



Pullman Community Montessori

Finance Committee Monthly Meeting

Date and Time

Thursday September 21, 2023 at 5:00 PM PDT

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance		Aubree Guyton	1 m
B. Call the Meeting to Order		Aubree Guyton	2 m
'Grounding Questions' for the FC:			
<ul style="list-style-type: none"> • 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. Approve Minutes	Approve Minutes	Aubree Guyton	1 m

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 Monthly Meeting on August 17, 2023

	Purpose	Presenter	Time
II. Finance Committee (FC)			5:04 PM
A. Approve August Financials	Vote	Matt Paolini	20 m
<p>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.</p> <p>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.</p> <ol style="list-style-type: none"> 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) 8. Financial Framework Condensed Tracker 			
B. Discuss Enrollment Implications	Discuss	Laylah Sullivan	20 m
<p>Hear from HoS enrollment projections</p> <p>Determine scenarios for budget cuts</p>			
III. Goals			5:44 PM
<p>APPROVED goals for SY22-23</p> <p>COMPLETE Complete first audit.</p> <p>COMPLETE Address and fix any feedback from audit.</p> <p>ONGOING/Completed Process Provide monthly Private Funding Updates to the Board</p> <p>COMPLETED 1x: Prepare and discuss scenarios regarding funding and enrollment to present to Board 2x this year</p> <p>Recruit 2 new committee members</p>			
A. Scenario and Board Financial Literacy Support	Discuss	Aubree Guyton	15 m
<p>How will we onboard new board members to understand and have good questions in reference to school financials?</p> <p>What will the annual board trainings around Fiduciary responsibilities and best practices look like?</p>			

	Purpose	Presenter	Time
<p>How will we onboard board members who join mid-year? Is there a way to do this to not overload one of us (maybe recordings)?</p> <p>Who will do this and how do we keep track?</p> <p>How do we keep the board on the info/questions included in the two aforementioned documents (contract & 50+ questions)?</p>			

Suggestion from Matt:

1. **Short term sustainability:** do we have enough resources (cash) to meet short term obligations (AP and payroll for the next 3-6 months)?
 - How does the Board track this? The cash piece on the dashboard would be the discussion starter: "Is cash red, green or yellow? If it's not green, why and what are we doing to fix it?"
2. **Long term sustainability:** do we have a multi year plan that shows us being sustainable in the long term?
 - This is more of a yearly discussion, around budget time: "Does the 5 year budget show sustainability? (positive net incomes and 30-60 days ending cash, by month; meeting fiscal covenants); if not, what is the plan to make the organization sustainable?"
3. **Budget status:** is management sticking to the budget?
 - How does the Board track this? The revenues and expenses trackers on the dashboard: "Are revenues and expenses tracking to budget? If not, what is the plan to get back on track?"
 - They should also be certain that the FC has reviewed a line by line budget to actual report, with updated forecasts, and that if a budget account is projected to go materially over budget, that there's a reason / plan behind it.

IV. Other Business

Next meeting, we will review:

[Board Staff Financial Contract](#)

[50+ Smart Questions to Ask About Your Schools Finances](#)

[PCM Logic Model](#) (10,000 foot view)

V. Closing Items

A. Adjourn Meeting

Vote

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: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance Committee Monthly Meeting on August 17, 2023

APPROVED



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

Pullman Community Montessori

Minutes

Finance Committee Monthly Meeting

Date and Time

Thursday August 17, 2023 at 5:00 PM

Committee Members Present

A. Guyton (remote), E. Jochim

Committee Members Absent

None

Guests Present

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

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Guyton called a meeting of the Finance Committee (FC) Committee of Pullman Community Montessori to order on Thursday Aug 17, 2023 at 5:04 PM.

C. Approve Minutes

We reviewed the minutes but only Aubree was present so we differed final vote until Eric joins.

A. Guyton made a motion to approve the minutes from Finance Committee Monthly Meeting on 07-20-23.

E. Jochim seconded the motion.

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

II. Finance Committee (FC)

A. Approve July Financials

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

E. Jochim seconded the motion.

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

B. Review and Approve 1 Year Budget and 5 Year Budget Projection

Reviewed and noted minor changes and adjustment.

Include a loan to asset table.

Include a summary of questions asked between meetings.

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 6:15 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 August Financials

Section: II. Finance Committee (FC)
Item: A. Approve August Financials
Purpose: Vote
Submitted by:
Related Material:

- 2. PCM Income Statement Aug 2023.pdf
- 6c. PCM AP Register Aug 2023.pdf
- 3. PCM Balance Sheet Aug 2023.pdf
- 4a. PCM Detailed BvA Aug 2023.pdf
- 5. PCM Statement of Cash Flows Aug 2023.pdf
- 6d. PCM Non-AP Register Aug 2023.pdf
- 4. PCM BvA Aug 2023.pdf
- 6b. PCM Payroll Report Aug 2023.pdf
- 6a. PCM Auditing Officer Approval Aug 2023.pdf
- 1. PCM Finance Dashboard Aug 2023.pdf
- 6. PCM Payroll and AP Certification Aug 2023.pdf

Pullman Community Montessori

Profit and Loss

August 2023

	TOTAL			
	AUG 2023	JUL 2023 (PP)	CHANGE	SEP 2022 - AUG 2023 (YTD)
Revenue				
3100 Local Donations	20,025.00	329.20	19,695.80	23,808.16
3102 Sales - Student Activities				30.00
3198 Sales - School Meals	510.00	873.00	-363.00	17,176.20
3199 Local Income - misc		168.29	-168.29	168.29
3201 Interest Income (Public)	0.01	0.02	-0.01	0.21
3520 Private Foundations / Grants	19,772.89	2,023.79	17,749.10	126,352.17
3600 Summer School Tuition		2,620.00	-2,620.00	2,620.00
4000 General Apportionment	108,669.06	135,836.32	-27,167.26	1,088,130.13
4021 Special Education - General Apportionment	1,184.94	1,481.19	-296.25	11,849.45
4121 Special Education - State	13,370.97	16,713.71	-3,342.74	133,709.71
4155 Learning Assistance	1,096.56	1,370.70	-274.14	11,748.29
4165 Transitional Bilingual	334.96	418.71	-83.75	3,349.64
4174 Highly Capable	279.31	349.14	-69.83	2,793.13
4198 State - School Food Service		21.25	-21.25	216.80
4199 Transportation	3,816.46	4,770.57	-954.11	38,164.56
5101 Title 1				13,147.00
5102 Title 2	1,506.00		1,506.00	11,614.99
5124 Federal SPED - IDEA	2,803.09		2,803.09	14,980.00
5198 Federal - School Food Services (NSLP)		3,764.93	-3,764.93	35,396.82
5199 Federal - Misc Grants	10,978.76	120.00	10,858.76	140,152.69
5200 Federal - CSP	15,783.97	6,733.18	9,050.79	178,082.38
Total Revenue	\$200,131.98	\$177,594.00	\$22,537.98	\$1,853,490.62
GROSS PROFIT	\$200,131.98	\$177,594.00	\$22,537.98	\$1,853,490.62
Expenditures				
6005 Certificated - Executive Management	7,622.91	7,500.00	122.91	93,873.02
6106 Classified - Operations Staff	16,219.91	14,744.57	1,475.34	145,059.58
6110 Classified - Instructional Management	6,683.36	6,500.04	183.32	78,183.80
6190 Classified - Other - Non -Instructional (deleted)		0.00	0.00	53,997.68
6198 Classified - Lunch Staff	4,538.13	0.00	4,538.13	36,254.11
6270 Certificated - Teachers - Regular	21,247.32	19,070.80	2,176.52	264,173.29
6271 Certificated - Teachers - Substitutes		0.00	0.00	9,058.94
6275 Certificated - Teachers - SPED	8,913.82	6,332.98	2,580.84	126,443.62
6278 Certificated - Stipends	1,895.82	1,041.66	854.16	10,291.58
6370 Classified - Teachers - Regular	4,504.92	4,723.06	-218.14	63,445.05
6371 Classified - Teachers - Substitutes		0.00	0.00	23,124.78
6373 Classified - Aides - Regular	18,720.10	564.00	18,156.10	135,088.54
6378 Classified - Stipends	1,000.00	0.00	1,000.00	4,999.96
6401 Classified - Summer School	0.00	5,070.85	-5,070.85	5,835.22
6900 Accrued Vacation/Sick	4,727.02		4,727.02	4,727.02
7051 Social Security/Medicare/FUTA	3,984.42	3,100.51	883.91	43,135.10

Pullman Community Montessori

Profit and Loss

August 2023

	TOTAL			
	AUG 2023	JUL 2023 (PP)	CHANGE	SEP 2022 - AUG 2023 (YTD)
7052 Worker's Compensation Insurance	752.20	413.19	339.01	8,526.66
7053 State Unemployment	246.61	176.87	69.74	6,056.37
7055 Retirement Contribution - DRS	9,675.49	8,447.70	1,227.79	126,529.50
7056 Health Insurance - SEBB	12,312.00	12,312.00	0.00	215,634.00
8005 Audits		13,130.24	-13,130.24	36,873.24
8010 Legal	984.00	918.40	65.60	7,973.90
8015 Oversight Fee (3%)	3,862.57	4,828.21	-965.64	38,625.68
8035 Payroll & Accounting Services	9,200.00	8,400.00	800.00	101,600.00
8040 Special Ed Services	3,577.27	4,573.70	-996.43	87,495.56
8050 Contracted Services - Tech	679.77	906.36	-226.59	6,122.26
8051 Contracted Services - Program Support / PD	1,000.00	1,800.00	-800.00	26,611.88
8052 Contracted Services - Instructional				1,938.21
8053 Contracted Services - Misc	3,157.23	5,000.00	-1,842.77	28,157.23
8054 Contracted Services - Afterschool				31,855.85
8055 Printing				3,360.88
8060 Dues & Memberships				2,235.54
8505 Board Expenses	2,064.58	416.71	1,647.87	10,814.59
8510 Classroom / Teaching Supplies & Materials	10,412.26	1,179.73	9,232.53	29,326.66
8515 Special Ed Supplies & Materials				755.57
8530 Equipment / Furniture	683.70		683.70	23,936.76
8535 Telephone / Internet	634.49	634.49	0.00	8,444.45
8540 Technology - Hardware	1,930.10	50.89	1,879.21	3,439.54
8541 Technology - Software	1,975.79	3,422.83	-1,447.04	38,403.20
8545 Student Testing & Assessment				1,270.00
8550 Field Trips				286.20
8565 Office Expense	10,458.75	770.27	9,688.48	17,815.56
8570 Staff Development	1,308.00	4,430.00	-3,122.00	14,822.99
8575 Staff Recruitment	673.30	502.16	171.14	6,414.62
8580 Student Recruitment / Marketing	478.66	547.17	-68.51	16,413.91
8585 School Meals / Lunch	1,794.22		1,794.22	56,145.02
8590 Travel (Staff)		2,339.89	-2,339.89	24,001.78
8595 Fundraising				501.09
8599 Transportation (student)	260.69	400.02	-139.33	6,377.81
8650 Summer School		991.68	-991.68	991.68
9005 Insurance Expense	2,296.95	1,472.45	824.50	19,987.76
9010 Janitorial	2,440.77	1,788.58	652.19	22,650.23
9015 Building and Land Rent / Lease	15,885.69	15,885.69	0.00	180,617.40
9020 Repairs & Maintenance Bld		51.23	-51.23	1,644.49
9045 Interest Expense	2,277.02	2,277.02	0.00	28,049.58
Total Expenditures	\$201,079.84	\$166,715.95	\$34,363.89	\$2,340,398.94
NET OPERATING REVENUE	\$ -947.86	\$10,878.05	\$ -11,825.91	\$ -486,908.32

Pullman Community Montessori

Profit and Loss

August 2023

			TOTAL	
	AUG 2023	JUL 2023 (PP)	CHANGE	SEP 2022 - AUG 2023 (YTD)
Other Revenue				
3001 In-Kind Services & Use of Facilities		2,000.00	-2,000.00	2,080.00
Total Other Revenue	\$0.00	\$2,000.00	\$ -2,000.00	\$2,080.00
Other Expenditures				
9050 Depreciation	21,966.56		21,966.56	71,717.03
9900 In-Kind Services & Use of Facilities - Expense		2,000.00	-2,000.00	2,080.00
Total Other Expenditures	\$21,966.56	\$2,000.00	\$19,966.56	\$73,797.03
NET OTHER REVENUE	\$ -21,966.56	\$0.00	\$ -21,966.56	\$ -71,717.03
NET REVENUE	\$ -22,914.42	\$10,878.05	\$ -33,792.47	\$ -558,625.35

Pullman Community Montessori

Bill Payment List

August 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000 Banner Bank x4353 - PUBLIC Checking				
08/01/2023		Raza Development Fund, Inc (v)	-3,340.80	
08/02/2023	1064	Friends of Gladish	-51.23	
08/02/2023	1065	Friends of Gladish	-11,419.44	
08/02/2023	1068	Friends of Gladish	-1,788.58	
08/02/2023	1067	Friends of Gladish	-1,308.77	
08/08/2023	EFT	Nathaniel A Porter	-25.00	
08/08/2023	EFT	Nathaniel A Porter	-25.00	
08/08/2023	EFT	Joule Growth Partners	-8,400.00	
08/08/2023	EFT	Amazon Capital Services, Inc	-894.26	
08/09/2023		Jill Stansbury	-2,023.79	Multiple invoices
08/09/2023		YMCA of the Palouse	-5,454.11	Multiple invoices (details on stub)-- bill.com Check Number: 209290515
08/09/2023		Apex Law Group PLLC	-918.40	Inv #6779
08/09/2023		Ccooper Services	-145.00	Inv #5686-- bill.com Check Number: 209291339
08/09/2023		Desiree Porter	-316.10	Inv #6/25-6/27 travel
08/09/2023		Friends of Gladish	-373.75	Inv #000104 deposit-- bill.com Check Number: 209284833
08/09/2023		Galexis Technologies	-957.25	Inv #34171-- bill.com Check Number: 209285873
08/09/2023		Lexia Learning Systems LLC	-3,228.36	Inv #SIN101205
08/09/2023		One Stone, Inc	-600.00	Inv #6828-- bill.com Check Number: 209290456
08/09/2023		PresenceLearning, Inc	-10,522.30	Inv #INV60759
08/09/2023		Teton Science Schools	-7,130.00	Inv #23-24-- bill.com Check Number: 209296091
08/09/2023		Washington State Charter Schools Association	-311.19	Inv #2046-- bill.com Check Number: 209285755
08/09/2023		The Standard Insurance Company	-327.44	Inv #756494 0314 6/1-- bill.com Check Number: 209285800
08/10/2023		Timothy Green	-31.80	Inv #N/A
08/09/2023		Washington State Charter Schools Association	-311.19	Inv #2053-- bill.com Check Number: 209276823
08/11/2023		Laylah Bewick	-400.02	Multiple invoices
08/11/2023		HCA - SEBB	-25,335.00	Acct #600Y12 - Inv #600Y12 4.18.23-- bill.com Check Number: 209352072
08/11/2023	1071	Dakota Chell	-171.01	
08/11/2023	1072	Michael Moll-Fuller	-1,150.52	
08/08/2023	EFT	Great American Insurance Group	-1,472.45	
08/07/2023	1069	Pullman Farmers Market	-105.00	
08/25/2023	TBD	Roger Crawford	-918.01	
08/25/2023	TBD	Patricia Sanchez	-61.66	
08/25/2023	TBD	Christian Siple	-1,577.02	
08/21/2023	1074	Friends of Gladish	-12,698.30	
08/31/2023	EFT	WA Dept of Retirement Systems	-13,015.49	
08/31/2023	EFT	WA Dept of Retirement Systems	-70.47	
08/28/2023	1075	Wild Mutt Handyman Services	-19,772.89	
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -	
			136,651.60	

Pullman Community Montessori

Bill Payment List

August 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
2102 Banner Bank Mastercard				
08/07/2023	Laylah x2353	Zearn	2,697.50	
Total for 2102 Banner Bank Mastercard			\$2,697.50	
Not Specified				
08/01/2023	1	Heutink USA (Nienhuis)	0.00	
08/01/2023	1	Heutink USA (Nienhuis)	0.00	
Total for Not Specified			\$0.00	

Pullman Community Montessori

Balance Sheet As of August 31, 2023

	TOTAL		
	AS OF AUG 31, 2023	AS OF JUL 31, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	341,532.96	188,025.86	153,507.10
1001 Banner Bank x4695 - PRIVATE Checking	27,784.20	7,787.20	19,997.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.74	1,095.73	0.01
Total Bank Accounts	\$370,412.90	\$196,908.79	\$173,504.11
Accounts Receivable			
1100 Accounts Receivable (A/R)	24,466.93	16,171.05	8,295.88
Total Accounts Receivable	\$24,466.93	\$16,171.05	\$8,295.88
Other Current Assets			
1150 Prepays & Other Assets	44,033.85	5,772.71	38,261.14
Total Other Current Assets	\$44,033.85	\$5,772.71	\$38,261.14
Total Current Assets	\$438,913.68	\$218,852.55	\$220,061.13
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	46,770.36	46,770.36	0.00
1503 Fixed Assets-Leasehold Improvements	540,149.69	487,508.43	52,641.26
1504 Fixed Assets-Furniture, Fixtures & Other	68,838.42	68,838.42	0.00
1510 Facilities - In Progress	24,772.89	57,641.26	-32,868.37
1550 Accumulated Depreciation	-137,668.48	-115,701.92	-21,966.56
Total Fixed Assets	\$542,862.88	\$545,056.55	\$ -2,193.67
TOTAL ASSETS	\$981,776.56	\$763,909.10	\$217,867.46
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	207,133.89	189,385.24	17,748.65
Total Accounts Payable	\$207,133.89	\$189,385.24	\$17,748.65
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	75,473.72	50,797.40	24,676.32
2155 Retirement Payable - DRS	12,763.79	12,098.12	665.67
2156 Health Insurance Payable - SEBB	-29,672.00	-20,268.00	-9,404.00
2158 LTD Payable	282.42	202.41	80.01
2171 Use Tax Payable	0.00	76.05	-76.05
2180 Refundable Advances	304,000.00	100,000.00	204,000.00
2202 Loan Payable - short-term	59,385.41	59,385.41	0.00
Total Other Current Liabilities	\$422,233.34	\$202,291.39	\$219,941.95
Total Current Liabilities	\$629,367.23	\$391,676.63	\$237,690.60

Pullman Community Montessori

Balance Sheet

As of August 31, 2023

	TOTAL		
	AS OF AUG 31, 2023	AS OF JUL 31, 2023 (PP)	CHANGE
Long-Term Liabilities			
2501 Construction Loan Payable	491,609.51	492,984.48	-1,374.97
2510 Deferred Rent Liability	61,923.96	57,457.71	4,466.25
Total Long-Term Liabilities	\$553,533.47	\$550,442.19	\$3,091.28
Total Liabilities	\$1,182,900.70	\$942,118.82	\$240,781.88
Equity			
2998 Unrestricted Net Assets	337,268.02	337,268.02	0.00
2999 Restricted Net Assets	20,233.19	20,233.19	0.00
Net Revenue	-558,625.35	-535,710.93	-22,914.42
Total Equity	\$ -201,124.14	\$ -178,209.72	\$ -22,914.42
TOTAL LIABILITIES AND EQUITY	\$981,776.56	\$763,909.10	\$217,867.46

Pullman Community Montessori

Budget vs. Actuals: 22-23 Original Budget - FY23 P&L

September 2022 - August 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3100 Local Donations	23,808.16	110,000.00	-86,191.84	21.64 %
3102 Sales - Student Activities	30.00		30.00	
3198 Sales - School Meals	17,176.20	18,563.00	-1,386.80	92.53 %
3199 Local Income - misc	168.29		168.29	
3201 Interest Income (Public)	0.21		0.21	
3520 Private Foundations / Grants	126,352.17	164,000.00	-37,647.83	77.04 %
3600 Summer School Tuition	2,620.00		2,620.00	
4000 General Apportionment	1,088,130.13	1,144,287.00	-56,156.87	95.09 %
4021 Special Education - General Apportionment	11,849.45	11,370.00	479.45	104.22 %
4121 Special Education - State	133,709.71	141,472.00	-7,762.29	94.51 %
4155 Learning Assistance	11,748.29	10,966.00	782.29	107.13 %
4165 Transitional Bilingual	3,349.64	12,891.00	-9,541.36	25.98 %
4174 Highly Capable	2,793.13	3,000.00	-206.87	93.10 %
4198 State - School Food Service	216.80		216.80	
4199 Transportation	38,164.56	39,734.00	-1,569.44	96.05 %
4258 State Miscellaneous Revenue		85,779.00	-85,779.00	
5101 Title 1	13,147.00	12,973.00	174.00	101.34 %
5102 Title 2	11,614.99	11,608.00	6.99	100.06 %
5124 Federal SPED - IDEA	14,980.00	14,980.00	0.00	100.00 %
5198 Federal - School Food Services (NSLP)	35,396.82	34,571.00	825.82	102.39 %
5199 Federal - Misc Grants	140,152.69	57,609.00	82,543.69	243.28 %
5200 Federal - CSP	178,082.38	380,000.00	-201,917.62	46.86 %
Total Revenue	\$1,853,490.62	\$2,253,803.00	\$ -400,312.38	82.24 %
GROSS PROFIT	\$1,853,490.62	\$2,253,803.00	\$ -400,312.38	82.24 %
Expenditures				
6005 Certificated - Executive Management	93,873.02	90,000.00	3,873.02	104.30 %
6106 Classified - Operations Staff	145,059.58	131,384.00	13,675.58	110.41 %
6110 Classified - Instructional Management	78,183.80	78,000.00	183.80	100.24 %
6190 Classified - Other - Non -Instructional (deleted)	53,997.68	47,104.00	6,893.68	114.64 %
6198 Classified - Lunch Staff	36,254.11	29,120.00	7,134.11	124.50 %
6270 Certificated - Teachers - Regular	264,173.29	303,599.00	-39,425.71	87.01 %
6271 Certificated - Teachers - Substitutes	9,058.94	11,700.00	-2,641.06	77.43 %
6275 Certificated - Teachers - SPED	126,443.62	109,267.00	17,176.62	115.72 %
6278 Certificated - Stipends	10,291.58		10,291.58	
6370 Classified - Teachers - Regular	63,445.05	55,000.00	8,445.05	115.35 %
6371 Classified - Teachers - Substitutes	23,124.78		23,124.78	
6373 Classified - Aides - Regular	135,088.54	120,618.00	14,470.54	112.00 %
6378 Classified - Stipends	4,999.96		4,999.96	
6401 Classified - Summer School	5,835.22		5,835.22	
6900 Accrued Vacation/Sick	4,727.02		4,727.02	
7051 Social Security/Medicare/FUTA	43,135.10	57,218.54	-14,083.44	75.39 %
7052 Worker's Compensation Insurance	8,526.66	4,391.00	4,135.66	194.18 %

Pullman Community Montessori

Budget vs. Actuals: 22-23 Original Budget - FY23 P&L

September 2022 - August 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7053 State Unemployment	6,056.37	13,467.00	-7,410.63	44.97 %
7055 Retirement Contribution - DRS	126,529.50	125,393.00	1,136.50	100.91 %
7056 Health Insurance - SEBB	215,634.00	221,616.00	-5,982.00	97.30 %
8005 Audits	36,873.24	37,500.00	-626.76	98.33 %
8010 Legal	7,973.90	8,000.00	-26.10	99.67 %
8015 Oversight Fee (3%)	38,625.68	40,912.00	-2,286.32	94.41 %
8035 Payroll & Accounting Services	101,600.00	100,800.00	800.00	100.79 %
8040 Special Ed Services	87,495.56	50,151.00	37,344.56	174.46 %
8050 Contracted Services - Tech	6,122.26		6,122.26	
8051 Contracted Services - Program Support / PD	26,611.88	23,975.00	2,636.88	111.00 %
8052 Contracted Services - Instructional	1,938.21		1,938.21	
8053 Contracted Services - Misc	28,157.23	25,000.00	3,157.23	112.63 %
8054 Contracted Services - Afterschool	31,855.85	39,000.00	-7,144.15	81.68 %
8055 Printing	3,360.88	2,500.00	860.88	134.44 %
8060 Dues & Memberships	2,235.54	3,000.00	-764.46	74.52 %
8505 Board Expenses	10,814.59	11,250.00	-435.41	96.13 %
8510 Classroom / Teaching Supplies & Materials	29,326.66	47,750.00	-18,423.34	61.42 %
8515 Special Ed Supplies & Materials	755.57	3,375.00	-2,619.43	22.39 %
8520 Textbooks / Workbooks		6,000.00	-6,000.00	
8530 Equipment / Furniture	23,936.76	19,800.00	4,136.76	120.89 %
8535 Telephone / Internet	8,444.45	7,680.00	764.45	109.95 %
8540 Technology - Hardware	3,439.54	13,418.00	-9,978.46	25.63 %
8541 Technology - Software	38,403.20	28,610.00	9,793.20	134.23 %
8545 Student Testing & Assessment	1,270.00	4,080.00	-2,810.00	31.13 %
8550 Field Trips	286.20	9,500.00	-9,213.80	3.01 %
8561 Student Activities		2,500.00	-2,500.00	
8565 Office Expense	17,815.56	10,000.00	7,815.56	178.16 %
8570 Staff Development	14,822.99	9,400.00	5,422.99	157.69 %
8575 Staff Recruitment	6,414.62	2,000.00	4,414.62	320.73 %
8580 Student Recruitment / Marketing	16,413.91	3,000.00	13,413.91	547.13 %
8585 School Meals / Lunch	56,145.02	44,888.00	11,257.02	125.08 %
8590 Travel (Staff)	24,001.78	2,500.00	21,501.78	960.07 %
8595 Fundraising	501.09	5,000.00	-4,498.91	10.02 %
8599 Transportation (student)	6,377.81	15,000.00	-8,622.19	42.52 %
8650 Summer School	991.68		991.68	
9005 Insurance Expense	19,987.76	24,600.00	-4,612.24	81.25 %
9010 Janitorial	22,650.23	20,000.00	2,650.23	113.25 %
9015 Building and Land Rent / Lease	180,617.40	120,986.00	59,631.40	149.29 %
9020 Repairs & Maintenance Bld	1,644.49	3,000.00	-1,355.51	54.82 %
9045 Interest Expense	28,049.58	26,931.00	1,118.58	104.15 %
9999 Reserves / Contingency		69,742.00	-69,742.00	
Total Expenditures	\$2,340,398.94	\$2,239,725.54	\$100,673.40	104.49 %
NET OPERATING REVENUE	\$ -486,908.32	\$14,077.46	\$ -500,985.78	-3,458.78 %

Pullman Community Montessori

Budget vs. Actuals: 22-23 Original Budget - FY23 P&L

September 2022 - August 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Other Revenue				
3001 In-Kind Services & Use of Facilities	2,080.00		2,080.00	
Total Other Revenue	\$2,080.00	\$0.00	\$2,080.00	0.00%
Other Expenditures				
9050 Depreciation	71,717.03	94,883.00	-23,165.97	75.58 %
9900 In-Kind Services & Use of Facilities - Expense	2,080.00		2,080.00	
Total Other Expenditures	\$73,797.03	\$94,883.00	\$ -21,085.97	77.78 %
NET OTHER REVENUE	\$ -71,717.03	\$ -94,883.00	\$23,165.97	75.58 %
NET REVENUE	\$ -558,625.35	\$ -80,805.54	\$ -477,819.81	691.32 %

Pullman Community Montessori

Statement of Cash Flows

June - August, 2023

	JUN 2023	JUL 2023	AUG 2023	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-105,443.68	10,878.05	-22,914.42	\$ - 117,480.05
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	-8,775.15	22,214.65	-8,295.88	\$5,143.62
1150 Prepays & Other Assets	833.33	-5,356.00	-38,261.14	\$ -42,783.81
1550 Accumulated Depreciation			21,966.56	\$21,966.56
2100 Accounts Payable	46,439.38	43,359.04	17,748.65	\$107,547.07
2102 Banner Bank Mastercard			0.00	\$0.00
2101 Accrued Accounts & Payroll Payable	-2,728.16	-15,680.79	24,676.32	\$6,267.37
2155 Retirement Payable - DRS	805.53	-4,457.19	665.67	\$ -2,985.99
2156 Health Insurance Payable - SEBB	8,660.00	9,573.00	-9,404.00	\$8,829.00
2158 LTD Payable	43.20	-125.03	80.01	\$ -1.82
2171 Use Tax Payable		76.05	-76.05	\$0.00
2180 Refundable Advances			204,000.00	\$204,000.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	45,278.13	49,603.73	213,100.14	\$307,982.00
Net cash provided by operating activities	\$ - 60,165.55	\$60,481.78	\$190,185.72	\$190,501.95
INVESTING ACTIVITIES				
1503 Fixed Assets-Leasehold Improvements			-52,641.26	\$ -52,641.26
1510 Facilities - In Progress	-5,000.00		32,868.37	\$27,868.37
Net cash provided by investing activities	\$ -5,000.00	\$0.00	\$ - 19,772.89	\$ -24,772.89
FINANCING ACTIVITIES				
2501 Construction Loan Payable	-1,374.97	-1,374.97	-1,374.97	\$ -4,124.91
2510 Deferred Rent Liability	4,466.25	4,466.25	4,466.25	\$13,398.75
2998 Unrestricted Net Assets		-100.00		\$ -100.00
2999 Restricted Net Assets		100.00		\$100.00
Net cash provided by financing activities	\$3,091.28	\$3,091.28	\$3,091.28	\$9,273.84
NET CASH INCREASE FOR PERIOD	\$ - 62,074.27	\$63,573.06	\$173,504.11	\$175,002.90

Pullman Community Montessori
Non-AP Cash Disbursements
 August 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
1000 Banner Bank x4353 - PUBLIC Checking					
08/01/2023	Expenditure		Facebook (v)	FACEBK X7ZN4SXKA 1601 Willow Roa FACEBK X7ZN4SXKA 1601 Willow Road Menlo ParkCA C# *876	-9.99
08/02/2023	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-R00207E9U5Z2 42	-220.29
08/02/2023	Expenditure		Bill.com (QB Online Bill Pay)	ACH BILL.COM LLC BILLING ACH BILL.COM LLC BILLING CCD 01B4IBXOTXIK3PU 108268900	-0.53
08/07/2023	Check	1063	Unknown Vendor	Check 1063	-2,902.19
08/10/2023	Expenditure		Wix	WIX.COM*10695581 10 West 18th Street NEW YORKNY C# *87	-30.10
08/10/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-18.99
08/14/2023	Expenditure		Microsoft	MSFT *<E03000N8P MSBILL.INFOWA Card# *8765	-26.71
08/22/2023	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS CCD 034243244300001 6223	-334.49
08/28/2023	Expenditure		Wix	WIX.COM*10722828 10 West 18th St WIX.COM*10722828 10	-284.85
08/28/2023	Expenditure		Banner Bank	West 18th Street NEW YORKNY C# *87	-15.00
08/28/2023	Expenditure	Order# 132572057	Christianbook	Wire Transfer fee	-11,037.63
08/31/2023	Expenditure	EFT	Magic-Wrighter (e-Funds)		-34.95
08/31/2023	Expenditure		Gusto		-404.63
Total for 1000 Banner Bank x4353 - PUBLIC Checking					-\$15,320.35
1001 Banner Bank x4695 - PRIVATE Checking					
08/02/2023	Expenditure		Banner Bank	Paper statement fee	-3.00
Total for 1001 Banner Bank x4695 - PRIVATE Checking					-\$ 3.00



Pullman Community Montessori FY 22-23 Budget Status Report Aug-23

	Total			
	Actual	Budget	Over/(Under) Budget	% Received / Spent
Revenue				
Local Support	43,802.86	128,563.00	-84,760.14	34.07%
State Revenue - General	1,088,130.13	1,144,287.00	-56,156.87	95.09%
State Revenue - Special Purpose	201,831.58	305,212.00	-103,380.42	66.13%
Federal Revenue	393,373.88	511,741.00	-118,367.12	76.87%
Grants & Other Sources	126,352.17	164,000.00	-37,647.83	77.04%
Total Revenue	\$ 1,853,490.62	\$ 2,253,803.00	-\$ 400,312.38	82.24%
Gross Profit	\$ 1,853,490.62	\$ 2,253,803.00	-\$ 400,312.38	82.24%
Expenditures				
Salaries	1,049,829.17	975,792.00	74,037.17	107.59%
Personnel Taxes & Benefits	404,608.65	422,085.54	-17,476.89	95.86%
Contracted Services	367,253.81	325,338.00	41,915.81	112.88%
School Operations	265,757.85	251,251.00	14,506.85	105.77%
Facility Operations & Maintenance	252,949.46	265,259.00	-12,309.54	95.36%
Total Expenditures	\$ 2,340,398.94	\$ 2,239,725.54	\$ 100,673.40	104.49%
Net Operating Revenue	-\$ 486,908.32	\$ 14,077.46	-\$ 500,985.78	-3458.78%
Net Revenue	-\$ 486,908.32	\$ 14,077.46	-\$ 500,985.78	-3458.78%
 Board Approved Expenditures	<hr/>			
	2,239,726			

**Pullman Community Montessori
Payroll Summary**

Aug-23



Pay Code Totals

Custodian / Bus Driver	1,231.36
Kitchen Staff	1,802.56
Office Administration	7,826.91
School Administration	14,000.04
Special Education Staff	6,499.64
Student Support Staff	9,904.92
Substitute Teacher	1,405.90
Teacher	29,888.52
Total	72,559.85

Deduction Totals

State Pension	4,894.56
State Employees Benefits Board	1,257.00
Supplemental LTD	289.77
Wage Garnishments	-
Federal Income Tax	4,882.93
Social Security	2,382.63
Medicare	1,033.91
WA CARES	420.86
WA Workers' Comp Insurance	276.11
WA Family and Medical Leave Insurance	422.38
Total	15,860.15

Benefits Totals

State Pension	8,786.60
State Employees Benefits Board	12,825.00
Social Security	2,382.63
Medicare	1,033.91
WA SUI	174.17
WA EAF	21.78
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	513.30
Total	25,737.39

Direct Deposit Total	<u>52,821.48</u>
Manual Checks Total	<u>3,878.22</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

August AP register totaling: \$139,349.10

Pay dates within 08/01/23 – 08/31/23

Board Date 09/26/23

Signature of Auditing Officer

Date



Finance Dashboard
August 2023

	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	94%	100%	●	<i>Current enrollment: 92 (AAFTE: 94.10) Budget: 100 SPED: 13.5 budget, 17 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	88%	100%	●	<i>Won't hit goal due to enrollment miss and CSP transfer</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	58%	100%	●	<i>Now includes local fundraising goals (only 21% met)</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	104.5%	100%	●	<i>Without rent and travel "overages", result = 101% spent</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$370k	\$189k	●	<i>Over 30 days cash but 23-24 will be cash tight</i>

Additional notes for discussion:

- **Cash:** received ~\$200k grant payment on 8/31; expecting \$300k loan disbursement in September.
- **Variances:** material (10% & \$10k) variances noted below: local donations (\$86k, 21% received); private grants (77%, accrual); CSP (\$201k, timing & carryover); Ops staff (\$13k over, need); SPED teacher (\$17k over, need); classroom assistants (\$14k over, need); substitute teachers (\$20k over, need); SPED services (\$37k over, need); student recruitment (\$13k over, underbudgeted); school meals (\$11k over, under budget); travel (960%, grant funded expenses, budget neutral); rent (\$59k over, deferral accounting issue, cash neutral)
Current fiscal year count of missing documentation: ~\$23.7k

jg^P



Payroll Check Summary

Payroll Runs: 08/10/2023, 8/11/2023, 08/25/2023 and 08/29/2023

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 September 26, 2023, the Board, by a _____ vote, approves payments totaling \$56,699.70. The payments are further identified in this document.

Total Payment by Type:
 Payroll Direct Deposit (\$52,821.48)
 Manual Checks (\$3,878.22)

Secretary	<u>Kim Torres</u>	Board Member	_____
Board Member	<u>Dorrie Main</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		

Accounts Payable Register

August 2023

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 September 26, 2023, the Board, by a _____ vote, approves payments totaling \$139,349.10. The payments are further identified in this document.

Total Payment by Type:
 Electronic Funds Transfer (\$88,326.67)
 Manual checks (\$51,022.43)

Secretary	<u>Kim Torres</u>	Board Member	_____
Board Member	<u>Dorrie Main</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		



Non-AP Cash Disbursement Register

August 2023

BOARD CERTIFICATION STATEMENT

The following payments were paid during August 2023 but not captured in the AP register. This mostly includes debit card payments, certain EFT payments, manual checks, and private wires.

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 September 26, 2023, the Board, by a _____ vote, approves payments totaling \$15,323.35. The payments are further identified in this document.

Total Payment by Type:

Debit Card / EFT (\$12,421.16) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Adobe, Microsoft, Facebook) and
 Manual Checks (\$2,902.19)

Secretary	<u>Kim Torres</u>	Board Member	_____
Board Member	<u>Dorrie Main</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		



For the Board Minutes

The following payments as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursements claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll payments in the amount of \$56,699.70 are also approved.

**General Fund
Accounts Payable**

Total electronic payments totaling \$88,326.67 and
Check number 1064 through TBD totaling \$51,022.43

Non-AP Cash Disbursements

Total electronic payments totaling \$12,421.16 and
Check number 1063 through 1063 totaling \$2,902.19

Payroll

Total electronic payments totaling \$52,821.48 and
Payroll check numbers 1071 through TBD totaling \$3,878.22