



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

Pullman Community Montessori

Finance Committee (FC)

Date and Time

Tuesday July 20, 2021 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 though will be to get to know each other more.

Primer Question:

Where did you grow up? How do you think that shaped you?

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.

II. Finance Committee (FC)

A. Review & Approve June 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

B. Annual Budget (F195)

Matt & Laylah will provide overview of timeline for Annual Budget approval according to [WAC 392-123-010](#)

- July 10th is when the **proposed** annual budget is due (board hasn't voted on yet). Publish notice that it will be reviewed and adopted by Board at August board meeting.
- By August 31st the Board must meet in a public hearing to FIX and ADOPT said budget.
- September 3rd is the last day for the school to submit the adopted annual budget to OSPI.

C. 4 year budget review

Begin reviewing the budget, no decision needed tonight.

D. Mock June 2021 payroll and vendor payments Board approval process

Matt will overview the payroll and vendor payments process.

III. Other Business

IV. 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

Coversheet

Review & Approve June Financials

Section:	II. Finance Committee (FC)
Item:	A. Review & Approve June Financials
Purpose:	Vote
Submitted by:	
Related Material:	2. PCM Balance Sheet June 2021.pdf 4. PCM Year 0 Budget vs Actual as of June 2021.pdf 3. PCM P&L June 2021.pdf 5. PCM Statement of Cash Flow June 2021.pdf 4a. PCM Year 0 Forecast vs Actual as of June 2021.pdf 1. PCM Finance Dashboard Jun 2021.docx

Pullman Community Montessori

Balance Sheet As of June 30, 2021

	TOTAL		
	AS OF JUN 30, 2021	AS OF MAY 31, 2021 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Cash Checking	152,753.53	305,642.94	-152,889.41
1005 Cash MMA or Savings	1,095.25	1,095.25	0.00
Total Bank Accounts	\$153,848.78	\$306,738.19	\$ -152,889.41
Accounts Receivable			
1100 Accounts Receivable (A/R)	71,822.79	21,364.38	50,458.41
Total Accounts Receivable	\$71,822.79	\$21,364.38	\$50,458.41
Other Current Assets			
1150 Prepaids & Other Assets	42,817.99	21,765.32	21,052.67
Total Other Current Assets	\$42,817.99	\$21,765.32	\$21,052.67
Total Current Assets	\$268,489.56	\$349,867.89	\$ -81,378.33
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	35,656.51		35,656.51
1504 Fixed Assets-Furniture, Fixtures & Other	10,362.60	10,362.60	0.00
1510 Facilities - In Progress	59,514.30	7,236.55	52,277.75
Total Fixed Assets	\$105,533.41	\$17,599.15	\$87,934.26
TOTAL ASSETS	\$374,022.97	\$367,467.04	\$6,555.93
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	11,563.74	2,372.77	9,190.97
Total Accounts Payable	\$11,563.74	\$2,372.77	\$9,190.97
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	10,534.89	11,539.08	-1,004.19
2152 Workers' Compensation Tax Payable	562.47	367.21	195.26
2153 State Unemployment Tax Payable	827.81	546.22	281.59
2154 Paid Family Medical Leave Tax Payable	156.30	103.13	53.17
2171 Use Tax Payable	1,380.52	1,328.76	51.76
2180 Refundable Advances	200,000.00	200,000.00	0.00
Total Other Current Liabilities	\$213,461.99	\$213,884.40	\$ -422.41
Total Current Liabilities	\$225,025.73	\$216,257.17	\$8,768.56
Long-Term Liabilities			
2501 Construction Loan Payable	50,000.00	50,000.00	0.00
Total Long-Term Liabilities	\$50,000.00	\$50,000.00	\$0.00
Total Liabilities	\$275,025.73	\$266,257.17	\$8,768.56
Equity			
2998 Unrestricted Net Assets	57,202.42	57,202.42	0.00
2999 Restricted Net Assets	55,000.00	55,000.00	0.00
Net Revenue	-13,205.18	-10,992.55	-2,212.63
Total Equity	\$98,997.24	\$101,209.87	\$ -2,212.63
TOTAL LIABILITIES AND EQUITY	\$374,022.97	\$367,467.04	\$6,555.93

Pullman Community Montessori

Year 0 Budget vs Actual

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3100 Local donations	46,411.99	25,000.00	21,411.99	185.65 %
3501 Interest Income (Private)	0.25		0.25	
3520 Private Foundations / Grants	240,000.00	230,000.00	10,000.00	104.35 %
5200 Federal - CSP	200,387.84	453,200.00	-252,812.16	44.22 %
Total Revenue	\$486,800.08	\$708,200.00	\$ -221,399.92	68.74 %
GROSS PROFIT	\$486,800.08	\$708,200.00	\$ -221,399.92	68.74 %
Expenditures				
6010 Certificated - Instructional Management	57,666.62	95,833.33	-38,166.71	60.17 %
6105 Classified - Executive Management	91,999.92	99,666.67	-7,666.75	92.31 %
6106 Classified - Operations Staff		15,093.75	-15,093.75	
6107 Classified - Other Admin - Non -Instructional	31,250.03	13,248.00	18,002.03	235.88 %
6270 Certificated - Teachers - Regular		52,440.00	-52,440.00	
7051 Social Security/Medicare/FUTA	13,034.21	19,820.00	-6,785.79	65.76 %
7052 Worker's Compensation Insurance	918.55	2,402.00	-1,483.45	38.24 %
7053 State Unemployment	2,464.20	3,315.00	-850.80	74.33 %
8010 Legal	3,532.50		3,532.50	
8035 Payroll & Accounting Services	30,000.00	32,500.00	-2,500.00	92.31 %
8050 Contracted Services - Tech	2,400.00		2,400.00	
8051 Contracted Services - Program Support / PD	32,266.74	30,000.00	2,266.74	107.56 %
8053 Contracted Services - Misc	3,500.00		3,500.00	
8060 Dues & Memberships	729.00	1,500.00	-771.00	48.60 %
8065 Interest Expense	5.41		5.41	
8505 Board Expenses	9,583.30	10,000.00	-416.70	95.83 %
8510 Classroom / Teaching Supplies & Materials	15,683.07	100,000.00	-84,316.93	15.68 %
8515 Special Ed Supplies & Materials	128.48		128.48	
8530 Equipment / Furniture	3,699.53	100,000.00	-96,300.47	3.70 %
8540 Technology - Hardware	7,331.41	53,200.00	-45,868.59	13.78 %
8541 Technology - Software	9,473.31		9,473.31	
8545 Student Testing & Assessment	940.00		940.00	
8565 Office Expense	2,354.46	2,000.00	354.46	117.72 %
8570 Staff Development	1,575.00		1,575.00	
8575 Staff Recruitment	2,214.56	5,000.00	-2,785.44	44.29 %
8580 Student Recruitment / Marketing	9,030.51	5,000.00	4,030.51	180.61 %
9005 Insurance Expense	8,490.65	3,500.00	4,990.65	242.59 %
9015 Building and Land Rent / Lease	47,531.38	57,528.00	-9,996.62	82.62 %
Total Expenditures	\$387,802.84	\$702,046.75	\$ -314,243.91	55.24 %
NET OPERATING REVENUE	\$98,997.24	\$6,153.25	\$92,843.99	1,608.86 %
NET REVENUE	\$98,997.24	\$6,153.25	\$92,843.99	1,608.86 %

Pullman Community Montessori

Profit and Loss

June 2021

	TOTAL			
	JUN 2021	MAY 2021 (PP)	CHANGE	SEP 2020 - JUN 2021 (YTD)
Revenue				
3100 Local donations	51.50	1,113.88	-1,062.38	45,911.99
3501 Interest Income (Private)		0.02	-0.02	0.25
3520 Private Foundations / Grants				102,000.00
5200 Federal - CSP	71,822.79	21,364.38	50,458.41	200,387.84
Total Revenue	\$71,874.29	\$22,478.28	\$49,396.01	\$348,300.08
GROSS PROFIT	\$71,874.29	\$22,478.28	\$49,396.01	\$348,300.08
Expenditures				
6010 Certificated - Instructional Management	7,666.66	7,666.66	0.00	57,666.62
6105 Classified - Executive Management	7,666.66	7,666.66	0.00	76,666.60
6107 Classified - Other Admin - Non -Instructional	5,687.45	5,266.82	420.63	31,250.03
7051 Social Security/Medicare/FUTA	802.17	1,575.92	-773.75	11,861.21
7052 Worker's Compensation Insurance	63.84	123.11	-59.27	846.47
7053 State Unemployment	140.51	110.32	30.19	2,289.39
8010 Legal		275.00	-275.00	3,437.50
8035 Payroll & Accounting Services	2,500.00	2,500.00	0.00	25,000.00
8050 Contracted Services - Tech	280.00	840.00	-560.00	2,400.00
8051 Contracted Services - Program Support / PD	3,016.74	1,460.00	1,556.74	30,806.74
8053 Contracted Services - Misc	3,500.00		3,500.00	3,500.00
8060 Dues & Memberships		150.00	-150.00	729.00
8065 Interest Expense				5.41
8505 Board Expenses	833.33	833.33	0.00	8,333.30
8510 Classroom / Teaching Supplies & Materials	7,259.87	7,226.72	33.15	15,683.07
8515 Special Ed Supplies & Materials	128.48		128.48	128.48
8530 Equipment / Furniture				3,699.53
8540 Technology - Hardware	4,821.90		4,821.90	7,331.41
8541 Technology - Software	1,068.28	718.20	350.08	9,473.31
8545 Student Testing & Assessment	940.00		940.00	940.00
8565 Office Expense	145.07	579.25	-434.18	2,243.73
8570 Staff Development	800.00	600.00	200.00	1,575.00
8575 Staff Recruitment				2,214.56
8580 Student Recruitment / Marketing	1,547.94		1,547.94	8,280.51
9005 Insurance Expense	3,821.33	1,917.33	1,904.00	8,490.65
9015 Building and Land Rent / Lease	21,396.69		21,396.69	46,652.74
Total Expenditures	\$74,086.92	\$39,509.32	\$34,577.60	\$361,505.26
NET OPERATING REVENUE	\$ -2,212.63	\$ -17,031.04	\$14,818.41	\$ -13,205.18
NET REVENUE	\$ -2,212.63	\$ -17,031.04	\$14,818.41	\$ -13,205.18

Pullman Community Montessori

Statement of Cash Flows

July 2020 - June 2021

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	98,997.24
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1100 Accounts Receivable (A/R)	-71,822.79
1150 Prepaids & Other Assets	-42,817.99
2100 Accounts Payable	11,563.74
2101 Accrued Accounts & Payroll Payable	10,534.89
2151 Social Security/Medicare/FUTA Tax Payable	0.00
2152 Workers' Compensation Tax Payable	562.47
2153 State Unemployment Tax Payable	827.81
2154 Paid Family Medical Leave Tax Payable	156.30
2160 Direct Deposit Payable	0.00
2171 Use Tax Payable	1,380.52
2180 Refundable Advances	200,000.00
2202 Loan Payable - short-term	0.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	110,384.95
Net cash provided by operating activities	\$209,382.19
INVESTING ACTIVITIES	
1501 Fixed Assets-Capitalized Equipment	-35,656.51
1504 Fixed Assets-Furniture, Fixtures & Other	-10,362.60
1510 Facilities - In Progress	-59,514.30
Net cash provided by investing activities	\$ -105,533.41
FINANCING ACTIVITIES	
2501 Construction Loan Payable	50,000.00
2998 Unrestricted Net Assets	-55,000.00
2999 Restricted Net Assets	55,000.00
Net cash provided by financing activities	\$50,000.00
NET CASH INCREASE FOR PERIOD	\$153,848.78
CASH AT END OF PERIOD	\$153,848.78



Pullman Community Montessori Budget vs. Actuals: Forecast - FY21 P&L July 2020 - June 2021

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3100 Local donations	46,411.99	47,000.00	-588.01	98.75%
3501 Interest Income (Private)	0.25		0.25	
3520 Private Foundations / Grants	240,000.00	719,500.00	-479,500.00	33.36%
5200 Federal - CSP	200,387.84	514,195.00	-313,807.16	38.97%
Total Revenue	\$ 486,800.08	\$ 1,280,695.00	-\$ 793,894.92	38.01%
Gross Profit	\$ 486,800.08	\$ 1,280,695.00	-\$ 793,894.92	38.01%
Expenditures				
6010 Certificated - Instructional Management	57,666.62	73,600.00	-15,933.38	78.35%
6105 Classified - Executive Management	91,999.92	99,666.67	-7,666.75	92.31%
6107 Classified - Other Admin - Non -Instructional	31,250.03	44,985.70	-13,735.67	69.47%
6190 Classified - Other - Non -Instructional		48,000.00	-48,000.00	0.00%
6270 Certificated - Teachers - Regular		41,430.73	-41,430.73	0.00%
7051 Social Security/Medicare/FUTA	13,034.21	25,384.00	-12,349.79	51.35%
7052 Worker's Compensation Insurance	918.55	3,077.00	-2,158.45	29.85%
7053 State Unemployment	2,464.20	4,246.00	-1,781.80	58.04%
7054 Paid Family Medical Leave	0.00		0.00	
8010 Legal	3,532.50	5,000.00	-1,467.50	70.65%
8035 Payroll & Accounting Services	30,000.00	32,500.00	-2,500.00	92.31%
8050 Contracted Services - Tech	2,400.00	12,950.00	-10,550.00	18.53%
8051 Contracted Services - Program Support / PD	32,266.74	33,600.00	-1,333.26	96.03%
8053 Contracted Services - Misc	3,500.00		3,500.00	
8060 Dues & Memberships	729.00	1,500.00	-771.00	48.60%
8065 Interest Expense	5.41	10.00	-4.59	54.10%
8505 Board Expenses	9,583.30	10,000.00	-416.70	95.83%
8510 Classroom / Teaching Supplies & Materials	15,683.07	100,000.00	-84,316.93	15.68%
8515 Special Ed Supplies & Materials	128.48		128.48	
8530 Equipment / Furniture	3,699.53	10,000.00	-6,300.47	37.00%
8540 Technology - Hardware	7,331.41	5,000.00	2,331.41	146.63%
8541 Technology - Software	9,473.31	11,337.00	-1,863.69	83.56%
8545 Student Testing & Assessment	940.00	1,740.00	-800.00	54.02%
8565 Office Expense	2,354.46	2,500.00	-145.54	94.18%
8570 Staff Development	1,575.00	775.00	800.00	203.23%
8575 Staff Recruitment	2,214.56	2,500.00	-285.44	88.58%
8580 Student Recruitment / Marketing	9,030.51	8,000.00	1,030.51	112.88%
8595 Fundraising		4,750.00	-4,750.00	0.00%
9005 Insurance Expense	8,490.65	8,500.00	-9.35	99.89%
9015 Building and Land Rent / Lease	47,531.38	55,466.00	-7,934.62	85.69%
Total Expenditures	\$ 387,802.84	\$ 646,518.10	-\$ 258,715.26	59.98%
Net Operating Revenue	\$ 98,997.24	\$ 634,176.90	-\$ 535,179.66	15.61%
Net Revenue	\$ 98,997.24	\$ 634,176.90	-\$ 535,179.66	15.61%
Loan Funds and Capital Expenditures				
2501 Construction Loan Payable	50,000.00	456,030.00	-406,030.00	10.96%
Prepays & Capital Expenditures				
1150 Prepays - Contractors	24,600.00	43,600.00	-19,000.00	81.78%
1501 Fixed Assets-Capitalized Equipment (Tech)	35,656.51	66,500.00	-30,843.49	15.58%
1504 Furniture, Fixture & Others	10,362.60	90,000.00	-79,637.40	39.62%
1510 Facilities - In Progress	59,514.30	395,453.00	-335,938.70	15.05%
Total Capital Expenditures	\$ 130,133.41	\$ 595,553.00	-\$ 465,419.59	21.85%
All Expenditures	\$ 517,936.25	\$ 1,242,071	-\$ 724,134.85	41.70%



	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	87%	70%	○	<i>Goal at this point is 70% accepted and registered; current = 82</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	44%	44%	○	<i>PCM is on track to spend all of the CSP planning grant (\$200k)</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	104%	100%	○	<i>Private grants have gone over the budgeted amount (COVID grant)</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	55%	54%	○	<i>Large summer tech, furniture, and supplies purchases will push this up soon</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	\$154k	\$230k	○	<i>WA Charters year 1 advance received (\$200k)</i>

Additional notes for discussion:

Enrollment update

Construction project update

Coversheet

Mock June 2021 payroll and vendor payments Board approval process

Section: II. Finance Committee (FC)
Item: D. Mock June 2021 payroll and vendor payments Board approval process
Purpose: Discuss
Submitted by:
Related Material: PCM July 2021 Payroll and AP Certification - SAMPLE PACKET.pdf



Payroll Check Summary

June 2021

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of July 24, 2021, the Board, by a _____ vote, approves payments totaling \$23,031.48 and/or voids (cancellations) totaling \$0.00. The payments and/or voids are further identified in this document.

Total Payment by Type:

Payroll Direct Deposit (\$23,031.48)

Secretary	_____	Board Member	_____
Board Member	_____	Board Member	_____
Board Member	_____	Board Member	_____
Board Member	_____		

Accounts Payable Register

June 2021

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of July 24, 2021, the Board, by a _____ vote, approves payments totaling \$142,157.12 and/or voids (cancellations) totaling \$0.00. The payments and/or voids are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer (\$142,157.12)

Employee Direct Deposit (\$0)

Secretary	_____	Board Member	_____
Board Member	_____	Board Member	_____
Board Member	_____	Board Member	_____
Board Member	_____		

Pullman Community Montessori

Bill Payment List

June 2021

DATE	NUM	VENDOR	AMOUNT
1000 Cash Checking			
06/02/2021		Charter Technologies LLC	-680.00
06/02/2021	EFT	Friends of Gladish	-7,132.23
06/03/2021	EFT	Reflection Sciences	-1,740.00
06/04/2021		Infinity Custom Construction, LLC	-36,798.00
06/08/2021		Infinity Custom Construction, LLC	-12,936.00
06/08/2021		Galexis Technologies	-4,567.49
06/08/2021		The Apex Law Group PLLC	-2,543.75
06/11/2021		The Apex Law Group PLLC	-1,237.50
06/08/2021		Great American Insurance Group	-455.27
06/15/2021	EFT	Joule Growth Partners	-2,500.00
06/16/2021		Teton Science Schools	-14,600.00
06/17/2021		NWEA	-5,623.66
06/21/2021		SHI International Corp	-35,910.92
06/21/2021	EFT	Friends of Gladish	-7,132.23
06/22/2021		J & H Printing, Inc	-937.59
06/22/2021	EFT	Montessori School of Pullman	-105.25
06/30/2021		Ccooper Services	-125.00
06/29/2021	EFT	Friends of Gladish	-7,132.23
Total for 1000 Cash Checking			\$ -142,157.12

Pullman Community Montessori

Payroll summary report

From Jun 01, 2021 to Jun 30, 2021 for active employees from all locations

Pay date	Pay period	Position	Hours	Gross pay	Employee taxes	Net pay	Employer taxes	Total payroll cost	Pay method
06/25/2021	06/01/2021 - 06/15/2021	Montessori Coach	86.67	\$ 3,833.33	-\$ 863.63	\$ 2,969.70	\$ 362.82	\$ 4,196.15	Direct deposit
06/25/2021	06/01/2021 - 06/15/2021	Head of School	86.67	\$ 3,833.33	-\$ 1,130.40	\$ 2,702.93	\$ 362.82	\$ 4,196.15	Direct deposit
06/25/2021	06/01/2021 - 06/15/2021	Office Assistant	44	\$ 759.00	-\$ 88.44	\$ 670.56	\$ 77.47	\$ 836.47	Direct deposit
06/25/2021	06/01/2021 - 06/15/2021	Office Manager	86.67	\$ 2,060.22	-\$ 277.48	\$ 1,782.74	\$ 203.41	\$ 2,263.63	Direct deposit
06/10/2021	05/16/2021 - 05/31/2021	Office Assistant	6.25	\$ 111.38	-\$ 9.50	\$ 101.88	\$ 11.33	\$ 122.71	Direct deposit
06/10/2021	05/16/2021 - 05/31/2021	Montessori Coach	86.67	\$ 3,833.33	-\$ 863.64	\$ 2,969.69	\$ 362.83	\$ 4,196.16	Direct deposit
06/10/2021	05/16/2021 - 05/31/2021	Head of School	86.67	\$ 3,833.33	-\$ 1,130.41	\$ 2,702.92	\$ 362.83	\$ 4,196.16	Direct deposit
06/10/2021	05/16/2021 - 05/31/2021	Office Assistant	40	\$ 690.00	-\$ 75.64	\$ 614.36	\$ 70.43	\$ 760.43	Direct deposit
06/10/2021	05/16/2021 - 05/31/2021	Office Manager	86.67	\$ 2,060.22	-\$ 277.48	\$ 1,782.74	\$ 203.40	\$ 2,263.62	Direct deposit
Total			610.27	\$ 21,014.14	-\$ 4,716.62	\$ 16,297.52	\$ 2,017.34	\$ 23,031.48	