



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

Pullman Community Montessori

Finance Committee Monthly Meeting

Date and Time

Tuesday May 14, 2024 at 5:00 PM PDT

The Finance Committee meeting will be held via Zoom. See link in summary page or copy below and paste into a web browser:

<https://us06web.zoom.us/j/5020445948?pwd=bFFCbk1GMkE2M2ZPaWVEVGJzeEM2UT09&omn=89961485698%20%20Meeting%20ID:%20502%20044%205948%20Passcode:%20djF9wu>

This meeting will be recorded.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance		Alan MacPhee	1 m
B. Call the Meeting to Order		Alan MacPhee	2 m
Grounding questions for the Finance Committee:			
<ul style="list-style-type: none"> • 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)? 			

	Purpose	Presenter	Time
*Material variance = 10% and \$10,000 variance from budget			
C.	Welcome	Alan MacPhee	5 m
	Committee members		
	Joule Growth Partners		
	Guests		
	Meeting environment		

While meetings of the finance committee are not subject to OPMA, as there is not a quorum of board members present, for the sake of transparency and accessibility to the public, we have decided to make our finance meetings public, and also record them and make them accessible to the public.

D.	Approve Minutes	Approve Minutes	Alan MacPhee	2 m
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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 Monthly Meeting on April 15, 2024

II. Finance Committee 5:10 PM

A.	Guidance	Discuss	Alan MacPhee	15 m
	A discussion of internal controls			
	A look at BoardOnTrack			
	A clarification of fundraising for PTAs, PTOs, and parent councils			

B.	Review April Financials	Discuss	Matt Paolini	15 m
	If you are able, please review the school financials below prior to the meeting.			

1. Dashboard (high level view of main metrics)
2. Income statement budget/actual/forecast
3. Balance Sheet
4. Payroll and AP certifications and registers

C.	Preparation of 2024-25 budget and five year forecast	Discuss	Alan MacPhee	5 m
	Budget team			

	Purpose	Presenter	Time
General timeline			
D. Discussion	Discuss	Alan MacPhee	14 m
Time is reserved for discussion. If not needed, we will adjourn early, although Alan will stay live until 6:00.			
III. Closing Items			5:59 PM
A. Adjourn Meeting	Discuss		1 m