



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

## Pullman Community Montessori

### Finance Committee (FC)

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#### **Date and Time**

Tuesday June 21, 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.

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**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!

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#### **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).

**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:

Share your name origin.

**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 March 15, 2022

**E. Approve Minutes**

Approve minutes for Finance Committee (FC) on April 19, 2022

**F. Approve Minutes**

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

**II. Finance Committee (FC)**

**A. Review & Approve May 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

7. Review Financial Dashboard to ensure meeting commission standards (mark goal as complete once reviewed)

**B. Review 5-7 year plan updates**

Discuss 5-7 year budget & planning updates

- Revenue: no updates; possible K enrollment increase
- Expenses: no material updates from June

- Overall: a lot depending on Gladish response to proposal and whether WA Charters provides additional support; right now: PCM is projected to meet 30 days cash in year 1-3, then not in year 4, but then meeting 60 days cash in year 5 as the revenue increases materially with the addition of 9th grade.

**C. Auditor selection update**

Reached out to multiple CPA firms; only Eide Bailly has experience and capacity so they are able to take PCM on which is great! Costs will be similar to all CPA's.

**III. Other Business**

**IV. Goals**

Check in monthly on our committee goals

**A. Provide board training on key financial documents 3x this year**

Two training dates complete. May and April

Next dates:

June 28th or August 23rd

Reflect: how did the last month's training on the 5 year budget go?

**B. Mock Audit for July**

What do we need to do to prepare for this?

**V. 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 March 15, 2022

APPROVED



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

# Pullman Community Montessori

## Minutes

### Finance Committee (FC)

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#### **Date and Time**

Tuesday March 15, 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), C. Minogue, L. Sullivan (remote), M. Paolini (remote)

#### **Committee Members Absent**

J. Cassleman

#### **Committee Members who arrived after the meeting opened**

C. Minogue

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### **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 Mar 15, 2022 at 5:07 PM.

**C. Pleasantry**

**D. Approve Minutes**

Motion to approve the minutes from Finance Committee (FC) on 01-18-22.  
The committee **VOTED** to approve the motion.

**E. Approve Minutes**

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 02-17-22.

L. Sullivan seconded the motion.

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

**II. Finance Committee (FC)**

**A. Review & Approve February Financials**

C. Minogue arrived at 5:11 PM.

Reviewed financials.

Rec. adjust language in future on dashboard (add yet if something hasn't been received but is expected).

Reference GAPP question (if bought 500 chairs even though individually \$50/chair if adds up over \$5,000 can capitalize?)

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

C. Minogue seconded the motion.

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

**B. Create a plan for Board Training**

Decided to defer to future meeting with higher need to review 7-yr budget projection and for the work that has been provided to the Board already (Governing for Greatness reading, 50+ questions) and what is planned for next meeting (Financial training for the Board).

This provides us some buffer time to plan at the next FC meeting for the remainder of this year and next year.

**C.**

## **Review 5-7 year plan updates**

### **Laylah provided updates:**

Reviewed what changes have occurred, how the budget has been tightened and thoroughly scrubbed in response, how future enrollment and growth has been adjusted in response, and what future plans and asks are in the works.

Explained more about what makes Montessori high fidelity and what areas can't be sacrificed. Discussed what buckets are different for Montessori and what that means for our budget.

## **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 5:56 PM.

Respectfully Submitted,  
A. Guyton

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## **Documents used during the meeting**

- 1. PCM Finance Dashboard February 2022.pdf
- 2. PCM Balance Sheet February 2022.pdf
- 3. PCM P&L February 2022.pdf
- 4a. PCM Detailed BvA February 2022.pdf
- 4b. PCM BvA February 2022.pdf
- 5. PCM Statement of Cash Flows February 2022.pdf
- 6. PCM Payroll and AP Certification February 2022.pdf
- 6a. PCM Auditing Officer Approval February 2022.pdf
- 6b. PCM Payroll Report February 2022.pdf
- 6c. PCM AP Register February 2022.pdf
- JGP Workbook PCM 03.07 - 7 years.xlsm

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**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 April 19, 2022

APPROVED



**PULLMAN** **PUBLIC**  
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**MONTESSORI** **K-9**

# Pullman Community Montessori

## Minutes

### Finance Committee (FC)

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#### **Date and Time**

Tuesday April 19, 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, M. Paolini (remote)

#### **Committee Members Absent**

C. Minogue, J. Cassleman

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### **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 Apr 19, 2022 at 5:04 PM.

**C. Pleasantry**

**D. Approve Minutes**

**II. Finance Committee (FC)**

**A. Review & Approve March Financials**

Make change to board member positions on the Payroll Check Summary.

Vote is pending Carmel's review.

**B. Review 5-7 year plan updates**

High level review.

Budget updates.

Gladish update.

Talked about potential of longevity bonus.

**C. Meet or exceed the commission financial framework monthly**

Reviewed. All met.

**D. Raza CSP Bridge Loan Renewal**

Agreed was a good idea but deferred vote until hear back from Carmel.

**III. Goals**

**A. Provide board training on key financial documents 3x this year**

Glows: chunked well, visuals helpful

Grows: spending more time on 50+ questions, more check for understanding.

Level up: Having samples and having discussions around.

Ask what top 3 questions from the 50+ questions.

**B. Meet or exceed the commission financial framework monthly**

Met

**C. Mock Audit for July**

Aubree will send question to Carmel on what are the top 3 things you think an auditor will focus on for a 1st year school.

**IV. 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 6:54 PM.

Respectfully Submitted,  
A. Guyton

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**School Wide Evaluation Tools (model fidelity):** [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#)

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# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** F. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Finance Committee (FC) on May 17, 2022

APPROVED



**PULLMAN PUBLIC  
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MONTESSORI K-9**

# Pullman Community Montessori

## Minutes

### Finance Committee (FC)

---

#### **Date and Time**

Tuesday May 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.

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#### **Committee Members Present**

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

#### **Committee Members Absent**

C. Minogue, J. Cassleman

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### **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 May 17, 2022 at 5:20 PM.

**C. Pleasantry**

Skipped due to starting late.

**D. Approve Minutes**

**E. Approve Minutes**

**II. Finance Committee (FC)**

**A. Review & Approve April Financials**

A. Guyton made a motion to recommend the board approve the April financials as presented if after Carmel's reviews there are no additional questions concerns.

M. Paolini seconded the motion.

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

**B. Review 5-7 year plan updates**

Did mock run through of budget.

**C. Meet or exceed the commission financial framework monthly**

<https://mypcm21.box.com/s/f6cfpi42yqz267h5pkb8zztz7wuksg61>

**III. Goals**

**A. Provide board training on key financial documents 3x this year**

<https://mypcm21.box.com/s/f6cfpi42yqz267h5pkb8zztz7wuksg61>

**B. Mock Audit for July**

Discuss at June meeting.

**IV. 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 6:26 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](#)

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**Resources:** [Planning Yr Financials Considerations](#), [Example Dashboard Review](#), [Contract](#),  
Commission Financial Performance Framework

# Coversheet

## Review & Approve May Financials

<b>Section:</b>	II. Finance Committee (FC)
<b>Item:</b>	A. Review & Approve May Financials
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	<ol style="list-style-type: none"><li>1. PCM Finance Dashboard May 2022.pdf</li><li>2. PCM Balance Sheet May 2022.pdf</li><li>3. PCM Profit and Loss May 2022.pdf</li><li>4. PCM Detailed BvA May 2022.pdf</li><li>4a. PCM Budget Status May 2022.pdf</li><li>5. PCM Statement of Cash Flows May 2022.pdf</li><li>6. PCM Payroll and AP Certification May 2022.pdf</li><li>6a. PCM Auditing Officer Approval May 2022.pdf</li><li>6b. PCM Payroll Report May 2022.pdf</li><li>6c. PCM AP Register May 2022.pdf</li></ol>



	<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>	99%	100%	<span style="color: green;">○</span>	<i>Current enrollment: 66 (AAFTE: 73.3) Budget: 73.5 SPED: 10 budget, 11.25 actual</i>
2.	<b>Public Revenue Received as a % of overall budget</b> <i>Measures rate of receipt of public funds to date</i>	69%	72%	<span style="color: green;">○</span>	<i>Slight lag in Federal claims, confident all will be spent</i>
3.	<b>Private Revenue Received as a % of overall budget</b> <i>Measures progress against fundraising goals</i>	92%	92%	<span style="color: green;">○</span>	<i>All expected private grants received</i>
4.	<b>Expenditures to date as a % of overall budget</b> <i>Measures actual spending against planned spending</i>	71%	75%	<span style="color: green;">○</span>	<i>8 months into FY = 75%; overall tracking well</i>
5.	<b>Cash on Hand</b> <i>Measures operational and financial stability</i>	Current: \$182k Proj: \$190k	\$151k	<span style="color: green;">○</span>	<i>Meeting 30 days cash will take some monitoring of AP</i>

**Additional notes for discussion:**

May is a quarter end, line by line BvA included with financials; Expenditure variances noted below, will change over rest of year but management has done a great job at staying to the revised budget:

- Unfavorable variance: student recruitment (\$6k), aides (\$3.8k), interest expense (non-cash, \$16k), SPED services (\$1.3k)
- Favorable variances: repairs (\$2.8k), janitorial (\$2.5k), transpo (\$15k), fundraising (\$4.5k), staff development (\$2.4k), field trips (\$6.6k), testing (\$3.2k), teachers (forecast: \$25k)

Current fiscal year count of missing documentation: ~\$12k

jg<sup>P</sup>

# Pullman Community Montessori

## Balance Sheet As of May 31, 2022

	TOTAL		
	AS OF MAY 31, 2022	AS OF APR 30, 2022 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	179,823.89	148,865.68	30,958.21
1001 Banner Bank x4695 - PRIVATE Checking	1,220.38	1,223.38	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.47	1,095.45	0.02
<b>Total Bank Accounts</b>	<b>\$182,139.74</b>	<b>\$151,184.51</b>	<b>\$30,955.23</b>
Accounts Receivable			
1100 Accounts Receivable (A/R)	62,365.72	166,192.31	-103,826.59
<b>Total Accounts Receivable</b>	<b>\$62,365.72</b>	<b>\$166,192.31</b>	<b>\$ -103,826.59</b>
Other Current Assets			
1150 Prepays & Other Assets	2,120.42	4,133.68	-2,013.26
<b>Total Other Current Assets</b>	<b>\$2,120.42</b>	<b>\$4,133.68</b>	<b>\$ -2,013.26</b>
<b>Total Current Assets</b>	<b>\$246,625.88</b>	<b>\$321,510.50</b>	<b>\$ -74,884.62</b>
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
<b>Total Fixed Assets</b>	<b>\$603,117.21</b>	<b>\$603,117.21</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$849,743.09</b>	<b>\$924,627.71</b>	<b>\$ -74,884.62</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	3,404.91	22,702.31	-19,297.40
<b>Total Accounts Payable</b>	<b>\$3,404.91</b>	<b>\$22,702.31</b>	<b>\$ -19,297.40</b>
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	38,073.41	36,631.60	1,441.81
2155 Retirement Payable - DRS	10,170.13	9,802.90	367.23
2156 Health Insurance Payable - SEBB	-17,761.00	-17,786.00	25.00
2158 LTD Payable	115.30	114.52	0.78
2171 Use Tax Payable	428.69	420.00	8.69
<b>Total Other Current Liabilities</b>	<b>\$31,026.53</b>	<b>\$29,183.02</b>	<b>\$1,843.51</b>
<b>Total Current Liabilities</b>	<b>\$34,431.44</b>	<b>\$51,885.33</b>	<b>\$ -17,453.89</b>
Long-Term Liabilities			
2501 Construction Loan Payable	477,111.56	475,188.56	1,923.00
<b>Total Long-Term Liabilities</b>	<b>\$477,111.56</b>	<b>\$475,188.56</b>	<b>\$1,923.00</b>
<b>Total Liabilities</b>	<b>\$511,543.00</b>	<b>\$527,073.89</b>	<b>\$ -15,530.89</b>
Equity			
2998 Unrestricted Net Assets	450,257.24	450,257.24	0.00
2999 Restricted Net Assets	2,200.00	2,200.00	0.00
Net Revenue	-114,257.15	-54,903.42	-59,353.73
<b>Total Equity</b>	<b>\$338,200.09</b>	<b>\$397,553.82</b>	<b>\$ -59,353.73</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$849,743.09</b>	<b>\$924,627.71</b>	<b>\$ -74,884.62</b>

# Pullman Community Montessori

## Profit and Loss

May 2022

	TOTAL			
	MAY 2022	APR 2022 (PP)	CHANGE	SEP 2021 - MAY 2022 (YTD)
<b>Revenue</b>				
3100 Local Donations	5.05	206.00	-200.95	4,559.75
3102 Sales - Student Activities		3,346.37	-3,346.37	3,346.37
3201 Interest Income (Public)	0.02	0.02	0.00	0.16
3520 Private Foundations / Grants				105,000.00
4000 General Apportionment	40,868.39	73,563.08	-32,694.69	584,417.86
4021 Special Education - General Apportionment	1,097.21	1,974.99	-877.78	15,690.20
4121 Special Education - State	4,966.88	8,940.38	-3,973.50	71,026.38
4155 Learning Assistance	665.27	1,197.50	-532.23	9,513.45
4198 State - School Food Service				893.50
5101 Title 1	6,970.18		6,970.18	6,970.18
5102 Title 2	1,944.00		1,944.00	1,944.00
5124 Federal SPED - IDEA	4,054.58		4,054.58	11,568.58
5198 Federal - School Food Services (NSLP)	4,171.01	6,602.72	-2,431.71	36,706.38
5199 Federal - Misc Grants	2,880.00	2,880.00	0.00	74,334.82
5200 Federal - CSP	11,836.92	14,488.51	-2,651.59	200,054.18
<b>Total Revenue</b>	<b>\$79,459.51</b>	<b>\$113,199.57</b>	<b>\$ -33,740.06</b>	<b>\$1,126,025.81</b>
<b>GROSS PROFIT</b>	<b>\$79,459.51</b>	<b>\$113,199.57</b>	<b>\$ -33,740.06</b>	<b>\$1,126,025.81</b>
<b>Expenditures</b>				
6005 Certificated - Executive Management	7,500.00	7,500.00	0.00	67,916.68
6010 Certificated - Instructional Management				26,666.70
6106 Classified - Operations Staff	4,395.30	4,395.30	0.00	36,809.86
6190 Classified - Other - Non -Instructional	5,680.00	4,020.00	1,660.00	35,937.32
6198 Classified - Lunch Staff	3,005.93	2,154.90	851.03	24,014.10
6270 Certificated - Teachers - Regular	17,038.32	17,350.69	-312.37	158,030.76
6271 Certificated - Teachers - Substitutes	1,815.04	-2,117.87	3,932.91	10,834.72
6275 Certificated - Teachers - SPED	5,374.92	5,374.96	-0.04	49,011.90
6278 Certificated - Stipends		720.00	-720.00	720.00
6371 Classified - Teachers - Substitutes	786.21		786.21	786.21
6373 Classified - Aides - Regular	7,914.56	9,738.91	-1,824.35	69,700.25
7051 Social Security/Medicare/FUTA	3,074.65	2,869.84	204.81	28,093.44
7052 Worker's Compensation Insurance	452.89	391.52	61.37	3,918.47
7053 State Unemployment	824.08	756.73	67.35	6,334.52
7055 Retirement Contribution - DRS	6,759.53	6,467.63	291.90	62,276.04
7056 Health Insurance - SEBB	10,648.00	10,648.00	0.00	100,672.00
8010 Legal				501.74
8015 Oversight Fee (3%)	1,429.01	2,584.65	-1,155.64	20,434.88
8035 Payroll & Accounting Services	8,000.00	8,000.00	0.00	73,431.50
8040 Special Ed Services	10,567.66		10,567.66	39,387.67
8050 Contracted Services - Tech		188.65	-188.65	21,185.41

# Pullman Community Montessori

## Profit and Loss

May 2022

	TOTAL			
	MAY 2022	APR 2022 (PP)	CHANGE	SEP 2021 - MAY 2022 (YTD)
8051 Contracted Services - Program Support / PD	1,216.66	1,216.66	0.00	14,449.94
8052 Contracted Services - Instructional		1,227.28	-1,227.28	2,433.13
8053 Contracted Services - Misc	8,125.00	8,125.00	0.00	41,145.00
8054 Contracted Services - Afterschool	2,483.25	2,969.71	-486.46	25,897.12
8055 Printing	834.59		834.59	1,669.33
8060 Dues & Memberships				2,551.76
8505 Board Expenses	2,183.33	833.33	1,350.00	8,999.97
8510 Classroom / Teaching Supplies & Materials	4,264.30	2,745.53	1,518.77	36,385.30
8515 Special Ed Supplies & Materials	60.31		60.31	1,179.61
8520 Textbooks / Workbooks	144.00	3,740.66	-3,596.66	3,884.66
8526 COVID-19 Expenses				635.29
8530 Equipment / Furniture	684.68		684.68	8,553.50
8535 Telephone / Internet	1,147.39	907.39	240.00	6,683.10
8540 Technology - Hardware		221.88	-221.88	12,620.80
8541 Technology - Software	580.91	605.61	-24.70	17,408.14
8564 Bank & Payment Processing Fees	35.35	51.53	-16.18	236.26
8565 Office Expense		391.19	-391.19	7,174.48
8570 Staff Development	3,850.00	141.00	3,709.00	9,955.71
8575 Staff Recruitment	100.00		100.00	160.75
8580 Student Recruitment / Marketing	964.96	1,828.07	-863.11	9,180.14
8585 School Meals / Lunch		3,011.22	-3,011.22	38,287.27
8590 Travel (Staff)				95.58
8595 Fundraising		6.27	-6.27	495.30
9005 Insurance Expense	906.99	893.16	13.83	7,887.01
9010 Janitorial		142.43	-142.43	1,517.01
9015 Building and Land Rent / Lease	14,042.42	14,042.42	0.00	126,649.11
9020 Repairs & Maintenance Bld				107.80
9045 Interest Expense	1,923.00	1,976.87	-53.87	17,375.72
<b>Total Expenditures</b>	<b>\$138,813.24</b>	<b>\$126,121.12</b>	<b>\$12,692.12</b>	<b>\$1,240,282.96</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -59,353.73</b>	<b>\$ -12,921.55</b>	<b>\$ -46,432.18</b>	<b>\$ -114,257.15</b>
<b>NET REVENUE</b>	<b>\$ -59,353.73</b>	<b>\$ -12,921.55</b>	<b>\$ -46,432.18</b>	<b>\$ -114,257.15</b>

# Pullman Community Montessori

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

September 2021 - May 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
3100 Local Donations	4,559.75	5,000.00	-440.25	91.20 %
3102 Sales - Student Activities	3,346.37		3,346.37	
3201 Interest Income (Public)	0.16		0.16	
3520 Private Foundations / Grants	105,000.00	260,500.00	-155,500.00	40.31 %
4000 General Apportionment	584,417.86	784,175.00	-199,757.14	74.53 %
4021 Special Education - General Apportionment	15,690.20	21,276.00	-5,585.80	73.75 %
4121 Special Education - State	71,026.38	94,758.00	-23,731.62	74.96 %
4155 Learning Assistance	9,513.45	13,012.00	-3,498.55	73.11 %
4174 Highly Capable		2,054.00	-2,054.00	
4198 State - School Food Service	893.50		893.50	
4258 State Miscellaneous Revenue		2,651.00	-2,651.00	
5101 Title 1	6,970.18	16,512.00	-9,541.82	42.21 %
5102 Title 2	1,944.00	2,686.00	-742.00	72.38 %
5124 Federal SPED - IDEA	11,568.58	15,036.00	-3,467.42	76.94 %
5198 Federal - School Food Services (NSLP)	36,706.38	50,060.00	-13,353.62	73.32 %
5199 Federal - Misc Grants	74,334.82	170,161.00	-95,826.18	43.68 %
5200 Federal - CSP	200,054.18	298,184.00	-98,129.82	67.09 %
<b>Total Revenue</b>	<b>\$1,126,025.81</b>	<b>\$1,736,065.00</b>	<b>\$ -610,039.19</b>	<b>64.86 %</b>
<b>GROSS PROFIT</b>	<b>\$1,126,025.81</b>	<b>\$1,736,065.00</b>	<b>\$ -610,039.19</b>	<b>64.86 %</b>
<b>Expenditures</b>				
6005 Certificated - Executive Management	67,916.68	90,000.00	-22,083.32	75.46 %
6010 Certificated - Instructional Management	26,666.70	32,500.00	-5,833.30	82.05 %
6106 Classified - Operations Staff	36,809.86	49,815.00	-13,005.14	73.89 %
6190 Classified - Other - Non -Instructional	35,937.32	41,216.00	-5,278.68	87.19 %
6198 Classified - Lunch Staff	24,014.10	26,000.00	-1,985.90	92.36 %
6270 Certificated - Teachers - Regular	158,030.76	250,464.00	-92,433.24	63.10 %
6271 Certificated - Teachers - Substitutes	10,834.72	11,250.00	-415.28	96.31 %
6275 Certificated - Teachers - SPED	49,011.90	64,499.00	-15,487.10	75.99 %
6278 Certificated - Stipends	720.00		720.00	
6371 Classified - Teachers - Substitutes	786.21		786.21	
6373 Classified - Aides - Regular	69,700.25	78,188.00	-8,487.75	89.14 %
7051 Social Security/Medicare/FUTA	28,093.44	53,949.00	-25,855.56	52.07 %
7052 Worker's Compensation Insurance	3,918.47	6,539.00	-2,620.53	59.92 %
7053 State Unemployment	6,334.52	9,025.00	-2,690.48	70.19 %
7054 Paid Family Medical Leave		1,635.00	-1,635.00	
7055 Retirement Contribution - DRS	62,276.04	88,434.00	-26,157.96	70.42 %
7056 Health Insurance - SEBB	100,672.00	151,008.00	-50,336.00	66.67 %
8005 Audits		18,000.00	-18,000.00	
8010 Legal	501.74	5,000.00	-4,498.26	10.03 %
8015 Oversight Fee (3%)	20,434.88	27,458.00	-7,023.12	74.42 %
8035 Payroll & Accounting Services	73,431.50	96,000.00	-22,568.50	76.49 %

# Pullman Community Montessori

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

September 2021 - May 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8040 Special Ed Services	39,387.67	38,020.00	1,367.67	103.60 %
8050 Contracted Services - Tech	21,185.41	22,000.00	-814.59	96.30 %
8051 Contracted Services - Program Support / PD	14,449.94	25,000.00	-10,550.06	57.80 %
8052 Contracted Services - Instructional	2,433.13		2,433.13	
8053 Contracted Services - Misc	41,145.00	65,000.00	-23,855.00	63.30 %
8054 Contracted Services - Afterschool	25,897.12	27,316.00	-1,418.88	94.81 %
8055 Printing	1,669.33	2,500.00	-830.67	66.77 %
8060 Dues & Memberships	2,551.76	2,000.00	551.76	127.59 %
8505 Board Expenses	8,999.97	11,250.00	-2,250.03	80.00 %
8510 Classroom / Teaching Supplies & Materials	36,385.30	60,500.00	-24,114.70	60.14 %
8515 Special Ed Supplies & Materials	1,179.61	4,725.00	-3,545.39	24.97 %
8520 Textbooks / Workbooks	3,884.66	5,250.00	-1,365.34	73.99 %
8526 COVID-19 Expenses	635.29		635.29	
8530 Equipment / Furniture	8,553.50	46,710.00	-38,156.50	18.31 %
8535 Telephone / Internet	6,683.10	7,680.00	-996.90	87.02 %
8540 Technology - Hardware	12,620.80	17,206.00	-4,585.20	73.35 %
8541 Technology - Software	17,408.14	24,450.00	-7,041.86	71.20 %
8545 Student Testing & Assessment		3,225.00	-3,225.00	
8550 Field Trips		6,650.00	-6,650.00	
8561 Student Activities		1,750.00	-1,750.00	
8564 Bank & Payment Processing Fees	236.26		236.26	
8565 Office Expense	7,174.48	8,000.00	-825.52	89.68 %
8570 Staff Development	9,955.71	12,420.00	-2,464.29	80.16 %
8575 Staff Recruitment	160.75	2,000.00	-1,839.25	8.04 %
8580 Student Recruitment / Marketing	9,180.14	3,000.00	6,180.14	306.00 %
8585 School Meals / Lunch	38,287.27	60,511.00	-22,223.73	63.27 %
8590 Travel (Staff)	95.58	300.00	-204.42	31.86 %
8595 Fundraising	495.30	5,000.00	-4,504.70	9.91 %
8599 Transportation (student)		15,000.00	-15,000.00	
9005 Insurance Expense	7,887.01	12,500.00	-4,612.99	63.10 %
9010 Janitorial	1,517.01	4,053.00	-2,535.99	37.43 %
9015 Building and Land Rent / Lease	126,649.11	159,238.00	-32,588.89	79.53 %
9020 Repairs & Maintenance Bld	107.80	3,000.00	-2,892.20	3.59 %
9045 Interest Expense	17,375.72	577.00	16,798.72	3,011.39 %
<b>Total Expenditures</b>	<b>\$1,240,282.96</b>	<b>\$1,757,811.00</b>	<b>\$ -517,528.04</b>	<b>70.56 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -114,257.15</b>	<b>\$ -21,746.00</b>	<b>\$ -92,511.15</b>	<b>525.42 %</b>
Other Expenditures				
9050 Depreciation		94,883.00	-94,883.00	
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$94,883.00</b>	<b>\$ -94,883.00</b>	<b>0.00 %</b>
<b>NET OTHER REVENUE</b>	<b>\$0.00</b>	<b>\$ -94,883.00</b>	<b>\$94,883.00</b>	<b>0.00 %</b>
<b>NET REVENUE</b>	<b>\$ -114,257.15</b>	<b>\$ -116,629.00</b>	<b>\$2,371.85</b>	<b>97.97 %</b>





## Pullman Community Montessori FY 21-22 Budget Status Report May 2022

	Total			
	Actual	Budget	Over/(Under) Budget	% Received / Spent
<b>Revenue</b>				
Local Support	7,906.28	5,000.00	2,906.28	158.13%
State Revenue - General	584,417.86	784,175.00	-199,757.14	74.53%
State Revenue - Special Purpose	97,123.53	133,751.00	-36,627.47	72.62%
Federal Revenue	331,578.14	552,639.00	-221,060.86	60.00%
Grants & Other Sources	105,000.00	260,500.00	-155,500.00	40.31%
<b>Total Revenue</b>	<b>\$ 1,126,025.81</b>	<b>\$ 1,736,065.00</b>	<b>-\$ 610,039.19</b>	<b>64.86%</b>
<b>Gross Profit</b>	<b>\$ 1,126,025.81</b>	<b>\$ 1,736,065.00</b>	<b>-\$ 610,039.19</b>	<b>64.86%</b>
<b>Expenditures</b>				
Salaries	480,428.50	643,932.00	-163,503.50	74.61%
Personnel Taxes & Benefits	201,294.47	310,590.00	-109,295.53	64.81%
Contracted Services	238,866.39	323,794.00	-84,927.61	73.77%
School Operations	166,156.95	236,211.00	-70,054.05	70.34%
Facility Operations & Maintenance	153,536.65	179,368.00	-25,831.35	85.60%
<b>Total Expenditures</b>	<b>\$ 1,240,282.96</b>	<b>\$ 1,693,895.00</b>	<b>-\$ 453,612.04</b>	<b>73.22%</b>
<b>Net Operating Revenue</b>	<b>-\$ 114,257.15</b>	<b>\$ 42,170.00</b>	<b>-\$ 156,427.15</b>	<b>-270.94%</b>
<b>Net Revenue</b>	<b>-\$ 114,257.15</b>	<b>\$ 42,170.00</b>	<b>-\$ 156,427.15</b>	<b>-270.94%</b>
<b>Capital Expenditures</b>				
1501 Fixed Assets-Capitalized Equipment (Tech)	11,113.85	17,206.00	-6,092.15	64.59%
1504 Fixed Assets-Furniture, Fixtures & Other	0.00	46,710.00	-46,710.00	0.00%
<b>Total Capital Expenditures</b>	<b>11,113.85</b>	<b>63,916.00</b>	<b>-52,802.15</b>	<b>17.39%</b>
<b>All Expenditures</b>	<b>1,251,396.81</b>	<b>1,757,811.00</b>	<b>-506,414.19</b>	<b>71.19%</b>

# Pullman Community Montessori

## Statement of Cash Flows

March - May, 2022

	MAR 2022	APR 2022	MAY 2022	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	-36,451.00	-12,921.55	-59,353.73	\$ -108,726.28
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	3,033.46	-166.09	103,826.59	\$106,693.96
1150 Prepaids & Other Assets	2,031.86	1,994.66	2,013.26	\$6,039.78
2100 Accounts Payable	-21,863.04	6,984.91	-19,297.40	\$ -34,175.53
2101 Accrued Accounts & Payroll Payable	3,914.16	-1,758.80	1,441.81	\$3,597.17
2155 Retirement Payable - DRS	262.67	270.02	367.23	\$899.92
2156 Health Insurance Payable - SEBB	3,578.00	25.00	25.00	\$3,628.00
2158 LTD Payable	118.74	-4.22	0.78	\$115.30
2171 Use Tax Payable	-8,200.22		8.69	\$ -8,191.53
<b>Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:</b>	<b>-17,124.37</b>	<b>7,345.48</b>	<b>88,385.96</b>	<b>\$78,607.07</b>
<b>Net cash provided by operating activities</b>	<b>\$ - 53,575.37</b>	<b>\$ - 5,576.07</b>	<b>\$29,032.23</b>	<b>\$ -30,119.21</b>
<b>FINANCING ACTIVITIES</b>				
2501 Construction Loan Payable	1,777.44	1,976.87	1,923.00	\$5,677.31
2998 Unrestricted Net Assets	2,300.00			\$2,300.00
2999 Restricted Net Assets	-2,300.00			\$ -2,300.00
<b>Net cash provided by financing activities</b>	<b>\$1,777.44</b>	<b>\$1,976.87</b>	<b>\$1,923.00</b>	<b>\$5,677.31</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ - 51,797.93</b>	<b>\$ - 3,599.20</b>	<b>\$30,955.23</b>	<b>\$ -24,441.90</b>



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

April AP register totaling: \$90,605.11

Pay dates within 05/01/22 - 05/31/22

Board Date 06/28/22

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

\_\_\_\_\_  
Date

**Pullman Community Montessori  
Payroll Summary**

**May-22**



**Pay Code Totals**

Custodian	-
Kitchen Staff	2,725.80
Office Administration	9,455.30
School Administration	7,500.00
Special Education Staff	5,374.94
Student Support Staff	7,771.59
Substitute Teacher	2,069.64
Teacher	17,350.70
<b>Total</b>	<b>52,247.97</b>

**Deduction Totals**

State Pension	3,573.05
State Employees Benefits Board	1,226.00
Supplemental LTD	115.30
Wage Garnishments	-
Federal Income Tax	3,284.24
Social Security	2,262.59
Medicare	739.81
WA Long Term Care Insurance	-
WA Workers' Comp Insurance	225.92
WA Family and Medical Leave Insurance	229.52
<b>Total</b>	<b>11,656.43</b>

**Benefits Totals**

State Pension	6,683.05
State Employees Benefits Board	10,648.00
Social Security	2,262.59
Medicare	739.81
WA SUI	794.17
WA EAF	10.45
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	441.58
<b>Total</b>	<b>21,579.65</b>

**Direct Deposit Total** **40,591.54**

# Pullman Community Montessori

## Bill Payment List

May 2022

DATE	NUM	VENDOR	AMOUNT
1000 Banner Bank x4353 - PUBLIC Checking			
05/09/2022	EFT	WA Dept of Retirement Systems	-9,888.87
05/10/2022	EFT	Great American Insurance Group	-671.93
05/11/2022	EFT	URM Stores Inc	-2,941.16
05/20/2022	EFT	Joule Growth Partners	-8,000.00
05/20/2022	EFT	Friends of Gladish	-258.45
05/20/2022	EFT	Friends of Gladish	-857.62
05/20/2022	EFT	Friends of Gladish	-258.52
05/20/2022	EFT	Friends of Gladish	-14,042.42
05/23/2022		Benjamin Heft	-34.44
05/23/2022		Buffalo Cloud Consulting, LLC	-2,025.00
05/23/2022		Cynthia LaMonica	-53.04
05/23/2022		Desiree Porter	-7.95
05/23/2022		Emily Klein	-96.00
05/23/2022		FIRST Insurance Funding	-290.39
05/23/2022		First Step Internet	-300.00
05/23/2022		Fork Refrigeration, Inc	-142.43
05/23/2022		HCA - SEBB	-11,849.00
05/23/2022		Jana Breitsprecher	-45.00
05/23/2022		Lexia Learning Systems LLC	-3,740.66
05/23/2022		Nathaniel A Porter	-340.67
05/23/2022		PresenceLearning, Inc	-7,367.66
05/23/2022		Spokane International Academy	-8,125.00
05/23/2022		Spokane Restaurant Equipment and Design	-684.68
05/23/2022		Teton Science Schools	-1,227.28
05/23/2022		The Standard Insurance Company	-114.52
05/23/2022		WA State Charter Schools Association	-3,200.00
05/27/2022	EFT	Friends of Gladish	-14,042.42
05/31/2022		Ounce of Prevention	0.00
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>			<b>\$ -90,605.11</b>