### 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 August 16, 2022

**E. Approve Minutes**

Approve minutes for Finance Committee (FC) on September 20, 2022

**II. Finance Committee (FC)**

**A. Review & Approve September 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
7. Review Financial Dashboard to ensure meeting commission standards (mark goal as complete once reviewed)

**B. Auditor Update**

We propose to select Eide Bailly for the 22-23 independent CPA audit due to cost (\$18k vs \$24k), responsiveness, and knowledge of the sector.

**III. Other Business**

**A. FC Year Long Goals**

We met 4 out of 5 goals from last year:

1. Provide board training on key financial documents 3x this year
2. Select and auditor
3. Meet or exceed commission financial framework
4. Review auditor options

We did not meet:

1. Hold one mock audit prior to July

What do we want our goals to be around for this year?

- Ideas around providing fundraising updates?
- Still want to meet/exceed commission framework?
- Long term cash flow problem solving?

#### **IV. Goals**

Check in monthly on our committee goals

#### **V. 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