



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

Pullman Community Montessori

Finance Committee Monthly Meeting

Date and Time

Thursday October 19, 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.			
II. Finance Committee (FC)			5:04 PM

	Purpose	Presenter	Time
A. Approve September Financials	Vote	Matt Paolini	20 m

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)
8. [Financial Framework Condensed Tracker](#)

B. Discuss Enrollment Implications	Discuss	Laylah Sullivan	20 m
Hear from HoS enrollment projections			
Determine scenarios for budget cuts			

C. Addition to fiscal policies	Discuss	Matt Paolini	5 m
Discuss addition of 2nd payroll approvers to fiscal policies			

III. Goals 5:49 PM

APPROVED goals for SY22-23

COMPLETE Complete first audit.

COMPLETE Address and fix any feedback from audit.

ONGOING/Completed Process Provide monthly Private Funding Updates to the Board

COMPLETED 1x: Prepare and discuss scenarios regarding funding and enrollment to present to Board 2x this year

Recruit 2 new committee members

A. Scenario and Board Financial Literacy Support	Discuss	Aubree Guyton	15 m
How will we onboard new board members to understand and have good questions in reference to school financials?			
What will the annual board trainings around Fiduciary responsibilities and best practices look like?			

	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 September Financials

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

1. PCM Finance Dashboard 09.2023.pdf
2. PCM Income Statement 09.2023.pdf
3. PCM Balance Sheet 09.2023.pdf
4. PCM BvA 09.2023.pdf
5. PCM Statement of Cash Flows 09.2023.pdf
6. PCM Payroll and AP Certification 09.2023.pdf
- 6a. PCM Auditing Officer Approval 09.2023.pdf
- 6b. PCM Payroll Report 09.2023.pdf
- 6c. PCM AP Register 09.2023.pdf
- 6d. PCM Non-AP Register 09.2023.pdf



Finance Dashboard
September 2023

	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	91%	100%	●	<i>Current enrollment: 124 (AAFTE: 124) Budget: 136 SPED: 20.4 budget, 33 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	7%	8%	●	<i>Enrollment revenue loss will hit in Jan; no LAP/TBIP applications not completed</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	87%	88%	●	<i>All expected grant payments received. Includes - local fundraising goal (\$25k)</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	12%	8%	●	<i>Reasonable; Legal expenses + beginning of year purchases + paid two months of rent + bridge loan repayment</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$184k	\$462k	●	<i>Not expected to reach 60 days cash; forecasted \$53k over 30 days</i>

Additional notes for discussion:

- **Cash:** received \$300k loan disbursement in September and have additional \$250k left on credit line
- **Enrollment:** October enrollment down to 118, AAFTE 121, revenue loss \$199k (contingency = \$71k, variance = \$128k)
 - Enrollment forecast for Nov?
 - Cuts? Additional revenue?
- **Program applications:** ETA on LAP/Title/Fed SPED/TBIP applications?
- Current fiscal year count of missing documentation: \$9.8k; FY23: \$20.8k

jg^P

Pullman Community Montessori

Profit and Loss

September 2023

	TOTAL			
	SEP 2023	AUG 2023 (PP)	CHANGE	SEP 2023 (YTD)
Revenue				
3100 Local Donations	25.00	20,025.00	-20,000.00	25.00
3198 Sales - School Meals	825.00	510.00	315.00	825.00
3201 Interest Income (Public)	0.02	0.01	0.01	0.02
3520 Private Foundations / Grants	304,000.00	19,772.89	284,227.11	304,000.00
4000 General Apportionment	138,830.08	108,669.06	30,161.02	138,830.08
4021 Special Education - General Apportionment	1,469.22	1,184.94	284.28	1,469.22
4121 Special Education - State	21,773.06	13,370.97	8,402.09	21,773.06
4155 Learning Assistance		1,096.56	-1,096.56	
4165 Transitional Bilingual		334.96	-334.96	
4174 Highly Capable		279.31	-279.31	
4199 Transportation	3,434.81	3,816.46	-381.65	3,434.81
5102 Title 2		1,506.00	-1,506.00	
5124 Federal SPED - IDEA		2,803.09	-2,803.09	
5199 Federal - Misc Grants	120.00	10,978.76	-10,858.76	120.00
5200 Federal - CSP	11,842.89	53,765.98	-41,923.09	11,842.89
Total Revenue	\$482,320.08	\$238,113.99	\$244,206.09	\$482,320.08
GROSS PROFIT	\$482,320.08	\$238,113.99	\$244,206.09	\$482,320.08
Expenditures				
6005 Certificated - Executive Management	7,725.03	7,622.91	102.12	7,725.03
6106 Classified - Operations Staff	13,297.65	16,219.91	-2,922.26	13,297.65
6110 Classified - Instructional Management	6,866.68	6,683.36	183.32	6,866.68
6196 Nurses	3,501.01		3,501.01	3,501.01
6198 Classified - Lunch Staff	6,719.95	4,538.13	2,181.82	6,719.95
6270 Certificated - Teachers - Regular	24,178.66	25,801.50	-1,622.84	24,178.66
6275 Certificated - Teachers - SPED	4,927.96	8,913.82	-3,985.86	4,927.96
6278 Certificated - Stipends	2,249.98	1,895.82	354.16	2,249.98
6370 Classified - Teachers - Regular	3,910.34	4,504.92	-594.58	3,910.34
6371 Classified - Teachers - Substitutes	1,307.78		1,307.78	1,307.78
6373 Classified - Aides - Regular	25,969.02	18,720.10	7,248.92	25,969.02
6376 Classified - Aides - SPED	4,012.36		4,012.36	4,012.36
6378 Classified - Stipends	3,250.01	1,000.00	2,250.01	3,250.01
6900 Accrued Vacation/Sick		4,727.02	-4,727.02	
7051 Social Security/Medicare/FUTA	4,408.47	3,984.42	424.05	4,408.47
7052 Worker's Compensation Insurance	926.10	752.20	173.90	926.10
7053 State Unemployment	280.57	246.61	33.96	280.57
7055 Retirement Contribution - DRS	11,044.20	9,675.49	1,368.71	11,044.20
7056 Health Insurance - SEBB	22,000.00	12,312.00	9,688.00	22,000.00
8010 Legal	5,350.00	6,351.00	-1,001.00	5,350.00
8015 Oversight Fee (3%)	4,965.21	3,862.57	1,102.64	4,965.21
8035 Payroll & Accounting Services	10,000.00	9,200.00	800.00	10,000.00

Pullman Community Montessori

Profit and Loss

September 2023

	TOTAL			
	SEP 2023	AUG 2023 (PP)	CHANGE	SEP 2023 (YTD)
8040 Special Ed Services	1,524.56	3,577.27	-2,052.71	1,524.56
8050 Contracted Services - Tech	3,058.96	679.77	2,379.19	3,058.96
8051 Contracted Services - Program Support / PD		1,000.00	-1,000.00	
8053 Contracted Services - Misc		3,157.23	-3,157.23	
8060 Dues & Memberships	620.00		620.00	620.00
8505 Board Expenses	833.33	2,064.58	-1,231.25	833.33
8510 Classroom / Teaching Supplies & Materials	13,691.31	10,412.26	3,279.05	13,691.31
8515 Special Ed Supplies & Materials	734.02		734.02	734.02
8530 Equipment / Furniture	1,003.41	683.70	319.71	1,003.41
8535 Telephone / Internet	635.32	634.49	0.83	635.32
8540 Technology - Hardware	789.57	1,930.10	-1,140.53	789.57
8541 Technology - Software	7,938.43	1,975.79	5,962.64	7,938.43
8565 Office Expense	6,692.37	7,556.56	-864.19	6,692.37
8570 Staff Development	3,489.00	3,728.00	-239.00	3,489.00
8575 Staff Recruitment	216.09	673.30	-457.21	216.09
8580 Student Recruitment / Marketing	145.00	1,589.26	-1,444.26	145.00
8585 School Meals / Lunch	9,543.64	2,233.00	7,310.64	9,543.64
8590 Travel (Staff)		380.70	-380.70	
8599 Transportation (student)	2,017.75	260.69	1,757.06	2,017.75
9005 Insurance Expense	1,472.45	2,296.95	-824.50	1,472.45
9010 Janitorial	2,496.97	2,440.77	56.20	2,496.97
9015 Building and Land Rent / Lease	18,417.27	15,885.69	2,531.58	18,417.27
9045 Interest Expense	2,683.66	3,535.76	-852.10	2,683.66
Total Expenditures	\$244,894.09	\$213,707.65	\$31,186.44	\$244,894.09
NET OPERATING REVENUE	\$237,425.99	\$24,406.34	\$213,019.65	\$237,425.99
Other Expenditures				
9050 Depreciation		21,966.56	-21,966.56	
Total Other Expenditures	\$0.00	\$21,966.56	\$ -21,966.56	\$0.00
NET OTHER REVENUE	\$0.00	\$ -21,966.56	\$21,966.56	\$0.00
NET REVENUE	\$237,425.99	\$2,439.78	\$234,986.21	\$237,425.99

Pullman Community Montessori

Balance Sheet

As of September 30, 2023

	TOTAL		
	AS OF SEP 30, 2023	AS OF AUG 31, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	181,006.12	336,779.52	-155,773.40
1001 Banner Bank x4695 - PRIVATE Checking	1,781.20	27,784.20	-26,003.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.76	1,095.74	0.02
Total Bank Accounts	\$183,883.08	\$365,659.46	\$ -181,776.38
Accounts Receivable			
1100 Accounts Receivable (A/R)	56,718.24	60,428.20	-3,709.96
Total Accounts Receivable	\$56,718.24	\$60,428.20	\$ -3,709.96
Other Current Assets			
1150 Prepays & Other Assets	28,638.10	44,033.85	-15,395.75
Total Other Current Assets	\$28,638.10	\$44,033.85	\$ -15,395.75
Total Current Assets	\$269,239.42	\$470,121.51	\$ -200,882.09
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	52,450.78	46,770.36	5,680.42
1503 Fixed Assets-Leasehold Improvements	540,149.69	540,149.69	0.00
1504 Fixed Assets-Furniture, Fixtures & Other	68,838.42	68,838.42	0.00
1510 Facilities - In Progress	29,592.08	27,675.08	1,917.00
1550 Accumulated Depreciation	-137,668.48	-137,668.48	0.00
Total Fixed Assets	\$553,362.49	\$545,765.07	\$7,597.42
TOTAL ASSETS	\$822,601.91	\$1,015,886.58	\$ -193,284.67
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	140,488.75	214,630.97	-74,142.22
Total Accounts Payable	\$140,488.75	\$214,630.97	\$ -74,142.22
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	83,599.95	75,473.72	8,126.23
2155 Retirement Payable - DRS	17,105.53	12,763.79	4,341.74
2156 Health Insurance Payable - SEBB	-38,343.50	-29,672.00	-8,671.50
2158 LTD Payable	294.13	282.42	11.71
2180 Refundable Advances	0.00	304,000.00	-304,000.00
2202 Loan Payable - short-term	0.00	60,678.86	-60,678.86
Total Other Current Liabilities	\$62,656.11	\$423,526.79	\$ -360,870.68
Total Current Liabilities	\$203,144.86	\$638,157.76	\$ -435,012.90

Pullman Community Montessori

Balance Sheet

As of September 30, 2023

	AS OF SEP 30, 2023	TOTAL	
		AS OF AUG 31, 2023 (PP)	CHANGE
Long-Term Liabilities			
2502 Loan Payable - long-term	490,089.00	491,505.73	-1,416.73
2510 Deferred Rent Liability	67,642.93	61,923.96	5,718.97
Total Long-Term Liabilities	\$557,731.93	\$553,429.69	\$4,302.24
Total Liabilities	\$760,876.79	\$1,191,587.45	\$ -430,710.66
Equity			
2998 Unrestricted Net Assets	-207,501.73	325,700.35	-533,202.08
2999 Restricted Net Assets	31,800.86	31,800.86	0.00
Net Revenue	237,425.99	-533,202.08	770,628.07
Total Equity	\$61,725.12	\$ -175,700.87	\$237,425.99
TOTAL LIABILITIES AND EQUITY	\$822,601.91	\$1,015,886.58	\$ -193,284.67



**Pullman Community Montessori
FY 22-23 Budget Status Report
Sep-23**

	Actual	Budget	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
Revenue							
Local Support	850	46,456	-45,606	1.83%	46,456	1.83%	
State Revenue - General	138,830	1,542,557	-1,403,727	9.00%	1,542,557	9.00%	Will update revenues in Nov or Dec based on actuals
State Revenue - Special Purpose	26,677	365,645	-338,968	7.30%	365,645	7.30%	Total loss from Sep enrollment: \$160k
Federal Revenue	12,083	537,473	-525,390	2.25%	537,473	2.25%	
Grants & Other Sources	304,000	255,000	49,000	119.22%	304,000	100.00%	All cash received by 8/31/23 recorded as 23-24 funds
Total Revenue	482,440	2,747,131	-2,264,691	17.56%	2,796,131	17.25%	
Gross Profit	482,440	2,747,131	-2,264,691	17.56%			
Expenditures							
Salaries	107,916	1,243,310	-1,135,394	8.68%	1,226,662	8.80%	Lowered by removing budget error re: summer pay
Personnel Taxes & Benefits	38,659	520,876	-482,217	7.42%	517,283	7.47%	
Contracted Services	45,441	366,920	-321,479	12.38%	363,024	12.52%	
School Operations	51,895	228,499	-176,604	22.71%	231,999	22.37%	
Facility Operations & Maintenance	45,765	326,952	-281,187	14.00%	345,102	13.26%	Added interest only payments on WA Charters loan
Contingency		71,034	-71,034	0.00%	71,034	0.00%	Contingency 100% used
Total Expenditures	289,677	2,757,591	-2,467,914	10.50%	2,755,105	10.51%	Fiscal Year Elapsed: 8%
Net Operating Revenue	192,763	-10,460	203,223	-1842.86%	41,027	469.85%	
Net Revenue	192,763	-10,460	203,223	-1842.86%	41,027	469.85%	
Balance Sheet Expenses							
Bridge Loan Principal	60,679	59,385	1,294	102.18%	60,679	100.00%	
Kitchen Renovations	0	39,000	-39,000	0.00%	0	0.00%	Moved to 24-25 due to construction delays
Balance Sheet Expenditures	60,679	98,385	-37,706	61.68%	60,679	100.00%	
All Expenditures	350,356	2,855,976	-2,505,620	12.27%	2,815,784	12.44%	
Board Approved Expenditures	2,855,976						

Pullman Community Montessori

Statement of Cash Flows

July - September, 2023

	JUL 2023	AUG 2023	SEP 2023	TOTAL
OPERATING ACTIVITIES				
Net Revenue	10,905.75	2,439.78	237,425.99	\$250,771.52
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	22,214.65	-39,503.71	3,709.96	\$ -13,579.10
1150 Prepaids & Other Assets	-5,356.00	-38,261.14	15,395.75	\$ -28,221.39
1550 Accumulated Depreciation		21,966.56		\$21,966.56
2100 Accounts Payable	43,359.04	25,245.73	-74,142.22	\$ -5,537.45
2102 Banner Bank Mastercard		0.00	0.00	\$0.00
2101 Accrued Accounts & Payroll Payable	-15,680.79	24,676.32	8,126.23	\$17,121.76
2155 Retirement Payable - DRS	-4,457.19	665.67	4,341.74	\$550.22
2156 Health Insurance Payable - SEBB	9,573.00	-9,404.00	-8,671.50	\$ -8,502.50
2158 LTD Payable	-125.03	80.01	11.71	\$ -33.31
2171 Use Tax Payable	76.05	-76.05		\$0.00
2180 Refundable Advances		204,000.00	-304,000.00	\$ -100,000.00
2202 Loan Payable - short-term		1,293.45	-60,678.86	\$ -59,385.41
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	49,603.73	190,682.84	-415,907.19	\$ -175,620.62
Net cash provided by operating activities	\$60,509.48	\$193,122.62	\$ -178,481.20	\$75,150.90
INVESTING ACTIVITIES				
1501 Fixed Assets-Capitalized Equipment			-5,680.42	\$ -5,680.42
1503 Fixed Assets-Leasehold Improvements		-52,641.26		\$ -52,641.26
1510 Facilities - In Progress		29,966.18	-1,917.00	\$28,049.18
Net cash provided by investing activities	\$0.00	\$ -22,675.08	\$ -7,597.42	\$ -30,272.50
FINANCING ACTIVITIES				
2502 Loan Payable - long-term	-1,402.67	-1,409.68	-1,416.73	\$ -4,229.08
2510 Deferred Rent Liability	4,466.25	4,466.25	5,718.97	\$14,651.47
2998 Unrestricted Net Assets	-100.00	-11,567.67		\$ -11,667.67
2999 Restricted Net Assets	100.00	11,567.67		\$11,667.67
Net cash provided by financing activities	\$3,063.58	\$3,056.57	\$4,302.24	\$10,422.39
NET CASH INCREASE FOR PERIOD	\$63,573.06	\$173,504.11	\$ -181,776.38	\$55,300.79



Payroll Check Summary

Payroll Runs: 09/08/2023, 09/12/2023, and 09/25/2023

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 October 30, 2023, the Board, by a _____ vote, approves payments totaling \$84,461.28. The payments are further identified in this document.

Total Payment by Type:

Payroll Direct Deposit (\$81,943.83)

Manual Checks (\$2,517.45)

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

September 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 October 30, 2023, the Board, by a _____ vote, approves payments totaling \$249,494.66. The payments are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer (\$238,772.99)

Manual checks (\$10,721.67)

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

September 2023

BOARD CERTIFICATION STATEMENT

The following payments were paid during September 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 October 30, 2023, the Board, by a _____ vote, approves payments totaling \$9,145.67. The payments are further identified in this document.

Total Payment by Type:

Debit Card / EFT (\$1,551.27) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Adobe, Microsoft, Facebook) and

Manual Checks (\$7,594.40) – comprised of a vendor reimbursement (Galexis/Herzog - \$5.6k) and a manual payroll check (\$1.9k)

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 \$84,461.28 are also approved.

**General Fund
Accounts Payable**

Total electronic payments totaling \$238,772.99 and
Check number 1081 through 1087 totaling \$10,721.67

Non-AP Cash Disbursements

Total electronic payments totaling \$1,551.27 and
Check number 1080 and 1082 totaling \$7,594.40

Payroll

Total electronic payments totaling \$81,943.83 and
Payroll check numbers 1081 through 1082 totaling \$2,517.45

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

September AP register totaling: \$249,494.66

Pay dates within 09/01/23 – 09/30/23

Board Date 10/30/23

Signature of Auditing Officer

Date

**Pullman Community Montessori
Payroll Summary**

Sep-23



Pay Code Totals

Custodian / Bus Driver	2,625.92
Kitchen Staff	7,249.93
Office Administration	10,092.68
School Administration	15,018.78
Special Education Staff	6,594.62
Student Support Staff	37,596.54
Substitute Teacher	2,009.49
Teacher	25,018.15
Total	106,206.11

Deduction Totals

State Pension	7,508.96
State Employees Benefits Board	1,326.50
Supplemental LTD	294.13
Wage Garnishments	-
Federal Income Tax	6,606.64
Social Security	2,788.43
Medicare	1,520.77
WA CARES	615.97
WA Workers' Comp Insurance	465.20
WA Family and Medical Leave Insurance	618.23
Total	21,744.83

Benefits Totals

State Pension	10,551.00
State Employees Benefits Board	16,093.00
Social Security	2,788.43
Medicare	1,520.77
WA SUI	254.51
WA EAF	31.79
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	925.21
Total	32,164.71

Direct Deposit Total	<u>81,943.83</u>
Manual Checks Total	<u>2,517.45</u>

Pullman Community Montessori

Bill Payment List

September 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000		Banner Bank x4353 - PUBLIC Checking		
09/05/2023		Raza Development Fund, Inc (v)	-61,127.26	Inv #611-01-02 9/1/23
09/13/2023	1085	Major Cravings LLC	-1,353.17	
09/13/2023	1084	Dan Cools	-3,157.23	
09/14/2023	EFT	Amazon Capital Services, Inc	-5,289.20	
09/14/2023	EFT	Banner Bank	-17,078.46	
09/14/2023	EFT	Bloomz, Inc	-2,069.04	
09/14/2023	EFT	Nathaniel A Porter	-25.00	
09/14/2023	EFT	Nathaniel A Porter	-25.00	
09/14/2023	EFT	True Measure Collaborative	-5,650.00	
09/14/2023	EFT	True Measure Collaborative	-1,791.67	
09/15/2023		First Step Internet	-360.00	Multiple invoices (details on stub)-- bill.com Check Number: 209828441
09/15/2023		Friends of Gladish	-1,686.49	Multiple invoices (details on stub)-- bill.com Check Number: 209840478
09/15/2023		Heutink USA (Nienhuis)	-3,363.75	Multiple invoices (details on stub)-- bill.com Check Number: 209832590
09/15/2023		Spokane International Academy	-7,500.00	Multiple invoices (details on stub)-- bill.com Check Number: 209824997
09/15/2023		The Standard Insurance Company	-484.83	Multiple invoices (details on stub)-- bill.com Check Number: 209819242
09/15/2023		TPC Holdings, Inc / Tribune Publishing Co	-86.00	Multiple invoices (details on stub)-- bill.com Check Number: 209832744
09/15/2023		Washington State Auditor's Office	-13,130.24	Multiple invoices
09/15/2023		Apex Law Group PLLC	-984.00	Inv #6994
09/15/2023		BoardOnTrack Inc	-10,000.00	Inv #2023-23386-- bill.com Check Number: 209821320
09/15/2023		Ccooper Services	-145.00	Inv #5714-- bill.com Check Number: 209832335
09/15/2023		Educurious Partners	-6,502.90	Inv #2375-- bill.com Check Number: 209834994
09/15/2023		Galexis Technologies	-674.94	Inv #35093-- bill.com Check Number: 209838980
09/15/2023		Hingston Miller Hingston	-800.00	Inv #29133-- bill.com Check Number: 209829193
09/15/2023		Nathaniel A Porter	-168.67	Inv #1033-- bill.com Check Number: 209835199
09/15/2023		NEWESD 101	-4,250.00	Inv #1232211977-- bill.com Check Number: 209838442
09/15/2023		NWEA	-2,426.31	Inv #96053-- bill.com Check Number: 209956582
09/15/2023		PresenceLearning, Inc	-4,573.70	Inv #INV61263
09/15/2023		SchoolOps LLC	-1,800.00	Inv #WAC-008
09/15/2023		Teton Science Schools	-1,785.60	Inv #INV-013663-- bill.com Check Number: 209837481
09/15/2023		Yellow Barn Occupational Therapy, LLC	-954.56	Inv #Weeks of 8/28 and 9/4-- bill.com Check Number: 209827793
09/15/2023	EFT	Joule Growth Partners	-8,400.00	
09/15/2023	EFT	Joule Growth Partners	-8,400.00	
09/15/2023	EFT	Joule Growth Partners	-8,400.00	
09/18/2023		HCA - SEBB	-37,626.00	Acct #600Y12 - Multiple invoices (details on stub)-- bill.com Check Nu
09/07/2023	EFT	Great American Insurance Group	-1,472.45	
09/12/2023	EFT	Great American Insurance Group	-824.50	

Pullman Community Montessori

Bill Payment List

September 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
09/29/2023	EFT	WA Dept of Retirement Systems	-13,718.22	
09/29/2023	EFT	WA Dept of Retirement Systems	-78.65	
09/08/2023	1081	James Miller	-603.47	
09/08/2023	TBD	Darren White	-1,913.98	
09/01/2023	EFT	Raza Development Fund, Inc (v)	-3,340.80	
09/11/2023	EFT	URM Stores Inc	-1,779.75	
09/15/2023	1086	Cleaning Concepts Janitorial	-2,496.97	
09/08/2023	1083	Friends of Gladish	-86.25	
09/25/2023	1087	Radio Palouse, Inc - Pullman Radio	-1,110.60	
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -	
			249,494.66	

Pullman Community Montessori
Non-AP Cash Disbursements
 September 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
1000 Banner Bank x4353 - PUBLIC Checking					
09/05/2023	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-C8D2E6M3R0H7 18	-275.03
09/05/2023	Expenditure		SurveyMonkey	SURVEYMONK* T 44 1 Curiosity Way SURVEYMONK* T 44 1 Curiosity Way SAN MATEOCA C# *8765	-504.97
09/06/2023	Check	1080	Tim Herzog		-5,680.42
09/11/2023	Check	1082	Darren White	Check 1082 (payroll)	-1,913.98
09/11/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-18.99
09/13/2023	Expenditure		Microsoft	MSFT *<E0300P1RD MSBILL.INFOWA C MSFT *<E0300P1RD MSBILL.INFOWA Card# *8765	-29.84
09/22/2023	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD 034243244300001 6223	-335.32
09/30/2023	Expenditure		Gusto		-384.12
Total for 1000 Banner Bank x4353 - PUBLIC Checking					-\$9,142.67
1001 Banner Bank x4695 - PRIVATE Checking					
09/01/2023	Expenditure		Banner Bank	Paper statement fee	-3.00
Total for 1001 Banner Bank x4695 - PRIVATE Checking					-\$ 3.00

Coversheet

Addition to fiscal policies

Section: II. Finance Committee (FC)
Item: C. Addition to fiscal policies
Purpose: Discuss
Submitted by:
Related Material: 7. Financial Policies Update 10.2023.pdf

Financial Policies & Procedures Manual Updates and Changes

Additions/Updates

- Payroll Approval – Adding a 2nd Payroll Approver (page 39):
 - If the Head of School is unavailable to approve payroll, by 2PM PST of the day payroll must be submitted, the Montessori Coach, Board President, and Board Treasurer also have authority to approve payroll