



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

## Pullman Community Montessori

### Finance Committee (FC)

---

#### Date and Time

Tuesday December 21, 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 November 16, 2021

## **II. Finance Committee (FC)**

### **A. Review & Approve November 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

### B. Review Finance Committee Goals

- Review auditor options and provide rec for an auditor year 1 (Due Jan 31, 2022)
- Meet or exceed the commission financial framework monthly
- Hold one mock audit prior July 2022
- Provide board training on key financial documents 3x this year

### C. Create a plan for Board Training

#### Guiding Questions:

- Are you well versed in the key drivers and sources of revenues for your organization?
- Is the full board annually trained by the FC to read, understand, and interpret the main points of the financial reports?
- Does the FC lead a portion of the new trustee orientation--orienting them to the organizations short and long term financial health and training them on how to read financial reports?
- Are you 100% confident that the organization's management team is properly handling restricted grants?
- Has management provided the FC with a detailed checklist of all deliverables and reports to various agencies, authorizers, and auditors??
- Does the FC annually confirm that their deliverables and reports to various agencies, authorizers, and auditors are completed/submitted accurately and on a timely basis?

## 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 November 16, 2021

APPROVED



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

# Pullman Community Montessori

## Minutes

### Finance Committee (FC)

---

#### **Date and Time**

Tuesday November 16, 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 (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 Nov 16, 2021 at 5:09 PM.

**C. Pleasantry**

skipped until next meeting

**D. Approve Minutes**

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 07-20-21.

C. Minogue seconded the motion.

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

**E. Approve Minutes**

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 08-17-21.

C. Minogue seconded the motion.

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

**F. Approve Minutes**

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 10-19-21.

C. Minogue seconded the motion.

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

**II. Finance Committee (FC)**

**A. Auditing Officer Recommendation**

C. Minogue made a motion to recommend the board appoint Aubree as Auditing Officer.

L. Sullivan seconded the motion.

Role of the auditing officer: Check expenses if they are properly authorized. Checks invoices on some to make sure following proper authorization and internal protocols.

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

**B. Approve September Financials**

A. Guyton made a motion to recommend the board approve the September financials.

C. Minogue seconded the motion.

Reviewed questions from last meeting with none unresolved.

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

**C. Review & Approve October Financials**

C. Minogue made a motion to recommend the board approve the October financials and October AP and Payroll Certification.

A. Guyton seconded the motion.

Found few heading errors Matt will update. Month over month also needs to be reprinted for Sept-Oct-Nov.

All other questions resolved.

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

#### **D. Finance Committee Goals**

- Review auditor options and provide rec for an auditor year 1 (Due Jan 31, 2022)
- Meet or exceed the commission financial framework monthly
- Hold one mock audit prior July 2022
- Provide board training on key financial documents 3x this year

### **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 6:08 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

## Review & Approve November Financials

<b>Section:</b>	II. Finance Committee (FC)
<b>Item:</b>	A. Review & Approve November Financials
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	<ol style="list-style-type: none"><li>1. PCM Finance Dashboard Nov 2021.pdf</li><li>2. PCM Balance Sheet November 2021.pdf</li><li>3. PCM P&amp;L November 2021.pdf</li><li>4. PCM BvA November 2021.pdf</li><li>5. PCM Statement of Cash Flows Nov 2021.pdf</li><li>6. PCM Payroll and AP Certification November 2021.pdf</li><li>6a. PCM Auditing Officer Approval November 2021.pdf</li><li>6b. PCM Payroll Report Nov 2021.pdf</li><li>6c. PCM AP Register November 2021.pdf</li></ol> PCM Balance Sheet Account Reconciliations.xlsx





	<b>Metric</b> <i>Description</i>	<b>Result</b>	<b>Goal</b>	<b>Status</b>	<b>Notes</b>
1.	<b>Current Student Recruitment Count</b> <i>Enrollment is the school's primary revenue driver</i>	81%	100%	○	<i>Current enrollment: 76 Budget: 94</i>
2.	<b>Public Revenue Received as a % of overall budget</b> <i>Measures rate of receipt of public funds to date</i>	19%	22%	○	<i>No TBIP yet; Federal funds claims in Jan</i>
3.	<b>Private Revenue Received as a % of overall budget</b> <i>Measures progress against fundraising goals</i>	2%	2%	○	<i>No grant payments expected until Jan</i>
4.	<b>Expenditures to date as a % of overall budget</b> <i>Measures actual spending against planned spending</i>	20%	25%	○	<i>3 months into FY = 25%</i>
5.	<b>Cash on Hand</b> <i>Measures operational and financial stability</i>	\$153k	\$164k	○	<i>Cash is in a healthy position to meet financial obligations for the near future</i>

**Additional notes for discussion:**

Final construction loan drawdown, final balance: \$415k; Staffing updates: nurse and lunch managers up to 0.7 FTE

Enrollment update?

Current FY21 count of missing documentation: \$5k

*jg<sup>P</sup>*

# Pullman Community Montessori

## Balance Sheet

As of November 30, 2021

	TOTAL		
	AS OF NOV 30, 2021	AS OF OCT 31, 2021 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	151,241.51	195,897.68	-44,656.17
1001 Banner Bank x4695 - PRIVATE Checking	1,238.38	1,863.93	-625.55
1005 Banner Bank x3234 - PUBLIC Savings	1,095.36	1,095.34	0.02
<b>Total Bank Accounts</b>	<b>\$153,575.25</b>	<b>\$198,856.95</b>	<b>\$ -45,281.70</b>
Accounts Receivable			
1100 Accounts Receivable (A/R)	201,384.37	204,343.68	-2,959.31
<b>Total Accounts Receivable</b>	<b>\$201,384.37</b>	<b>\$204,343.68</b>	<b>\$ -2,959.31</b>
Other Current Assets			
1150 Prepays & Other Assets	14,725.57	16,764.63	-2,039.06
<b>Total Other Current Assets</b>	<b>\$14,725.57</b>	<b>\$16,764.63</b>	<b>\$ -2,039.06</b>
<b>Total Current Assets</b>	<b>\$369,685.19</b>	<b>\$419,965.26</b>	<b>\$ -50,280.07</b>
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	49,747.05	9,175.94	40,571.11
<b>Total Fixed Assets</b>	<b>\$544,482.58</b>	<b>\$503,911.47</b>	<b>\$40,571.11</b>
<b>TOTAL ASSETS</b>	<b>\$914,167.77</b>	<b>\$923,876.73</b>	<b>\$ -9,708.96</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	18,725.11	20,670.63	-1,945.52
<b>Total Accounts Payable</b>	<b>\$18,725.11</b>	<b>\$20,670.63</b>	<b>\$ -1,945.52</b>
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	41,292.16	37,886.27	3,405.89
2155 Retirement Payable - DRS	22,553.67	11,611.55	10,942.12
2156 Health Insurance Payable - SEBB	-18,795.50	-14,166.00	-4,629.50
2157 HSA/FSA/DCAP Payable - SEBB	160.00	160.00	0.00
2158 LTD Payable	223.35	134.01	89.34
2171 Use Tax Payable	7,340.79	7,340.79	0.00
2202 Loan Payable - short-term	61,526.31	61,526.31	0.00
<b>Total Other Current Liabilities</b>	<b>\$114,300.78</b>	<b>\$104,492.93</b>	<b>\$9,807.85</b>
<b>Total Current Liabilities</b>	<b>\$133,025.89</b>	<b>\$125,163.56</b>	<b>\$7,862.33</b>
Long-Term Liabilities			
2501 Construction Loan Payable	415,722.81	375,149.81	40,573.00
<b>Total Long-Term Liabilities</b>	<b>\$415,722.81</b>	<b>\$375,149.81</b>	<b>\$40,573.00</b>

# Pullman Community Montessori

## Balance Sheet

As of November 30, 2021

	TOTAL		
	AS OF NOV 30, 2021	AS OF OCT 31, 2021 (PP)	CHANGE
<b>Total Liabilities</b>	<b>\$548,748.70</b>	<b>\$500,313.37</b>	<b>\$48,435.33</b>
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	-87,038.17	-28,893.88	-58,144.29
<b>Total Equity</b>	<b>\$365,419.07</b>	<b>\$423,563.36</b>	<b>\$ -58,144.29</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$914,167.77</b>	<b>\$923,876.73</b>	<b>\$ -9,708.96</b>

# Pullman Community Montessori

## Profit & Loss November 2021

	TOTAL			
	NOV 2021	OCT 2021 (PP)	CHANGE	SEP - NOV, 2021 (YTD)
<b>Revenue</b>				
3100 Local donations	119.29	246.50	-127.21	520.29
3501 Interest Income (Private)	0.02	0.02	0.00	0.05
3520 Private Foundations / Grants				5,000.00
4000 General Apportionment	49,402.72	79,044.35	-29,641.63	217,371.97
4021 Special Education - General Apportionment	1,200.04	1,920.06	-720.02	5,280.18
4121 Special Education - State	6,140.74	9,825.18	-3,684.44	27,019.25
4155 Learning Assistance	3,572.93		3,572.93	3,572.93
5200 Federal - CSP	8,505.57	11,464.88	-2,959.31	46,693.21
<b>Total Revenue</b>	<b>\$68,941.31</b>	<b>\$102,500.99</b>	<b>\$ -33,559.68</b>	<b>\$305,457.88</b>
<b>GROSS PROFIT</b>	<b>\$68,941.31</b>	<b>\$102,500.99</b>	<b>\$ -33,559.68</b>	<b>\$305,457.88</b>
<b>Expenditures</b>				
6005 Certificated - Executive Management	9,583.30	6,666.67	2,916.63	22,916.65
6010 Certificated - Instructional Management	6,666.67	6,666.67	0.00	20,000.02
6106 Classified - Operations Staff	3,708.34	3,708.34	0.00	11,125.02
6190 Classified - Other - Non -Instructional	3,170.00	1,774.00	1,396.00	7,014.00
6198 Classified - Lunch Staff	2,540.26	2,971.46	-431.20	8,182.16
6270 Certificated - Teachers - Regular	17,663.12	17,663.09	0.03	52,989.31
6271 Certificated - Teachers - Substitutes	735.23		735.23	735.23
6275 Certificated - Teachers - SPED	5,374.92	5,374.94	-0.02	16,124.78
6373 Classified - Aides - Regular	7,195.70	9,995.77	-2,800.07	29,948.02
7051 Social Security/Medicare/FUTA	3,430.20	3,122.41	307.79	9,746.27
7052 Worker's Compensation Insurance	425.94	463.94	-38.00	1,381.31
7053 State Unemployment	541.19	565.50	-24.31	1,699.54
7055 Retirement Contribution - DRS	7,231.61	7,289.37	-57.76	21,995.01
7056 Health Insurance - SEBB	11,616.00	13,552.00	-1,936.00	35,816.00
8015 Oversight Fee (3%)	1,809.49	2,725.67	-916.18	7,597.33
8035 Payroll & Accounting Services	8,000.00	8,000.00	0.00	24,000.00
8040 Special Ed Services	8,022.54	3,392.07	4,630.47	14,614.61
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	3,649.98
8054 Contracted Services - Afterschool	1,655.50	6,622.00	-4,966.50	8,277.50
8060 Dues & Memberships	395.00		395.00	1,687.00
8505 Board Expenses	833.33	833.33	0.00	2,499.99
8510 Classroom / Teaching Supplies & Materials	1,103.69	335.21	768.48	14,315.82
8515 Special Ed Supplies & Materials				29.96
8526 COVID-19 Expenses				592.22
8530 Equipment / Furniture	1,722.66	3,309.68	-1,587.02	5,504.42
8535 Telephone / Internet	940.08	300.00	640.08	1,831.91
8540 Technology - Hardware				607.84

# Pullman Community Montessori

## Profit & Loss November 2021

	TOTAL			
	NOV 2021	OCT 2021 (PP)	CHANGE	SEP - NOV, 2021 (YTD)
8541 Technology - Software	819.28	461.08	358.20	1,698.45
8564 Bank & Payment Processing Fees	35.52	35.88	-0.36	88.04
8565 Office Expense	670.56	523.68	146.88	1,626.97
8570 Staff Development		723.71	-723.71	723.71
8580 Student Recruitment / Marketing	125.00		125.00	250.00
8585 School Meals / Lunch	3,936.14	6,523.63	-2,587.49	13,275.68
8595 Fundraising	454.05		454.05	454.05
9005 Insurance Expense	871.58	871.59	-0.01	2,614.76
9010 Janitorial	492.10	6.19	485.91	847.25
9015 Building and Land Rent / Lease	13,992.14	15,106.16	-1,114.02	42,302.44
9020 Repairs & Maintenance Bld	107.80		107.80	107.80
<b>Total Expenditures</b>	<b>\$127,085.60</b>	<b>\$134,425.70</b>	<b>\$ -7,340.10</b>	<b>\$392,496.05</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -58,144.29</b>	<b>\$ -31,924.71</b>	<b>\$ -26,219.58</b>	<b>\$ -87,038.17</b>
<b>NET REVENUE</b>	<b>\$ -58,144.29</b>	<b>\$ -31,924.71</b>	<b>\$ -26,219.58</b>	<b>\$ -87,038.17</b>



## Pullman Community Montessori FY 21-22 Budget Status Report November 2021

	Total			
	Actual	Budget	Over/(Under) Budget	% Received / Spent
<b>Revenue</b>				
Local Support	520.29	32,050.00	-31,529.71	1.62%
State Revenue - General	217,371.97	989,953.75	-772,581.78	21.96%
State Revenue - Special Purpose	35,872.36	204,220.77	-168,348.41	17.57%
Federal Revenue	46,693.21	381,985.37	-335,292.16	12.22%
Grants & Other Sources	5,000.05	241,000.00	-235,999.95	2.07%
<b>Total Revenue</b>	<b>\$ 305,457.88</b>	<b>\$ 1,849,209.89</b>	<b>-\$ 1,543,752.01</b>	<b>16.52%</b>
<b>Gross Profit</b>	<b>\$ 305,457.88</b>	<b>\$ 1,849,209.89</b>	<b>-\$ 1,543,752.01</b>	<b>16.52%</b>
<b>Expenditures</b>				
Salaries	168,299.96	670,553.37	-502,253.41	25.10%
Personnel Taxes & Benefits	70,638.13	307,866.88	-237,228.75	22.94%
Contracted Services	61,764.42	288,165.24	-226,400.82	21.43%
School Operations	45,186.06	389,975.02	-344,788.96	11.59%
Facility Operations & Maintenance	45,872.25	288,125.94	-242,253.69	15.92%
<b>Total Expenditures</b>	<b>\$ 391,760.82</b>	<b>\$ 1,944,686.45</b>	<b>-\$ 1,552,925.63</b>	<b>20.15%</b>
<b>Net Operating Revenue</b>	<b>-\$ 86,302.94</b>	<b>-\$ 95,476.56</b>	<b>\$ 9,173.62</b>	<b>90.39%</b>
<b>Net Revenue</b>	<b>-\$ 86,302.94</b>	<b>-\$ 95,476.56</b>	<b>\$ 9,173.62</b>	<b>90.39%</b>

# Pullman Community Montessori

## Statement of Cash Flows

September - November, 2021

	SEP 2021	OCT 2021	NOV 2021	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	3,030.83	-31,924.71	-58,144.29	\$ - 87,038.17
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	129,062.47	15,257.88	2,959.31	\$147,279.66
1150 Prepays & Other Assets	5,041.87	2,039.06	2,039.06	\$9,119.99
2100 Accounts Payable	61,563.64	-101,931.53	-1,945.52	\$ - 42,313.41
2101 Accrued Accounts & Payroll Payable	2,153.57	-1,445.04	3,405.89	\$4,114.42
2155 Retirement Payable - DRS	12,120.07	-508.52	10,942.12	\$22,553.67
2156 Health Insurance Payable - SEBB	-21,037.00	6,871.00	-4,629.50	\$ - 18,795.50
2157 HSA/FSA/DCAP Payable - SEBB		160.00	0.00	\$160.00
2158 LTD Payable	44.67	89.34	89.34	\$223.35
2171 Use Tax Payable	914.88	-13.38		\$901.50
<b>Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:</b>	<b>189,864.17</b>	<b>-79,481.19</b>	<b>12,860.70</b>	<b>\$123,243.68</b>
<b>Net cash provided by operating activities</b>	<b>\$192,895.00</b>	<b>\$ - 111,405.90</b>	<b>\$ - 45,283.59</b>	<b>\$36,205.51</b>
<b>INVESTING ACTIVITIES</b>				
1510 Facilities - In Progress	-9,175.94		-40,571.11	\$ - 49,747.05
<b>Net cash provided by investing activities</b>	<b>\$ -9,175.94</b>	<b>\$0.00</b>	<b>\$ - 40,571.11</b>	<b>\$ - 49,747.05</b>
<b>FINANCING ACTIVITIES</b>				
2501 Construction Loan Payable			40,573.00	\$40,573.00
<b>Net cash provided by financing activities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,573.00</b>	<b>\$40,573.00</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$183,719.06</b>	<b>\$ - 111,405.90</b>	<b>\$ - 45,281.70</b>	<b>\$27,031.46</b>



**Payroll Check Summary**

*Payroll Runs: 11/10/2021 and 11/24/2021*

**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 December 28, 2021, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$41,056.73 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 (\$41,056.73)

Secretary	<u>Clara Hill</u>	Board Member	<u>Ayad Rahmani</u>
Board Member	<u>John Cassleman</u>	Board Member	<u></u>
Board Member	<u>Aubree Guyton</u>	Board Member	<u></u>
Board Member	<u>Beverley Wolff</u>		

**Accounts Payable Register**

*November 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 December 28, 2021, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$56,846.08 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 (\$56,846.08)  
Reimbursement Direct Deposit (\$0)

Secretary	<u>Clara Hill</u>	Board Member	<u>Ayad Rahmani</u>
Board Member	<u>John Cassleman</u>	Board Member	<u></u>
Board Member	<u>Aubree Guyton</u>	Board Member	<u></u>
Board Member	<u>Beverley Wolff</u>		



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: \$41,056.73

Pay dates within 11/1/21 - 11/30/21

Board Date 12/28/21

\_\_\_\_\_  
Signature of Auditing Officer

\_\_\_\_\_  
Date

**Pullman Community Montessori  
Payroll Summary**

**Nov-21**



**Pay Code Totals**

Custodian	-
Kitchen Staff	2,623.86
Office Administration	6,338.34
School Administration	13,333.32
Special Education Staff	5,374.94
Student Support Staff	7,920.35
Substitute Teacher	125.00
Teacher	17,663.10
<b>Total</b>	<b>53,378.91</b>

**Deduction Totals**

State Pension	4,036.93
State Employees Benefits Board	797.50
Supplemental LTD	89.34
Wage Garnishments	-
Federal Income Tax	3,605.57
Social Security	2,371.81
Medicare	757.76
Health Savings Account	320.00
WA Workers' Comp Insurance	208.04
WA Family and Medical Leave Insurance	135.23
<b>Total</b>	<b>12,322.18</b>

**Benefits Totals**

State Pension	6,905.19
State Employees Benefits Board	12,100.00
Social Security	2,371.81
Medicare	757.76
WA SUI	528.61
WA EAF	8.01
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	426.30
<b>Total</b>	<b>23,097.68</b>

**Direct Deposit Total** **41,056.73**

# Pullman Community Montessori

## Bill Payment List

November 2021

DATE	NUM	VENDOR	AMOUNT
1000 Banner Bank x4353 - PUBLIC Checking			
11/12/2021		PresenceLearning, Inc	-525.67
11/12/2021		YMCA of the Palouse	-9,933.00
11/12/2021		FIRST Insurance Funding	-276.56
11/12/2021		WA State Charter Schools Association	-3,200.00
11/18/2021	EFT	Joule Growth Partners	-8,000.00
11/18/2021	EFT	Joule Growth Partners	-8,000.00
11/19/2021		Audalia Creative	-32.34
11/19/2021		Bob's Fire Equipment, LLC	-107.80
11/19/2021		Fork Refrigeration, Inc	-304.26
11/19/2021		HCA-SEBB Benefits	-17,847.00
11/19/2021		NEWESD 101	-3,625.00
11/19/2021		PresenceLearning, Inc	-3,765.94
11/09/2021	EFT	Great American Insurance Group	-605.96
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>			<b>\$ -56,223.53</b>
1001 Banner Bank x4695 - PRIVATE Checking			
11/19/2021		Audalia Creative	-622.55
<b>Total for 1001 Banner Bank x4695 - PRIVATE Checking</b>			<b>\$ -622.55</b>

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

PCM Balance Sheet Account Reconciliations.xlsx