



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

Pullman Community Montessori

Finance Committee (FC)

Date and Time

Tue Nov 22, 2022 at 5:00 PM PST

Location

All FC committee meeting will be conducted virtually over Zoom.

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

Does your family have any Thanksgiving traditions? Matt--Do you celebrate Candian Thanksgiving?!?

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 October 18, 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)

III. Goals

Check in monthly on our committee goals

A. FC Year Long Goals

Proposed Goals for SY22-23

- Complete first audit.
- Address and fix any feedback from audit.
- Provide monthly Private Funding Updates to the Board
- Prepare and discuss scenarios regarding funding and enrollment to present to Board 2x this year

IV. Other Business

A. Discuss PCM Financial Policy

Did anything come up when you read through the Financial Policy, specifically around purchase processing (begins on page 20) and cash disbursements is the section right after that (page 27)?

Are there any measures we want to take to support PCM to use cards correctly and ensuring records?

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