



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

Pullman Community Montessori

Finance Committee Monthly Meeting

Date and Time

Monday April 15, 2024 at 5:00 PM PDT

Location

Virtual (Zoom)

The Finance Committee meeting will be held via Zoom:

Topic: Finance Committee

Time: Apr 15, 2024 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

[https://us06web.zoom.us/j/5020445948?
pwd=bFFCbk1GMkE2M2ZPaWVEVGJzeEM2UT09&omn=86991795460](https://us06web.zoom.us/j/5020445948?pwd=bFFCbk1GMkE2M2ZPaWVEVGJzeEM2UT09&omn=86991795460)

Meeting ID: 502 044 5948

Passcode: djF9wu

This meeting will be recorded.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance		Alan MacPhee	1 m

	Purpose	Presenter	Time
B. Call the Meeting to Order		Alan MacPhee	5 m

Grounding questions for the Finance Committee:

- Do we believe that our internal policies and procedures are being followed?
- What is our current cash balance, and are we confident in PCM's ability to meet short term cash needs?
- How are our actuals to budget performing? If there have been material variances*, what is the root cause?
- How do our "big projects" affect financial affairs (e.g. enrollment, fundraising)?

*Material variance = 10% **and** \$10,000 variance from budget

C. Introductions		Alan MacPhee	5 m
-------------------------	--	--------------	-----

Introduction of new committee members:

- Note resignation of former treasurer, Aubree Guyton
- Alan MacPhee, board member and treasurer
- Kim Casper, president of SCC*
- Kaitlin Wolff, treasurer of SCC*

And, recap the role of our strategic partner, Joule Growth Partners, represented by Matt Paolini and Katie Silberstein

*SCC = Support & Coordination Council

D. Approve Minutes	Approve Minutes	Alan MacPhee	2 m
---------------------------	-----------------	--------------	-----

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) Meeting on March 19, 2024

II. Finance Committee (FC) 5:13 PM

A. Review March Financials	Discuss	Alan MacPhee	20 m
-----------------------------------	---------	--------------	------

Please review the school financials below prior to the meeting. Please try to ask questions to Alan or Matt in advance so we are prepared to vote at the meeting.

1. Dashboard (high level view of main metrics)
2. Income statement

	Purpose	Presenter	Time
3. Balance Sheet			
4. Budget vs. Actual & Forecast			
5. Payroll and AP certifications and registers			
B. Discuss 5-year forecast	Discuss	Alan MacPhee	20 m
The Committee will review and discuss the 5-year forecast			
III. Closing Items			5:53 PM
A. Establish recurring Finance Committee meeting times	Discuss	Alan MacPhee	5 m
B. Adjourn Meeting	Vote		2 m
IV. Resources			
Board Staff Financial Contract			
50+ Smart Questions to Ask About Your Schools Finances			

Grounding Docs: [FC Description & Responsibilities](#) , [Bylaws](#) (read committees section)