



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

Pullman Community Montessori

Finance Committee (FC)

Date and Time

Tuesday March 15, 2022 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 will be to get to know each other more.

Question:

Choose one photo from the last 5 photos on your phone to share with the team.

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 January 18, 2022

E. Approve Minutes

Approve minutes for Finance Committee (FC) on February 17, 2022

II. Finance Committee (FC)

A. Review & Approve February 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. Create a plan for Board Training

Board Assessment: <https://app2.boardontrack.com/boardAssessmentReport/recommendations/941>

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?

C. Review 5-7 year plan updates

Discuss 5-7 year budget & planning updates

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 January 18, 2022

APPROVED



PULLMAN **PUBLIC**
COMMUNITY **FREE**
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Pullman Community Montessori

Minutes

Finance Committee (FC)

Date and Time

Tuesday January 18, 2022 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), L. Sullivan (remote), M. Paolini (remote)

Committee Members Absent

C. Minogue, J. Cassleman

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Sullivan called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Tuesday Jan 18, 2022 at 5:12 PM.

C. Pleasantry

D. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 11-16-21.

L. Sullivan seconded the motion.

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

A. Guyton made a motion to Motion to Approve 11-16-21 minutes as presented.

L. Sullivan seconded the motion.

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

E. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 12-21-21.

L. Sullivan seconded the motion.

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

II. Finance Committee (FC)

A. Review & Approve December Financials

Have asked OSPI to true of enrollment numbers to adjust apportionment (rather than wait until next fall as they do for 1st year charters schools).

Action Item: By end of the week send out draft of budget to FC members so they can thoroughly review prior to next FC meeting.

Building rent question on 4a: An asset (leasehold improvement) was miscoded into rent (~\$6K). So the 64K shown in 4a will drop by that amount. We are on track.

A. Guyton made a motion to recommend the board approve the December financials as presented by the FC.

L. Sullivan seconded the motion.

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

B. Determine Next Steps for Auditor

Laylah - Get 3 informal quotes for Auditors before March.

C. Create a plan for Board Training

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 6:11 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 February 17, 2022

APPROVED



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

Pullman Community Montessori

Minutes

Finance Committee (FC)

Date and Time

Thursday February 17, 2022 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), J. Cassleman (remote), L. Sullivan (remote), M. Paolini (remote)

Committee Members Absent

None

Committee Members who arrived after the meeting opened

C. Minogue

I. Opening Items

A.

Record Attendance

B. Call the Meeting to Order

L. Sullivan called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Thursday Feb 17, 2022 at 5:03 PM.

C. Pleasantry

D. Approve Minutes

II. Finance Committee (FC)

A. Review & Approve January Financials

Reviewed dashboard.

Add Cash on Hand projection and Cash on Hand monthly (monthly put in Board Dashboard)

Waiting on rest of WA Charters grant after last deliverables are in (~\$30K). Laylah plans to upload deliverable this weekend.

A. Guyton made a motion to recommend the board approve the January financials as presented.

C. Minogue seconded the motion.

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

C. Minogue arrived.

B. Discuss and Approve Revised Budget

During review noted would be good to see budget original versus new in table as well as on the summary slide.

What is total revenue loss of true up: \$109K decrease (5-6% drop)

On following comparison slide will add a column for what it was previously.

Would Joule consider at different formatting (example sent by Carmel) & combine with condensed summary.

A. Guyton made a motion to recommend the board of trustees approve the budget revise as presented.

C. Minogue seconded the motion.

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

C. Create a plan for Board Training

Postpone to next meeting and use 50+ questions, roles reading, and governing for greatness reading for now.

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 10:01 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

Review & Approve February Financials

Section:	II. Finance Committee (FC)
Item:	A. Review & Approve February Financials
Purpose:	Vote
Submitted by:	
Related Material:	<ol style="list-style-type: none">1. PCM Finance Dashboard February 2022.pdf2. PCM Balance Sheet February 2022.pdf3. PCM P&L February 2022.pdf4a. PCM Detailed BvA February 2022.pdf4b. PCM BvA February 2022.pdf5. PCM Statement of Cash Flows February 2022.pdf6. PCM Payroll and AP Certification February 2022.pdf6a. PCM Auditing Officer Approval February 2022.pdf6b. PCM Payroll Report February 2022.pdf6c. PCM AP Register February 2022.pdf



	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	100%	100%	○	<i>Current enrollment: 71 (AAFTE: 76) Budget: 73.5 SPED: 10 budget, 11.40 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	48%	49%	○	<i>Update public revenue due to budget revision</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	40%	52%	○	<i>\$100k of donations helping buffer enrollment revenue loss and not receiving full WA Charters grant</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	47%	50%	○	<i>6 months into FY = 50%</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$206k Proj: \$195k	\$164k	○	<i>Cash is in a healthy position to meet financial obligations for the near future</i>

Additional notes for discussion:

If enrollment holds steady at 71, projected AAFTE of 74 would be 0.5 above budget; reminder original budgeted enrollment was 94.

Line by line BVA included for Q2 end

Current fiscal year count of missing documentation: \$9.8k



Pullman Community Montessori

Balance Sheet As of February 28, 2022

	TOTAL		
	AS OF FEB 28, 2022	AS OF JAN 31, 2022 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	204,256.84	126,588.77	77,668.07
1001 Banner Bank x4695 - PRIVATE Checking	1,229.38	1,232.38	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.42	1,095.40	0.02
Total Bank Accounts	\$206,581.64	\$128,916.55	\$77,665.09
Accounts Receivable			
1100 Accounts Receivable (A/R)	169,059.68	219,082.95	-50,023.27
Total Accounts Receivable	\$169,059.68	\$219,082.95	\$ -50,023.27
Other Current Assets			
1150 Prepays & Other Assets	8,160.20	10,192.14	-2,031.94
Total Other Current Assets	\$8,160.20	\$10,192.14	\$ -2,031.94
Total Current Assets	\$383,801.52	\$358,191.64	\$25,609.88
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	46,770.36	46,770.36	0.00
1503 Fixed Assets-Leasehold Improvements	391,802.62	391,802.62	0.00
1504 Fixed Assets-Furniture, Fixtures & Other	68,838.42	68,838.42	0.00
1510 Facilities - In Progress	95,705.81	95,705.81	0.00
Total Fixed Assets	\$603,117.21	\$603,117.21	\$0.00
TOTAL ASSETS	\$986,918.73	\$961,308.85	\$25,609.88
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	37,580.44	13,881.76	23,698.68
Total Accounts Payable	\$37,580.44	\$13,881.76	\$23,698.68
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	34,476.24	37,091.25	-2,615.01
2155 Retirement Payable - DRS	9,270.21	9,360.30	-90.09
2156 Health Insurance Payable - SEBB	-21,389.00	-20,205.50	-1,183.50
2171 Use Tax Payable	8,620.22	8,527.69	92.53
Total Other Current Liabilities	\$30,977.67	\$34,773.74	\$ -3,796.07
Total Current Liabilities	\$68,558.11	\$48,655.50	\$19,902.61
Long-Term Liabilities			
2501 Construction Loan Payable	471,434.25	469,476.60	1,957.65
Total Long-Term Liabilities	\$471,434.25	\$469,476.60	\$1,957.65
Total Liabilities	\$539,992.36	\$518,132.10	\$21,860.26
Equity			
2998 Unrestricted Net Assets	447,957.24	447,957.24	0.00
2999 Restricted Net Assets	4,500.00	4,500.00	0.00
Net Revenue	-5,530.87	-9,280.49	3,749.62
Total Equity	\$446,926.37	\$443,176.75	\$3,749.62
TOTAL LIABILITIES AND EQUITY	\$986,918.73	\$961,308.85	\$25,609.88

Pullman Community Montessori

Profit and Loss

February 2022

	TOTAL			
	FEB 2022	JAN 2022 (PP)	CHANGE	SEP 2021 - FEB 2022 (YTD)
Revenue				
3100 Local donations	51.50	526.00	-474.50	4,066.29
3201 Interest Income (Public)	0.02	0.02	0.00	0.11
3520 Private Foundations / Grants				105,000.00
4000 General Apportionment	73,563.09	16,563.34	56,999.75	396,423.30
4021 Special Education - General Apportionment	1,974.99	1,227.75	747.24	10,643.00
4121 Special Education - State	8,940.39	1,165.77	7,774.62	48,178.74
4155 Learning Assistance	38.15	1,380.45	-1,342.30	6,453.18
4198 State - School Food Service		893.50	-893.50	893.50
4258 State Miscellaneous Revenue				11,520.00
5124 Federal SPED - IDEA		7,514.00	-7,514.00	7,514.00
5198 Federal - School Food Services (NSLP)	5,965.60	4,301.05	1,664.55	20,655.15
5199 Federal - Misc Grants	41,492.74	2,880.00	38,612.74	54,174.82
5200 Federal - CSP	17,355.88	26,204.15	-8,848.27	159,406.33
Total Revenue	\$149,382.36	\$62,656.03	\$86,726.33	\$824,928.42
GROSS PROFIT	\$149,382.36	\$62,656.03	\$86,726.33	\$824,928.42
Expenditures				
6005 Certificated - Executive Management	7,500.00	7,500.00	0.00	45,416.68
6010 Certificated - Instructional Management		0.00	0.00	26,666.70
6106 Classified - Operations Staff	4,395.30	4,395.30	0.00	23,623.96
6190 Classified - Other - Non -Instructional	5,100.00	5,293.32	-193.32	20,884.00
6198 Classified - Lunch Staff	2,534.77	2,633.77	-99.00	15,662.90
6270 Certificated - Teachers - Regular	17,663.12	17,663.11	0.01	105,978.64
6271 Certificated - Teachers - Substitutes	1,694.77	3,018.56	-1,323.79	7,088.03
6275 Certificated - Teachers - SPED	5,374.92	6,012.44	-637.52	32,887.06
6373 Classified - Aides - Regular	5,341.23	5,378.53	-37.30	44,595.56
7051 Social Security/Medicare/FUTA	2,960.38	3,131.39	-171.01	19,113.65
7052 Worker's Compensation Insurance	397.91	406.35	-8.44	2,594.71
7053 State Unemployment	763.89	799.15	-35.26	3,907.08
7055 Retirement Contribution - DRS	6,427.36	6,557.69	-130.33	41,909.04
7056 Health Insurance - SEBB	10,648.00	10,648.00	0.00	68,728.00
8015 Oversight Fee (3%)	2,535.50	610.12	1,925.38	13,850.95
8035 Payroll & Accounting Services	8,000.00	8,000.00	0.00	48,000.00
8040 Special Ed Services	8,955.81		8,955.81	26,444.35
8050 Contracted Services - Tech	1,365.40	20,883.57	-19,518.17	22,248.97
8051 Contracted Services - Program Support / PD	1,216.66	1,216.66	0.00	7,299.96
8052 Contracted Services - Instructional	1,205.85		1,205.85	1,205.85
8053 Contracted Services - Misc	8,645.00	8,125.00	520.00	16,770.00
8054 Contracted Services - Afterschool	2,483.25	3,311.00	-827.75	16,555.00
8055 Printing	564.51		564.51	834.74

Pullman Community Montessori

Profit and Loss

February 2022

	TOTAL			
	FEB 2022	JAN 2022 (PP)	CHANGE	SEP 2021 - FEB 2022 (YTD)
8060 Dues & Memberships				1,712.00
8505 Board Expenses	983.33	833.33	150.00	5,149.98
8510 Classroom / Teaching Supplies & Materials	3,929.62	5,002.34	-1,072.72	28,770.71
8515 Special Ed Supplies & Materials		1,024.55	-1,024.55	1,070.63
8526 COVID-19 Expenses		43.07	-43.07	635.29
8530 Equipment / Furniture	182.81	386.89	-204.08	8,277.96
8535 Telephone / Internet	722.84	480.00	242.84	4,020.77
8540 Technology - Hardware	244.86	7,539.96	-7,295.10	10,195.08
8541 Technology - Software	574.18	1,186.37	-612.19	12,029.71
8564 Bank & Payment Processing Fees	26.42	49.74	-23.32	172.28
8565 Office Expense	944.59	2,061.21	-1,116.62	5,086.55
8570 Staff Development	1,641.00	325.00	1,316.00	3,664.71
8575 Staff Recruitment		40.50	-40.50	60.75
8580 Student Recruitment / Marketing	3,646.65	405.06	3,241.59	4,446.44
8585 School Meals / Lunch	9,927.20	2,144.09	7,783.11	29,692.44
8595 Fundraising				454.05
9005 Insurance Expense	893.24	814.12	79.12	5,193.70
9010 Janitorial	142.30	212.64	-70.34	1,232.35
9015 Building and Land Rent / Lease	14,042.42	14,042.42	0.00	84,521.85
9020 Repairs & Maintenance Bld				107.80
9045 Interest Expense	1,957.65	2,524.84	-567.19	11,698.41
Total Expenditures	\$145,632.74	\$154,700.09	\$ -9,067.35	\$830,459.29
NET OPERATING REVENUE	\$3,749.62	\$ -92,044.06	\$95,793.68	\$ -5,530.87
NET REVENUE	\$3,749.62	\$ -92,044.06	\$95,793.68	\$ -5,530.87

Pullman Community Montessori

Budget vs. Actuals: 21-22 Revised Budget - FY22 P&L

September 2021 - February 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3100 Local donations	4,066.29	5,000.00	-933.71	81.33 %
3201 Interest Income (Public)	0.11		0.11	
3520 Private Foundations / Grants	105,000.00	260,500.00	-155,500.00	40.31 %
4000 General Apportionment	396,423.30	784,175.00	-387,751.70	50.55 %
4021 Special Education - General Apportionment	10,643.00	21,276.00	-10,633.00	50.02 %
4121 Special Education - State	48,178.74	94,758.00	-46,579.26	50.84 %
4155 Learning Assistance	6,453.18	13,012.00	-6,558.82	49.59 %
4174 Highly Capable		2,054.00	-2,054.00	
4198 State - School Food Service	893.50		893.50	
4258 State Miscellaneous Revenue	11,520.00	37,151.00	-25,631.00	31.01 %
5101 Title 1		16,512.00	-16,512.00	
5102 Title 2		2,686.00	-2,686.00	
5124 Federal SPED - IDEA	7,514.00	15,036.00	-7,522.00	49.97 %
5198 Federal - School Food Services (NSLP)	20,655.15	50,060.00	-29,404.85	41.26 %
5199 Federal - Misc Grants	54,174.82	135,661.00	-81,486.18	39.93 %
5200 Federal - CSP	159,406.33	298,184.00	-138,777.67	53.46 %
Total Revenue	\$824,928.42	\$1,736,065.00	\$ -911,136.58	47.52 %
GROSS PROFIT	\$824,928.42	\$1,736,065.00	\$ -911,136.58	47.52 %
Expenditures				
6005 Certificated - Executive Management	45,416.68	90,000.00	-44,583.32	50.46 %
6010 Certificated - Instructional Management	26,666.70	32,500.00	-5,833.30	82.05 %
6106 Classified - Operations Staff	23,623.96	49,815.00	-26,191.04	47.42 %
6190 Classified - Other - Non -Instructional	20,884.00	41,216.00	-20,332.00	50.67 %
6198 Classified - Lunch Staff	15,662.90	26,000.00	-10,337.10	60.24 %
6270 Certificated - Teachers - Regular	105,978.64	280,714.00	-174,735.36	37.75 %
6271 Certificated - Teachers - Substitutes	7,088.03	11,250.00	-4,161.97	63.00 %
6275 Certificated - Teachers - SPED	32,887.06	64,499.00	-31,611.94	50.99 %
6373 Classified - Aides - Regular	44,595.56	57,938.00	-13,342.44	76.97 %
7051 Social Security/Medicare/FUTA	19,113.65	53,949.00	-34,835.35	35.43 %
7052 Worker's Compensation Insurance	2,594.71	6,539.00	-3,944.29	39.68 %
7053 State Unemployment	3,907.08	9,025.00	-5,117.92	43.29 %
7054 Paid Family Medical Leave		1,635.00	-1,635.00	
7055 Retirement Contribution - DRS	41,909.04	88,434.00	-46,524.96	47.39 %
7056 Health Insurance - SEBB	68,728.00	151,008.00	-82,280.00	45.51 %
8005 Audits		18,000.00	-18,000.00	
8010 Legal		5,000.00	-5,000.00	
8015 Oversight Fee (3%)	13,850.95	27,458.00	-13,607.05	50.44 %
8035 Payroll & Accounting Services	48,000.00	96,000.00	-48,000.00	50.00 %
8040 Special Ed Services	26,444.35	38,020.00	-11,575.65	69.55 %
8050 Contracted Services - Tech	22,248.97	22,000.00	248.97	101.13 %
8051 Contracted Services - Program Support / PD	7,299.96	25,000.00	-17,700.04	29.20 %

Pullman Community Montessori

Budget vs. Actuals: 21-22 Revised Budget - FY22 P&L

September 2021 - February 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8052 Contracted Services - Instructional	1,205.85		1,205.85	
8053 Contracted Services - Misc	16,770.00	65,000.00	-48,230.00	25.80 %
8054 Contracted Services - Afterschool	16,555.00	27,316.00	-10,761.00	60.61 %
8055 Printing	834.74	2,500.00	-1,665.26	33.39 %
8060 Dues & Memberships	1,712.00	2,000.00	-288.00	85.60 %
8505 Board Expenses	5,149.98	11,250.00	-6,100.02	45.78 %
8510 Classroom / Teaching Supplies & Materials	28,770.71	60,500.00	-31,729.29	47.55 %
8515 Special Ed Supplies & Materials	1,070.63	4,725.00	-3,654.37	22.66 %
8520 Textbooks / Workbooks		5,250.00	-5,250.00	
8526 COVID-19 Expenses	635.29		635.29	
8530 Equipment / Furniture	8,277.96	46,710.00	-38,432.04	17.72 %
8535 Telephone / Internet	4,020.77	7,680.00	-3,659.23	52.35 %
8540 Technology - Hardware	10,195.08	17,206.00	-7,010.92	59.25 %
8541 Technology - Software	12,029.71	24,450.00	-12,420.29	49.20 %
8545 Student Testing & Assessment		3,225.00	-3,225.00	
8550 Student Activities - Field Trips		6,650.00	-6,650.00	
8561 Student Activities - Clubs		1,750.00	-1,750.00	
8564 Bank & Payment Processing Fees	172.28		172.28	
8565 Office Expense	5,086.55	8,000.00	-2,913.45	63.58 %
8570 Staff Development	3,664.71	2,420.00	1,244.71	151.43 %
8575 Staff Recruitment	60.75	2,000.00	-1,939.25	3.04 %
8580 Student Recruitment / Marketing	4,446.44	3,000.00	1,446.44	148.21 %
8585 School Meals / Lunch	29,692.44	60,511.00	-30,818.56	49.07 %
8590 Travel (Staff)		300.00	-300.00	
8595 Fundraising	454.05	5,000.00	-4,545.95	9.08 %
8599 Transportation (student)		15,000.00	-15,000.00	
9005 Insurance Expense	5,193.70	12,500.00	-7,306.30	41.55 %
9010 Janitorial	1,232.35	4,053.00	-2,820.65	30.41 %
9015 Building and Land Rent / Lease	84,521.85	159,238.00	-74,716.15	53.08 %
9020 Repairs & Maintenance Bld	107.80	3,000.00	-2,892.20	3.59 %
9045 Interest Expense	11,698.41	577.00	11,121.41	2,027.45 %
Total Expenditures	\$830,459.29	\$1,757,811.00	\$ -927,351.71	47.24 %
NET OPERATING REVENUE	\$ -5,530.87	\$ -21,746.00	\$16,215.13	25.43 %
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	\$ -5,530.87	\$ -116,629.00	\$111,098.13	4.74 %



Pullman Community Montessori FY 21-22 Budget Status Report February 2022

	Total			
	Actual	Budget	Over/(Under) Budget	% Received / Spent
Revenue				
Local Support	4,066.40	5,000.00	-933.60	81.33%
State Revenue - General	396,423.30	784,175.00	-387,751.70	50.55%
State Revenue - Special Purpose	77,688.42	168,251.00	-90,562.58	46.17%
Federal Revenue	241,750.30	518,139.00	-276,388.70	46.66%
Grants & Other Sources	105,000.00	260,500.00	-155,500.00	40.31%
Total Revenue	\$ 824,928.42	\$ 1,736,065.00	-\$ 911,136.58	47.52%
Gross Profit	\$ 824,928.42	\$ 1,736,065.00	-\$ 911,136.58	47.52%
Expenditures				
Salaries	322,803.53	653,932.00	-331,128.47	49.36%
Personnel Taxes & Benefits	136,252.48	310,590.00	-174,337.52	43.87%
Contracted Services	152,375.08	323,794.00	-171,418.92	47.06%
School Operations	116,274.09	217,426.00	-101,151.91	53.48%
Facility Operations & Maintenance	102,754.11	179,368.00	-76,613.89	57.29%
Total Expenditures	\$ 830,459.29	\$ 1,685,110.00	-\$ 854,650.71	49.28%
Net Operating Revenue	-\$ 5,530.87	\$ 50,955.00	-\$ 56,485.87	-10.85%
Net Revenue	-\$ 5,530.87	\$ 50,955.00	-\$ 56,485.87	-10.85%
Capital Expenditures				
1501 Fixed Assets-Capitalized Equipment (Tech)	11,113.85	14,701.00	-3,587.15	75.60%
1504 Fixed Assets-Furniture, Fixtures & Other	0.00	58,000.00	-58,000.00	0.00%
Total Capital Expenditures	11,113.85	72,701.00	-61,587.15	15.29%
All Expenditures	841,573.14	1,757,811.00	-916,237.86	47.88%

Pullman Community Montessori

Statement of Cash Flows December 2021 - February 2022

	DEC 2021	JAN 2022	FEB 2022	TOTAL
OPERATING ACTIVITIES				
Net Revenue	174,891.87	-92,044.06	3,749.62	\$86,597.43
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	-60,647.54	42,948.95	50,023.27	\$32,324.68
1150 Prepaids & Other Assets	2,039.06	2,494.37	2,031.94	\$6,565.37
2100 Accounts Payable	-15,868.29	11,022.94	23,698.68	\$18,853.33
2101 Accrued Accounts & Payroll Payable	-6,769.64	2,568.73	-2,615.01	\$ -6,815.92
2155 Retirement Payable - DRS	-11,038.11	-2,155.26	-90.09	\$ -13,283.46
2156 Health Insurance Payable - SEBB	-1,173.50	-236.50	-1,183.50	\$ -2,593.50
2157 HSA/FSA/DCAP Payable - SEBB	-160.00			\$ -160.00
2158 LTD Payable	92.76	-316.11	0.00	\$ -223.35
2171 Use Tax Payable	894.03	292.87	92.53	\$1,279.43
2202 Loan Payable - short-term	364.80	-62,894.93		\$ -62,530.13
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-92,266.43	-6,274.94	71,957.82	\$ -26,583.55
Net cash provided by operating activities	\$82,625.44	\$ - 98,319.00	\$75,707.44	\$60,013.88
INVESTING ACTIVITIES				
1501 Fixed Assets-Capitalized Equipment	-5,537.36			\$ -5,537.36
1503 Fixed Assets-Leasehold Improvements	-7,138.51			\$ -7,138.51
1510 Facilities - In Progress		2.00		\$2.00
Net cash provided by investing activities	\$ - 12,675.87	\$2.00	\$0.00	\$ -12,673.87
FINANCING ACTIVITIES				
2501 Construction Loan Payable	1,761.00	1,947.73	1,957.65	\$5,666.38
2998 Unrestricted Net Assets	-500.00			\$ -500.00
2999 Restricted Net Assets	500.00			\$500.00
Net cash provided by financing activities	\$1,761.00	\$1,947.73	\$1,957.65	\$5,666.38
NET CASH INCREASE FOR PERIOD	\$71,710.57	\$ - 96,369.27	\$77,665.09	\$53,006.39

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

February AP register totaling: \$59,963.53

Pay dates within 02/01/22 - 02/28/22

Board Date 03/22/22

Signature of Auditing Officer

Date

**Pullman Community Montessori
Payroll Summary**

Feb-22



Pay Code Totals

Custodian	-
Kitchen Staff	2,865.14
Office Administration	9,888.62
School Administration	7,500.00
Special Education Staff	5,487.37
Student Support Staff	7,613.99
Substitute Teacher	887.73
Teacher	17,663.11
Total	51,905.96

Deduction Totals

State Pension	3,554.65
State Employees Benefits Board	1,248.50
Supplemental LTD	122.64
Wage Garnishments	-
Federal Income Tax	3,380.44
Social Security	2,356.75
Medicare	734.55
WA Long Term Care Insurance	-
WA Workers' Comp Insurance	207.41
WA Family and Medical Leave Insurance	228.02
Total	11,832.96

Benefits Totals

State Pension	6,562.07
State Employees Benefits Board	10,648.00
Social Security	2,356.75
Medicare	734.55
WA SUI	788.95
WA EAF	10.37
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	410.01
Total	21,510.70

Direct Deposit Total **40,073.00**

Pullman Community Montessori

Bill Payment List

February 2022

DATE	NUM	VENDOR	AMOUNT
1000 Banner Bank x4353 - PUBLIC Checking			
02/03/2022	EFT	WA Dept of Retirement Systems	-10,206.81
02/09/2022	EFT	Joule Growth Partners	-8,000.00
02/09/2022	EFT	Friends of Gladish	-14,042.42
02/09/2022	EFT	Friends of Gladish	-744.51
02/10/2022		FIRST Insurance Funding	-276.56
02/10/2022		Galexis Technologies	-10,297.58
02/10/2022		Spokane International Academy	-8,645.00
02/10/2022		YMCA of the Palouse	-5,794.25
02/08/2022	EFT	Great American Insurance Group	-93.18
02/11/2022	EFT	URM Stores Inc	-1,863.22
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -59,963.53

Coversheet

Review 5-7 year plan updates

Section: II. Finance Committee (FC)
Item: C. Review 5-7 year plan updates
Purpose: Discuss
Submitted by:
Related Material: JGP Workbook PCM 03.07 - 7 years.xlsm

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](#):

JGP Workbook PCM 03.07 - 7 years.xlsm