



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

Pullman Community Montessori

Finance Committee (FC)

Date and Time

Tuesday November 16, 2021 at 5:00 PM PST

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:

Describe a snapshot of an ordinary moment in your life that brings you joy.

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 July 20, 2021

E. Approve Minutes

Approve minutes for Finance Committee (FC) on August 17, 2021

F. Approve Minutes

Approve minutes for Finance Committee (FC) on October 19, 2021

II. Finance Committee (FC)

A. Auditing Officer Recommendation

B. Approve September Financials

Approve the changes/edits to the September Financials

C. Review & Approve October 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

D. Finance Committee Goals

1. Reflect on Goals from last year:

- Finalize PCM Financial Policies and Procedure Manual (DONE)
- Review auditor options and provide rec for an auditor year 1 (Due Jan 31, 2022)

What allowed us complete the goals? What work still needs to happen?

2. Review Board goals

How do we see the Finance Committee supporting these goals?

3. Our committee goals:

What are our key milestones this year?

By when does this goal need to be achieved?

When do we need to vote on it?

[Sample Finance Committee Goal](#)

4. Action: Put goals into BoardOnTrack

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

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance Committee (FC) on July 20, 2021

APPROVED



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

Pullman Community Montessori

Minutes

Finance Committee (FC)

Date and Time

Tuesday July 20, 2021 at 5:00 PM

Location

Keeping safety as our top priority, until further notice, all committee meeting will be conducted virtually over Zoom.

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Committee Members Present

A. Guyton (remote), C. Minogue, L. Sullivan (remote), M. Paolini (remote)

Committee Members Absent

J. Cassleman

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Guyton called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Tuesday Jul 20, 2021 at 5:05 PM.

C. Pleasantry

D. Approve Minutes

C. Minogue made a motion to approve the minutes from Finance Committee (FC) on 06-15-21.

A. Guyton seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Finance Committee (FC)

A. Review & Approve June Financials

A. Guyton made a motion to Approve June Financials.

C. Minogue seconded the motion.

Enrollment update, facility update.

Went over documents.

Some suggestions: Change column to forecast vs. actual instead of budget vs actual. Consider adding "Capital Budget" to the bottom section. Statement of cash flow viewed by month.

The committee **VOTED** unanimously to approve the motion.

B. Annual Budget (F195)

Submitted proposed budget to OSPI & Commission.

Laylah: ready to post in newspaper. Will send reminder to board to ask questions.

C. 4 year budget review

Big overview and purpose discussion. Helps with forward thinking and planning to navigate gaps.

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

Logistics discussion.

Who has to sign for sure. Matt is double checking.

FC needs to develop process for approving and recommending the to the board. Cross walk with financials (completeness check).

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:04 PM.

Respectfully Submitted,
A. Guyton

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

Approve Minutes

Section: I. Opening Items
Item: E. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance Committee (FC) on August 17, 2021

APPROVED



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

Pullman Community Montessori

Minutes

Finance Committee (FC)

Date and Time

Tuesday August 17, 2021 at 5:00 PM

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!

Committee Members Present

A. Guyton (remote), C. Minogue (remote), L. Sullivan, M. Paolini (remote)

Committee Members Absent

J. Cassleman

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C.

Pleasantries

D. Approve Minutes

II. Finance Committee (FC)

A. Updates about Key Budget Line Items

B. Review & Approve July Financials

Went over Dashboard.

Went over Balance Sheet.

Question about acknowledging WA Charters Implementation Grant revenue.

A. Guyton made a motion to to approve July financials as presented.

C. Minogue seconded the motion.

The committee **VOTED** unanimously to approve the motion.

C. Vote to Recommend Annual Budget (F195)

Review of budget presentation.

A. Guyton made a motion to Approve 1-year budget as presented.

C. Minogue seconded the motion.

The committee **VOTED** unanimously to approve the motion.

D. 4 year budget review

E. 2021 payroll and vendor payments Board approval process

Can we tie expenses approved to expenditures in P&L

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:57 PM.

Respectfully Submitted,

A. Guyton

Documents used during the meeting

- 2. PCM Balance Sheet July 2021.pdf
- 3. PCM P&L July 2021.pdf

- 4. PCM Budget vs Actuals July 2021.pdf
- 5. PCM Statement of Cash Flows July 2021.pdf
- 4a. PCM Forecast vs Actual July 2021.pdf
- 1. PCM Finance Dashboard Jul 2021.docx
- PCM 21-22 Budget Presentation.pdf
- PCM Payroll and AP Certification - Sample Packet.pdf

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

Approve Minutes

Section: I. Opening Items
Item: F. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance Committee (FC) on October 19, 2021

APPROVED



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

Pullman Community Montessori Minutes

Finance Committee (FC)

Date and Time

Tuesday October 19, 2021 at 5:00 PM

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.

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Committee Members Present

A. Guyton (remote), C. Minogue (remote), L. Sullivan, M. Paolini (remote)

Committee Members Absent

J. Cassleman

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Guyton called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Tuesday Oct 19, 2021 at 5:05 PM.

C. Pleasantry

D. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 09-21-21.

L. Sullivan seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Finance Committee (FC)

A. Review & Approve September Financials

September financials were reviewed but in their draft form. The FC chair will present the information to the Board but no vote will be recommended at the October board meeting. Matt is working on updating the September financials fully before the October board meeting and will share with the FC. We are waiting for final documents on construction loan and a few other items. Carmel also recommended taking a second look at the payroll tax alignment to confirm they are correct.

August AP was reviewed. The FC reviewed the signature page and associated supporting documents. The FC agreed, that before voting on the August AP, to look into assigning an Auditing Officer in order to be in full alignment. It was recommended Matt consider assuming this role. This will be investigated by JPG. The FC chair will present the information to the Board but no vote will be recommended at the October board meeting.

B. 21-22 enrollmentupdate

There have been no changes to enrollment.

C. Finance Committee Goals

The FC agreed to ask for an extension on FC Goal setting.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:36 PM.

Respectfully Submitted,

A. Guyton

Documents used during the meeting

None

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

Auditing Officer Recommendation

Section: II. Finance Committee (FC)
Item: A. Auditing Officer Recommendation
Purpose: Discuss
Submitted by:
Related Material: 0. Auditing Officer Resolution.docx
6a. PCM Auditing Officer Approval October 2021.docx

DESIGNATION OF AUDITING OFFICER
RESOLUTION

Board Resolution # [REDACTED]

WHEREAS, the Board of Directors of Pullman Community Montessori is required to appoint the Auditing Officer of the School District.

IT IS HEREBY RESOLVED, by the Board of Directors of School District No. 38901, Whitman County, Washington, that Aubree Gomez, Board Treasurer, be designated as the Auditing Officer of the District to perform duties as authorized.

DATED this 23rd day of November, 2021.

Board President

Vice-President

Board Member

Board Member

Board Member

ATTEST:

Secretary to the Board

AUDITING OFFICER CERTIFICATION AND APPROVAL
(CHAPTER 42.24 RCW)

I, the undersigned, do hereby certify under penalty of perjury for the following vouchers, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Pullman Community Montessori, and that I am authorized to authenticate and certify so said claim.

Pullman Community Montessori General Fund

October AP register totaling: \$146,652.69

Pay dates within 10/1/21 - 10/31/21

Board Date 11/23/21

Signature of Auditing Officer

Date

Coversheet

Approve September Financials

Section: II. Finance Committee (FC)
Item: B. Approve September Financials
Purpose: Vote
Submitted by:
Related Material: 0. PCM PnL September 2021.pdf
0. PCM BvA September 2021.pdf
0. PCM Statement of Cash Flows September 2021.pdf
0. PCM Balance Sheet September 2021.pdf

Pullman Community Montessori

Profit and Loss

September 2021

	TOTAL			
	SEP 2021	AUG 2021 (PP)	CHANGE	SEP 2021 (YTD)
Revenue				
3100 Local donations	154.50	476.74	-322.24	154.50
3199 Local revenue - misc		1,835.00	-1,835.00	
3501 Interest Income (Private)	0.01	0.02	-0.01	0.01
3520 Private Foundations / Grants	5,000.00	25,000.00	-20,000.00	5,000.00
4000 General Apportionment	88,924.90		88,924.90	88,924.90
4021 Special Education - General Apportionment	2,160.08		2,160.08	2,160.08
4121 Special Education - State	11,053.33		11,053.33	11,053.33
5200 Federal - CSP	26,722.76	71,085.23	-44,362.47	26,722.76
Total Revenue	\$134,015.58	\$98,396.99	\$35,618.59	\$134,015.58
GROSS PROFIT	\$134,015.58	\$98,396.99	\$35,618.59	\$134,015.58
Expenditures				
6005 Certificated - Executive Management	6,666.68		6,666.68	6,666.68
6010 Certificated - Instructional Management	6,666.68	7,666.67	-999.99	6,666.68
6105 Classified - Executive Management		7,666.67	-7,666.67	
6106 Classified - Operations Staff	3,708.34	560.00	3,148.34	3,708.34
6107 Classified - Other Admin - Non -Instructional		4,192.51	-4,192.51	
6190 Classified - Other - Non -Instructional	2,070.00		2,070.00	2,070.00
6198 Classified - Lunch Staff	2,670.44	1,846.82	823.62	2,670.44
6270 Certificated - Teachers - Regular	17,663.10	14,118.92	3,544.18	17,663.10
6275 Certificated - Teachers - SPED	5,374.92		5,374.92	5,374.92
6373 Classified - Aides - Regular	12,756.55	14,063.33	-1,306.78	12,756.55
7051 Social Security/Medicare/FUTA	3,193.66	5,642.07	-2,448.41	3,193.66
7052 Worker's Compensation Insurance	491.43	626.61	-135.18	491.43
7053 State Unemployment	592.85	856.89	-264.04	592.85
7055 Retirement Contribution - DRS	7,474.03	4,097.69	3,376.34	7,474.03
7056 Health Insurance - SEBB	10,648.00		10,648.00	10,648.00
8010 Legal		618.75	-618.75	
8015 Oversight Fee (3%)	3,062.17		3,062.17	3,062.17
8025 Nurse Services		639.60	-639.60	
8035 Payroll & Accounting Services	8,000.00	2,500.00	5,500.00	8,000.00
8040 Special Ed Services	3,200.00	1,000.00	2,200.00	3,200.00
8051 Contracted Services - Program Support / PD	1,216.66	1,216.66	0.00	1,216.66
8060 Dues & Memberships	1,292.00		1,292.00	1,292.00
8505 Board Expenses	833.33	833.33	0.00	833.33
8510 Classroom / Teaching Supplies & Materials	12,876.92	61,628.75	-48,751.83	12,876.92
8515 Special Ed Supplies & Materials	29.96	519.68	-489.72	29.96
8526 COVID-19 Expenses	592.22		592.22	592.22
8530 Equipment / Furniture	472.08	5,904.67	-5,432.59	472.08
8535 Telephone / Internet	591.83	300.00	291.83	591.83

Pullman Community Montessori

Profit and Loss

September 2021

	TOTAL			
	SEP 2021	AUG 2021 (PP)	CHANGE	SEP 2021 (YTD)
8540 Technology - Hardware	607.84	2,592.03	-1,984.19	607.84
8541 Technology - Software	421.38	4,589.58	-4,168.20	421.38
8564 Bank & Payment Processing Fees	11.56		11.56	11.56
8565 Office Expense	434.52	4,776.42	-4,341.90	434.52
8570 Staff Development		1,682.33	-1,682.33	
8575 Staff Recruitment		27.72	-27.72	
8580 Student Recruitment / Marketing	125.00		125.00	125.00
8585 School Meals / Lunch	2,815.91	3,003.48	-187.57	2,815.91
8599 Transportation (student)		1,650.00	-1,650.00	
9005 Insurance Expense	720.90	888.09	-167.19	720.90
9010 Janitorial	348.96	116.70	232.26	348.96
9015 Building and Land Rent / Lease	13,204.14	7,047.12	6,157.02	13,204.14
9045 Interest Expense		50.49	-50.49	
Total Expenditures	\$130,834.06	\$162,923.58	\$ -32,089.52	\$130,834.06
NET OPERATING REVENUE	\$3,181.52	\$ -64,526.59	\$67,708.11	\$3,181.52
NET REVENUE	\$3,181.52	\$ -64,526.59	\$67,708.11	\$3,181.52

Pullman Community Montessori

2021-22 Budget vs. Actuals

September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3100 Local donations	154.50	25,000.00	-24,845.50	0.62 %
3199 Local revenue - misc		7,050.00	-7,050.00	
3501 Interest Income (Private)	0.01		0.01	
3520 Private Foundations / Grants	5,000.00	241,000.00	-236,000.00	2.07 %
4000 General Apportionment	88,924.90	989,953.75	-901,028.85	8.98 %
4021 Special Education - General Apportionment	2,160.08	24,001.51	-21,841.43	9.00 %
4121 Special Education - State	11,053.33	122,818.22	-111,764.89	9.00 %
4155 Learning Assistance		29,741.78	-29,741.78	
4165 Transitional Bilingual		6,342.80	-6,342.80	
4174 Highly Capable		2,641.54	-2,641.54	
4199 Transportation		18,674.92	-18,674.92	
5101 Title 1		16,345.00	-16,345.00	
5102 Title 2		1,316.00	-1,316.00	
5124 Federal SPED - IDEA		11,985.00	-11,985.00	
5198 Federal - School Food Services (NSLP)		92,315.52	-92,315.52	
5199 Federal - Misc Grants		105,720.00	-105,720.00	
5200 Federal - CSP	26,722.76	154,303.85	-127,581.09	17.32 %
Total Revenue	\$134,015.58	\$1,849,209.89	\$ -1,715,194.31	7.25 %
GROSS PROFIT	\$134,015.58	\$1,849,209.89	\$ -1,715,194.31	7.25 %
Expenditures				
6005 Certificated - Executive Management	6,666.68	90,000.00	-83,333.32	7.41 %
6010 Certificated - Instructional Management	6,666.68	80,000.00	-73,333.32	8.33 %
6106 Classified - Operations Staff	3,708.34	45,000.00	-41,291.66	8.24 %
6190 Classified - Other - Non -Instructional	2,070.00	14,720.00	-12,650.00	14.06 %
6198 Classified - Lunch Staff	2,670.44	20,000.00	-17,329.56	13.35 %
6270 Certificated - Teachers - Regular	17,663.10	264,501.04	-246,837.94	6.68 %
6275 Certificated - Teachers - SPED	5,374.92	64,499.00	-59,124.08	8.33 %
6373 Classified - Aides - Regular	12,756.55	91,833.33	-79,076.78	13.89 %
7051 Social Security/Medicare/FUTA	3,193.66	55,320.65	-52,126.99	5.77 %
7052 Worker's Compensation Insurance	491.43	6,705.53	-6,214.10	7.33 %
7053 State Unemployment	592.85	9,254.15	-8,661.30	6.41 %
7054 Paid Family Medical Leave		1,676.38	-1,676.38	
7055 Retirement Contribution - DRS	7,474.03	83,902.17	-76,428.14	8.91 %
7056 Health Insurance - SEBB	10,648.00	151,008.00	-140,360.00	7.05 %
8005 Audits		18,000.00	-18,000.00	
8010 Legal		5,000.00	-5,000.00	
8015 Oversight Fee (3%)	3,062.17	35,825.24	-32,763.07	8.55 %
8035 Payroll & Accounting Services	8,000.00	96,000.00	-88,000.00	8.33 %
8040 Special Ed Services	3,200.00	38,020.00	-34,820.00	8.42 %
8050 Contracted Services - Tech		20,000.00	-20,000.00	
8051 Contracted Services - Program Support / PD	1,216.66	17,500.00	-16,283.34	6.95 %

Pullman Community Montessori

2021-22 Budget vs. Actuals

September 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8052 Contracted Services - Instructional		11,250.00	-11,250.00	
8053 Contracted Services - Misc		9,500.00	-9,500.00	
8054 Contracted Services - Afterschool		37,070.00	-37,070.00	
8055 Printing		5,000.00	-5,000.00	
8060 Dues & Memberships	1,292.00	1,470.00	-178.00	87.89 %
8505 Board Expenses	833.33	11,250.00	-10,416.67	7.41 %
8510 Classroom / Teaching Supplies & Materials	12,876.92	61,000.00	-48,123.08	21.11 %
8515 Special Ed Supplies & Materials	29.96	6,345.00	-6,315.04	0.47 %
8520 Textbooks / Workbooks		7,050.00	-7,050.00	
8526 COVID-19 Expenses	592.22		592.22	
8530 Equipment / Furniture	472.08	58,000.00	-57,527.92	0.81 %
8535 Telephone / Internet	591.83	7,680.00	-7,088.17	7.71 %
8540 Technology - Hardware	607.84	14,701.00	-14,093.16	4.13 %
8541 Technology - Software	421.38	27,591.00	-27,169.62	1.53 %
8545 Student Testing & Assessment		7,030.00	-7,030.00	
8550 Student Activities - Field Trips		8,930.00	-8,930.00	
8561 Student Activities - Clubs		2,350.00	-2,350.00	
8564 Bank & Payment Processing Fees	11.56		11.56	
8565 Office Expense	434.52	7,000.00	-6,565.48	6.21 %
8570 Staff Development		4,950.00	-4,950.00	
8575 Staff Recruitment		2,000.00	-2,000.00	
8580 Student Recruitment / Marketing	125.00	3,000.00	-2,875.00	4.17 %
8585 School Meals / Lunch	2,815.91	106,278.02	-103,462.11	2.65 %
8590 Travel (Staff)		2,500.00	-2,500.00	
8595 Fundraising		6,250.00	-6,250.00	
8599 Transportation (student)		39,600.00	-39,600.00	
8630 Prior Year Expenses - Not Accrued		44,185.32	-44,185.32	
9005 Insurance Expense	720.90	12,500.00	-11,779.10	5.77 %
9010 Janitorial	348.96		348.96	
9015 Building and Land Rent / Lease	13,204.14	154,992.94	-141,788.80	8.52 %
9020 Repairs & Maintenance Bld		3,000.00	-3,000.00	
9030 Security Services		2,500.00	-2,500.00	
9045 Interest Expense		20,250.00	-20,250.00	
Total Expenditures	\$130,834.06	\$1,893,988.77	\$ -1,763,154.71	6.91 %
NET OPERATING REVENUE	\$3,181.52	\$ -44,778.88	\$47,960.40	-7.10 %
Other Expenditures				
9050 Depreciation		94,883.00	-94,883.00	
Total Other Expenditures	\$0.00	\$94,883.00	\$ -94,883.00	0.00%
NET OTHER REVENUE	\$0.00	\$ -94,883.00	\$94,883.00	0.00 %
NET REVENUE	\$3,181.52	\$ -139,661.88	\$142,843.40	-2.28 %

Pullman Community Montessori

Statement of Cash Flows

July - September, 2021

	JUL 2021	AUG 2021	SEP 2021	TOTAL
OPERATING ACTIVITIES				
Net Revenue	418,076.47	-64,526.59	3,181.52	\$356,731.40
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	-330,824.46	53,983.22	129,062.47	\$ - 147,778.77
1150 Prepays & Other Assets	2,727.28	16,245.15	5,041.87	\$24,014.30
2100 Accounts Payable	34,045.81	15,228.97	61,412.95	\$110,687.73
2101 Accrued Accounts & Payroll Payable	20,629.40	6,013.45	2,153.57	\$28,796.42
2152 Workers' Compensation Tax Payable	-562.56	0.09		\$ -562.47
2153 State Unemployment Tax Payable	-827.81			\$ -827.81
2154 Paid Family Medical Leave Tax Payable	-156.30			\$ -156.30
2155 Retirement Payable - DRS			12,120.07	\$12,120.07
2156 Health Insurance Payable - SEBB			-21,037.00	\$ -21,037.00
2158 LTD Payable			44.67	\$44.67
2171 Use Tax Payable	85.48	4,883.39	914.88	\$5,883.75
2180 Refundable Advances	-200,000.00			\$ - 200,000.00
2202 Loan Payable - short-term		61,526.31		\$61,526.31
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-474,883.16	157,880.58	189,713.48	\$ - 127,289.10
Net cash provided by operating activities	\$ -56,806.69	\$93,353.99	\$192,895.00	\$229,442.30
INVESTING ACTIVITIES				
1501 Fixed Assets-Capitalized Equipment		-5,576.49		\$ -5,576.49
1503 Fixed Assets-Leasehold Improvements		-384,664.11		\$ - 384,664.11
1504 Fixed Assets-Furniture, Fixtures & Other	-58,475.82			\$ -58,475.82
1510 Facilities - In Progress	-41,003.89	100,518.19	-9,175.94	\$50,338.36
Net cash provided by investing activities	\$ -99,479.71	\$ - 289,722.41	\$ -9,175.94	\$ - 398,378.06
FINANCING ACTIVITIES				
2501 Construction Loan Payable	41,003.89	284,145.92		\$325,149.81
2502 Loan Payable - long-term		0.00		\$0.00
2998 Unrestricted Net Assets	40,000.00	11,000.00		\$51,000.00
2999 Restricted Net Assets	-40,000.00	-11,000.00		\$ -51,000.00
Net cash provided by financing activities	\$41,003.89	\$284,145.92	\$0.00	\$325,149.81
NET CASH INCREASE FOR PERIOD	\$ - 115,282.51	\$87,777.50	\$183,719.06	\$156,214.05

Pullman Community Montessori

Balance Sheet

As of September 30, 2021

		TOTAL	
	AS OF SEP 30, 2021	AS OF AUG 31, 2021 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	307,300.60	123,578.55	183,722.05
1001 Banner Bank x4695 - PRIVATE Checking	1,866.93	1,869.93	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.32	1,095.31	0.01
Total Bank Accounts	\$310,262.85	\$126,543.79	\$183,719.06
Accounts Receivable			
1100 Accounts Receivable (A/R)	219,601.56	348,664.03	-129,062.47
Total Accounts Receivable	\$219,601.56	\$348,664.03	\$ -129,062.47
Other Current Assets			
1150 Prepays & Other Assets	18,803.69	23,845.56	-5,041.87
Total Other Current Assets	\$18,803.69	\$23,845.56	\$ -5,041.87
Total Current Assets	\$548,668.10	\$499,053.38	\$49,614.72
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	41,233.00	41,233.00	0.00
1503 Fixed Assets-Leasehold Improvements	384,664.11	384,664.11	0.00
1504 Fixed Assets-Furniture, Fixtures & Other	68,838.42	68,838.42	0.00
1510 Facilities - In Progress	9,175.94	0.00	9,175.94
Total Fixed Assets	\$503,911.47	\$494,735.53	\$9,175.94
TOTAL ASSETS	\$1,052,579.57	\$993,788.91	\$58,790.66
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	122,451.47	61,038.52	61,412.95
Total Accounts Payable	\$122,451.47	\$61,038.52	\$61,412.95
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	39,331.31	37,177.74	2,153.57
2155 Retirement Payable - DRS	12,120.07		12,120.07
2156 Health Insurance Payable - SEBB	-21,037.00		-21,037.00
2158 LTD Payable	44.67		44.67
2171 Use Tax Payable	7,354.17	6,439.29	914.88
2202 Loan Payable - short-term	61,526.31	61,526.31	0.00
Total Other Current Liabilities	\$99,339.53	\$105,143.34	\$ -5,803.81
Total Current Liabilities	\$221,791.00	\$166,181.86	\$55,609.14
Long-Term Liabilities			
2501 Construction Loan Payable	375,149.81	375,149.81	0.00
Total Long-Term Liabilities	\$375,149.81	\$375,149.81	\$0.00
Total Liabilities	\$596,940.81	\$541,331.67	\$55,609.14
Equity			
2998 Unrestricted Net Assets	448,457.24	448,457.24	0.00
2999 Restricted Net Assets	4,000.00	4,000.00	0.00
Net Revenue	3,181.52		3,181.52
Total Equity	\$455,638.76	\$452,457.24	\$3,181.52
TOTAL LIABILITIES AND EQUITY	\$1,052,579.57	\$993,788.91	\$58,790.66

Coversheet

Review & Approve October Financials

Section: II. Finance Committee (FC)
Item: C. Review & Approve October Financials
Purpose: Vote
Submitted by:
Related Material:

- 3. PCM October 2021 P&L.pdf
- 5. PCM Statement of Cash Flows Oct 2021.pdf
- 6c. PCM AP Register October 2021.pdf
- 4. PCM BvA October 2021.pdf
- 6b. PCM October 21 Payroll Report.pdf
- 6. PCM Payroll and AP Certification September 2021.pdf
- 1. PCM Finance Dashboard Oct 2021.pdf
- 2. PCM October 2021 Balance Sheet.pdf

Pullman Community Montessori

Profit & Loss

October 2021

	TOTAL			
	OCT 2021	SEP 2021 (PP)	CHANGE	SEP - OCT, 2021 (YTD)
Revenue				
3100 Local donations	246.50	154.50	92.00	401.00
3501 Interest Income (Private)	0.02	0.01	0.01	0.03
3520 Private Foundations / Grants		5,000.00	-5,000.00	5,000.00
4000 General Apportionment	79,044.35	88,924.90	-9,880.55	167,969.25
4021 Special Education - General Apportionment	1,920.06	2,160.08	-240.02	4,080.14
4121 Special Education - State	9,825.18	11,053.33	-1,228.15	20,878.51
5200 Federal - CSP	11,464.89	26,722.76	-15,257.87	38,187.65
Total Revenue	\$102,501.00	\$134,015.58	\$ -31,514.58	\$236,516.58
GROSS PROFIT	\$102,501.00	\$134,015.58	\$ -31,514.58	\$236,516.58
Expenditures				
6005 Certificated - Executive Management	6,666.67	6,666.68	-0.01	13,333.35
6010 Certificated - Instructional Management	6,666.67	6,666.68	-0.01	13,333.35
6106 Classified - Operations Staff	3,708.34	3,708.34	0.00	7,416.68
6190 Classified - Other - Non -Instructional	1,774.00	2,070.00	-296.00	3,844.00
6198 Classified - Lunch Staff	2,971.46	2,670.44	301.02	5,641.90
6270 Certificated - Teachers - Regular	17,663.09	17,663.10	-0.01	35,326.19
6275 Certificated - Teachers - SPED	5,374.94	5,374.92	0.02	10,749.86
6373 Classified - Aides - Regular	9,995.77	12,756.55	-2,760.78	22,752.32
7051 Social Security/Medicare/FUTA	3,122.41	3,193.66	-71.25	6,316.07
7052 Worker's Compensation Insurance	463.94	491.43	-27.49	955.37
7053 State Unemployment	565.50	592.85	-27.35	1,158.35
7055 Retirement Contribution - DRS	7,289.37	7,474.03	-184.66	14,763.40
7056 Health Insurance - SEBB	13,552.00	10,648.00	2,904.00	24,200.00
8015 Oversight Fee (3%)	2,725.67	3,062.17	-336.50	5,787.84
8035 Payroll & Accounting Services	8,000.00	8,000.00	0.00	16,000.00
8040 Special Ed Services	2,866.40	3,200.00	-333.60	6,066.40
8050 Contracted Services - Tech	3,625.00		3,625.00	3,625.00
8051 Contracted Services - Program Support / PD	1,216.66	1,216.66	0.00	2,433.32
8054 Contracted Services - Afterschool	6,622.00		6,622.00	6,622.00
8060 Dues & Memberships		1,292.00	-1,292.00	1,292.00
8505 Board Expenses	833.33	833.33	0.00	1,666.66
8510 Classroom / Teaching Supplies & Materials	335.21	12,876.92	-12,541.71	13,212.13
8515 Special Ed Supplies & Materials		29.96	-29.96	29.96
8526 COVID-19 Expenses		592.22	-592.22	592.22
8530 Equipment / Furniture	3,309.68	472.08	2,837.60	3,781.76
8535 Telephone / Internet	300.00	591.83	-291.83	891.83
8540 Technology - Hardware		607.84	-607.84	607.84
8541 Technology - Software	461.08	421.38	39.70	882.46
8564 Bank & Payment Processing Fees	35.88	11.56	24.32	47.44

Pullman Community Montessori

Profit & Loss

October 2021

	TOTAL			
	OCT 2021	SEP 2021 (PP)	CHANGE	SEP - OCT, 2021 (YTD)
8565 Office Expense	523.68	434.52	89.16	958.20
8570 Staff Development	723.71		723.71	723.71
8580 Student Recruitment / Marketing		125.00	-125.00	125.00
8585 School Meals / Lunch	6,523.63	2,815.91	3,707.72	9,339.54
8630 Prior Year Expenses - Not Accrued	525.67		525.67	525.67
9005 Insurance Expense	871.59	720.90	150.69	1,592.49
9010 Janitorial	6.19	348.96	-342.77	355.15
9015 Building and Land Rent / Lease	15,106.16	13,204.14	1,902.02	28,310.30
Total Expenditures	\$134,425.70	\$130,834.06	\$3,591.64	\$265,259.76
NET OPERATING REVENUE	\$ -31,924.70	\$3,181.52	\$ -35,106.22	\$ -28,743.18
NET REVENUE	\$ -31,924.70	\$3,181.52	\$ -35,106.22	\$ -28,743.18

Pullman Community Montessori

Statement of Cash Flows

October - December, 2021

	OCT 2021	NOV 2021	DEC 2021	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-31,924.70	-14,833.75		\$ -46,758.45
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	15,257.87			\$15,257.87
1150 Prepaids & Other Assets	2,039.06	-731.83	-731.83	\$575.40
2100 Accounts Payable	-101,931.53	1,778.29	731.83	\$ -99,421.41
2101 Accrued Accounts & Payroll Payable	-1,445.04	-37,886.27		\$ -39,331.31
2155 Retirement Payable - DRS	-508.52	5,508.18		\$4,999.66
2156 Health Insurance Payable - SEBB	6,871.00	6,699.00		\$13,570.00
2157 HSA/FSA/DCAP Payable - SEBB	160.00	-160.00		\$0.00
2158 LTD Payable	89.34	44.67		\$134.01
2171 Use Tax Payable	-13.38			\$ -13.38
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-79,481.20	-24,747.96	0.00	\$ -104,229.16
Net cash provided by operating activities	\$ -111,405.90	\$ -39,581.71	\$0.00	\$ -150,987.61
INVESTING ACTIVITIES				
1510 Facilities - In Progress		-40,571.11		\$ -40,571.11
Net cash provided by investing activities	\$0.00	\$ -40,571.11	\$0.00	\$ -40,571.11
FINANCING ACTIVITIES				
2501 Construction Loan Payable		40,573.00		\$40,573.00
Net cash provided by financing activities	\$0.00	\$40,573.00	\$0.00	\$40,573.00
NET CASH INCREASE FOR PERIOD	\$ -111,405.90	\$ -39,579.82	\$0.00	\$ -150,985.72

Pullman Community Montessori

Bill Payment List

October 2021

DATE	NUM	VENDOR	AMOUNT
1000 Banner Bank x4353 - PUBLIC Checking			
10/04/2021	EFT	Friends of Gladish	-268.45
10/04/2021	EFT	Friends of Gladish	-6,753.67
10/04/2021	EFT	Friends of Gladish	-25.00
10/04/2021	EFT	Friends of Gladish	-13,204.14
10/05/2021		Apex Law Group PLLC	-618.75
10/05/2021		Ccooper Services	-125.00
10/05/2021		Fire Control Sprinkler Systems Co, Inc	-9,175.94
10/05/2021		First Step Internet	-300.00
10/05/2021		Galexis Technologies	-3,281.43
10/05/2021		HCA-SEBB Benefits	-26,648.00
10/08/2021		FIRST Insurance Funding	-566.95
10/15/2021		Terry's Dairy, Inc	-660.00
10/15/2021		Sylvane, Inc	-5,173.00
10/15/2021		First Step Internet	-300.00
10/15/2021		NEWESD 101	-375.00
10/15/2021		Cecelia Bockenstedt	-1,200.00
10/19/2021		Heutink USA (Nienhuis)	-35,103.19
10/22/2021	EFT	Friends of Gladish	-326.02
10/22/2021	EFT	Friends of Gladish	-14,780.14
10/25/2021		HCA-SEBB Benefits	-6,590.00
10/25/2021		Hertz Furniture	-3,712.66
10/25/2021		Heutink USA (Nienhuis)	-13,459.59
10/25/2021		PresenceLearning, Inc	-2,866.40
10/08/2021	EFT	Great American Insurance Group	-605.96
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -146,119.29
1012 Employee Reimbursement Clearing			
10/08/2021	10.8 Payroll	Desiree Porter	-36.00
10/08/2021	10.8 Payroll	Melissa Anderson	-497.40
Total for 1012 Employee Reimbursement Clearing			\$ -533.40
Not Specified			
10/18/2021		Heutink USA (Nienhuis)	0.00
Total for Not Specified			\$0.00



Pullman Community Montessori FY 21-22 Budget Status Report October 2021

	Total			
	Actual	Budget	Over/(Under) Budget	Variance
Revenue				
Local Support	401.00	32,050.00	-31,649.00	1.25%
State Revenue - General	167,969.25	989,953.75	-821,984.50	16.97%
State Revenue - Special Purpose	24,958.65	204,220.77	-179,262.12	12.22%
Federal Revenue	38,187.65	381,985.37	-343,797.72	10.00%
Grants & Other Sources	5,000.03	241,000.00	-235,999.97	2.07%
Total Revenue	\$ 236,516.58	\$ 1,849,209.89	-\$ 1,612,693.31	12.79%
Gross Profit	\$ 236,516.58	\$ 1,849,209.89	-\$ 1,612,693.31	12.79%
Expenditures				
Salaries	112,397.65	670,553.37	-558,155.72	16.76%
Personnel Taxes & Benefits	47,393.19	307,866.88	-260,473.69	15.39%
Contracted Services	40,534.56	288,165.24	-247,630.68	14.07%
School Operations	34,676.42	434,160.34	-399,483.92	7.99%
Facility Operations & Maintenance	30,257.94	288,125.94	-257,868.00	10.50%
Total Expenditures	\$ 265,259.76	\$ 1,988,871.77	-\$ 1,723,612.01	13.34%
Net Operating Revenue	-\$ 28,743.18	-\$ 139,661.88	\$ 110,918.70	20.58%
Net Revenue	-\$ 28,743.18	-\$ 139,661.88	\$ 110,918.70	20.58%
Loan Funds				
2501 Construction Loan Payable	375,149.81	402,000.00	-26,850.19	93.32%

**Pullman Community Montessori
Payroll Summary**

Oct-21



Pay Code Totals

Custodian	-
Kitchen Staff	3,158.10
Office Administration	5,452.34
School Administration	13,333.36
Special Education Staff	5,374.92
Student Support Staff	11,934.84
Substitute Teacher	-
Teacher	18,343.10
Total	57,596.66

Deduction Totals

State Pension	5,015.25
State Employees Benefits Board	943.00
Supplemental LTD	89.34
Wage Garnishments	-
Federal Income Tax	3,817.06
Social Security	2,354.78
Medicare	819.17
Health Savings Account	160.00
WA Workers' Comp Insurance	238.60
WA Family and Medical Leave Insurance	145.91
Total	13,583.11

Benefits Totals

State Pension	7,533.17
State Employees Benefits Board	12,584.00
Social Security	2,354.78
Medicare	819.17
WA SUI	584.30
WA EAF	8.83
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	490.83
Total	24,375.08

Direct Deposit Total **44,013.55**



Payroll Check Summary

Payroll Runs: 10/08/2021 and 10/25/2021

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 November 23, 2021, the Board, by a _____ vote, approves payments totaling \$44,013.55 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 (\$44,013.55)

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

Accounts Payable Register

October 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 November 23, 2021, the Board, by a _____ vote, approves payments totaling \$146,652.69 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 (\$146,119.29)

Reimbursement Direct Deposit (\$533.40)

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



	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	84%	100%	○	<i>Current enrollment: 79 Budget: 94</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	14%	17%	○	<i>No LAP or TBIP yet</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	2%	2%	○	<i>No grant payments expected yet</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	13%	17%	○	<i>2 months into FY = 17%</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	\$198k	\$164k	○	<i>Cash is in a healthy position to meet financial obligations for the near future</i>

Additional notes for discussion:

LAP approved 10/18! TBIP update

Expenditures not tracking to months elapsed is good as there is buffer to make bulk summer 2022 purchases for the 22-23 SY

Draft status of financials removed! Current FY21 count of missing documentation: \$10k

jg^P

Pullman Community Montessori

Balance Sheet

As of October 31, 2021

	TOTAL		
	AS OF OCT 31, 2021	AS OF SEP 30, 2021 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	195,897.68	307,300.60	-111,402.92
1001 Banner Bank x4695 - PRIVATE Checking	1,863.93	1,866.93	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.34	1,095.32	0.02
Total Bank Accounts	\$198,856.95	\$310,262.85	\$ -111,405.90
Accounts Receivable			
1100 Accounts Receivable (A/R)	204,343.69	219,601.56	-15,257.87
Total Accounts Receivable	\$204,343.69	\$219,601.56	\$ -15,257.87
Other Current Assets			
1150 Prepays & Other Assets	16,764.63	18,803.69	-2,039.06
Total Other Current Assets	\$16,764.63	\$18,803.69	\$ -2,039.06
Total Current Assets	\$419,965.27	\$548,668.10	\$ -128,702.83
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	41,233.00	41,233.00	0.00
1503 Fixed Assets-Leasehold Improvements	384,664.11	384,664.11	0.00
1504 Fixed Assets-Furniture, Fixtures & Other	68,838.42	68,838.42	0.00
1510 Facilities - In Progress	9,175.94	9,175.94	0.00
Total Fixed Assets	\$503,911.47	\$503,911.47	\$0.00
TOTAL ASSETS	\$923,876.74	\$1,052,579.57	\$ -128,702.83
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	20,519.94	122,451.47	-101,931.53
Total Accounts Payable	\$20,519.94	\$122,451.47	\$ -101,931.53
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	37,886.27	39,331.31	-1,445.04
2155 Retirement Payable - DRS	11,611.55	12,120.07	-508.52
2156 Health Insurance Payable - SEBB	-14,166.00	-21,037.00	6,871.00
2157 HSA/FSA/DCAP Payable - SEBB	160.00		160.00
2158 LTD Payable	134.01	44.67	89.34
2171 Use Tax Payable	7,340.79	7,354.17	-13.38
2202 Loan Payable - short-term	61,526.31	61,526.31	0.00
Total Other Current Liabilities	\$104,492.93	\$99,339.53	\$5,153.40
Total Current Liabilities	\$125,012.87	\$221,791.00	\$ -96,778.13
Long-Term Liabilities			
2501 Construction Loan Payable	375,149.81	375,149.81	0.00
Total Long-Term Liabilities	\$375,149.81	\$375,149.81	\$0.00

Pullman Community Montessori

Balance Sheet

As of October 31, 2021

	TOTAL		
	AS OF OCT 31, 2021	AS OF SEP 30, 2021 (PP)	CHANGE
Total Liabilities	\$500,162.68	\$596,940.81	\$ -96,778.13
Equity			
2998 Unrestricted Net Assets	448,457.24	448,457.24	0.00
2999 Restricted Net Assets	4,000.00	4,000.00	0.00
Net Revenue	-28,743.18	3,181.52	-31,924.70
Total Equity	\$423,714.06	\$455,638.76	\$ -31,924.70
TOTAL LIABILITIES AND EQUITY	\$923,876.74	\$1,052,579.57	\$ -128,702.83