



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

Pullman Community Montessori

Finance Committee Monthly Meeting

Date and Time

Tuesday November 21, 2023 at 5:00 PM PST

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 October 19, 2023

	Purpose	Presenter	Time
II. Finance Committee (FC)			5:04 PM
A. Approve September 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
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)? Who will do this and how do we keep track? How do we keep the board on the info/questions included in the two aforementioned documents (contract & 50+ questions)?			

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 October 19, 2023

APPROVED



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

Pullman Community Montessori

Minutes

Finance Committee Monthly Meeting

Date and Time

Thursday October 19, 2023 at 5:00 PM

Committee Members Present

A. Guyton (remote), E. Jochim (remote)

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 Oct 19, 2023 at 5:30 PM.

C. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee Monthly Meeting on 09-21-23.

E. Jochim seconded the motion.

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

II. Finance Committee (FC)

A. Approve September Financials

A. Guyton made a motion to Approve the September Financials as presented.

E. Jochim seconded the motion.

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

B. Discuss Enrollment Implications

The FC discussed the enrollment implications of being 12 students short of budget.

C. Addition to fiscal policies

A. Guyton made a motion to I motion to approve the fiscal policy addition as written.

E. Jochim seconded the motion.

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

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 6:01 PM.

Respectfully Submitted,

A. Guyton

Grounding Docs: [FC Description & Responsibilities](#) , [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [Bylaws](#) (read committees section), [PCM Logic Model](#), [Org Charts](#)

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

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

Coversheet

Approve September Financials

Section:	II. Finance Committee (FC)
Item:	A. Approve September Financials
Purpose:	Vote
Submitted by:	
Related Material:	<ol style="list-style-type: none">1. PCM Finance Dashboard 10.2023.pdf2. PCM Income Statement 10.2023.pdf3. PCM Balance Sheet 10.2023.pdf4. PCM BvA 10.2023.pdf5. PCM Statement of Cash Flows 10.2023.pdf6. PCM Payroll and AP Certification 10.2023.pdf6a. PCM Auditing Officer Approval 10.2023.pdf6b. PCM Payroll Report 10.2023.pdf6c. PCM AP Register 10.2023.pdf6d. PCM Non-AP Register 10.2023.pdf



Finance Dashboard
October 2023

	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	86%	100%	●	<i>Current enrollment: 118 (AAFTE: 121) Budget: 136 SPED: 20.4 budget, 30 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	15%	17%	●	<i>Enrollment revenue loss will hit in Jan; LAP/TBIP applications not completed</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	66%	66%	●	<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>	21.5%	16%	●	<i>Reasonable due to beginning of year purchases; need cuts due to enrollment</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$348k	\$450k	●	<i>Not projected to meet 30 days cash. Projection: \$131k (30 days: \$225k)</i>

Additional notes for discussion:

- **Cash:** updated forecasts show cash conservation measures needed starting in January; additional cuts or revenue needed to make it through the fiscal year.
- **Enrollment:** November enrollment down to 113, AAFTE 118, revenue loss \$228k (contingency = \$71k, variance = \$157k)
 - Enrollment forecast for rest of year?
 - Cuts? Additional revenue? Need to start conversation with WA Charters.
- **Program applications:** ETA on LAP/Title/Fed SPED/TBIP applications?
- Current fiscal year count of missing documentation: \$15.8k; FY23: \$20.8k

jg^P

Pullman Community Montessori

Profit and Loss

October 2023

	TOTAL			
	OCT 2023	SEP 2023 (PP)	CHANGE	SEP - OCT, 2023 (YTD)
Revenue				
3100 Local Donations	25.00	25.00	0.00	50.00
3198 Sales - School Meals	1,281.60	825.00	456.60	2,106.60
3199 Local Income - misc		2,587.31	-2,587.31	2,587.31
3201 Interest Income (Public)	0.02	0.02	0.00	0.04
3520 Private Foundations / Grants		304,000.00	-304,000.00	304,000.00
4000 General Apportionment	126,939.51	138,830.08	-11,890.57	265,769.59
4021 Special Education - General Apportionment	1,305.97	1,469.22	-163.25	2,775.19
4121 Special Education - State	19,353.82	21,773.06	-2,419.24	41,126.88
4198 State - School Food Service	83.75		83.75	83.75
4199 Transportation	3,053.17	3,434.81	-381.64	6,487.98
5198 Federal - School Food Services (NSLP)	4,581.62		4,581.62	4,581.62
5199 Federal - Misc Grants	120.00	120.00	0.00	240.00
5200 Federal - CSP	23,396.36	11,842.89	11,553.47	35,239.25
Total Revenue	\$180,140.82	\$484,907.39	\$ -304,766.57	\$665,048.21
GROSS PROFIT	\$180,140.82	\$484,907.39	\$ -304,766.57	\$665,048.21
Expenditures				
6005 Certificated - Executive Management	7,725.00	7,725.03	-0.03	15,450.03
6106 Classified - Operations Staff	14,309.46	13,297.65	1,011.81	27,607.11
6110 Classified - Instructional Management	6,866.68	6,866.68	0.00	13,733.36
6196 Nurses	3,973.73	3,501.01	472.72	7,474.74
6198 Classified - Lunch Staff	6,584.14	6,719.95	-135.81	13,304.09
6270 Certificated - Teachers - Regular	25,056.83	24,178.66	878.17	49,235.49
6275 Certificated - Teachers - SPED	4,927.85	4,927.96	-0.11	9,855.81
6278 Certificated - Stipends	2,249.98	2,249.98	0.00	4,499.96
6370 Classified - Teachers - Regular	3,910.34	3,910.34	0.00	7,820.68
6371 Classified - Teachers - Substitutes	1,196.48	1,307.78	-111.30	2,504.26
6373 Classified - Aides - Regular	27,430.02	25,969.02	1,461.00	53,399.04
6376 Classified - Aides - SPED	4,424.18	4,012.36	411.82	8,436.54
6378 Classified - Stipends	2,833.34	3,250.01	-416.67	6,083.35
7051 Social Security/Medicare/FUTA	4,541.78	4,408.47	133.31	8,950.25
7052 Worker's Compensation Insurance	938.47	926.10	12.37	1,864.57
7053 State Unemployment	270.70	280.57	-9.87	551.27
7055 Retirement Contribution - DRS	11,584.29	11,044.20	540.09	22,628.49
7056 Health Insurance - SEBB	30,867.00	22,000.00	8,867.00	52,867.00
8010 Legal	1,307.00	5,350.00	-4,043.00	6,657.00
8015 Oversight Fee (3%)	4,413.53	4,965.21	-551.68	9,378.74
8035 Payroll & Accounting Services	10,000.00	10,000.00	0.00	20,000.00
8040 Special Ed Services	13,537.42	1,524.56	12,012.86	15,061.98
8050 Contracted Services - Tech	4,876.02	3,058.96	1,817.06	7,934.98
8053 Contracted Services - Misc	5,158.20		5,158.20	5,158.20

Pullman Community Montessori

Profit and Loss

October 2023

	TOTAL			
	OCT 2023	SEP 2023 (PP)	CHANGE	SEP - OCT, 2023 (YTD)
8054 Contracted Services - Afterschool	5,727.24		5,727.24	5,727.24
8060 Dues & Memberships	150.00	620.00	-470.00	770.00
8505 Board Expenses	833.33	833.33	0.00	1,666.66
8510 Classroom / Teaching Supplies & Materials	3,905.05	13,691.31	-9,786.26	17,596.36
8515 Special Ed Supplies & Materials	278.74	734.02	-455.28	1,012.76
8530 Equipment / Furniture		1,003.41	-1,003.41	1,003.41
8535 Telephone / Internet	644.63	635.32	9.31	1,279.95
8540 Technology - Hardware		789.57	-789.57	789.57
8541 Technology - Software	1,404.29	7,938.43	-6,534.14	9,342.72
8565 Office Expense	4,554.57	4,778.39	-223.82	9,332.96
8570 Staff Development	330.47	3,489.00	-3,158.53	3,819.47
8575 Staff Recruitment	492.02	216.09	275.93	708.11
8580 Student Recruitment / Marketing	195.00	145.00	50.00	340.00
8585 School Meals / Lunch	9,320.16	9,543.64	-223.48	18,863.80
8599 Transportation (student)	4,860.97	2,017.75	2,843.22	6,878.72
9005 Insurance Expense	1,747.29	1,747.29	0.00	3,494.58
9010 Janitorial	3,254.24	2,496.97	757.27	5,751.21
9015 Building and Land Rent / Lease	18,417.27	18,417.27	0.00	36,834.54
9045 Interest Expense	2,277.02	2,683.66	-406.64	4,960.68
Total Expenditures	\$257,374.73	\$243,254.95	\$14,119.78	\$500,629.68
NET OPERATING REVENUE	\$ -77,233.91	\$241,652.44	\$ -318,886.35	\$164,418.53
NET REVENUE	\$ -77,233.91	\$241,652.44	\$ -318,886.35	\$164,418.53

Pullman Community Montessori

Balance Sheet

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Banner Bank x4353 - PUBLIC Checking	345,337.41
1001 Banner Bank x4695 - PRIVATE Checking	1,778.20
1005 Banner Bank x3234 - PUBLIC Savings	1,095.78
Total Bank Accounts	\$348,211.39
Accounts Receivable	
1100 Accounts Receivable (A/R)	28,789.70
Total Accounts Receivable	\$28,789.70
Other Current Assets	
1150 Prepays & Other Assets	27,579.98
Total Other Current Assets	\$27,579.98
Total Current Assets	\$404,581.07
Fixed Assets	
1501 Fixed Assets-Capitalized Equipment	52,450.78
1503 Fixed Assets-Leasehold Improvements	540,149.69
1504 Fixed Assets-Furniture, Fixtures & Other	98,069.49
1510 Facilities - In Progress	29,592.08
1550 Accumulated Depreciation	-137,668.48
Total Fixed Assets	\$582,593.56
TOTAL ASSETS	\$987,174.63
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	71,141.63
Total Accounts Payable	\$71,141.63
Other Current Liabilities	
2101 Accrued Accounts & Payroll Payable	81,287.29
2155 Retirement Payable - DRS	17,749.46
2156 Health Insurance Payable - SEBB	-43,346.50
2158 LTD Payable	358.37
Total Other Current Liabilities	\$56,048.62
Total Current Liabilities	\$127,190.25
Long-Term Liabilities	
2502 Loan Payable - long-term	788,714.03
2510 Deferred Rent Liability	73,361.90
Total Long-Term Liabilities	\$862,075.93
Total Liabilities	\$989,266.18

Pullman Community Montessori

Balance Sheet

As of October 31, 2023

	TOTAL
Equity	
2998 Unrestricted Net Assets	-198,310.94
2999 Restricted Net Assets	31,800.86
Net Revenue	164,418.53
Total Equity	\$ -2,091.55
TOTAL LIABILITIES AND EQUITY	\$987,174.63



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

	Actual	Budget	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
Revenue							
Local Support	4,744	46,456	-41,712	10.21%	46,456	10.21%	
State Revenue - General	265,770	1,542,557	-1,276,787	17.23%	1,341,377	19.81%	
State Revenue - Special Purpose	50,474	365,645	-315,171	13.80%	338,273	14.92%	Total loss due to enrollment: \$228k
Federal Revenue	40,061	537,473	-497,412	7.45%	537,473	7.45%	
Grants & Other Sources	304,000	255,000	49,000	119.22%	420,000	72.38%	Added \$50k WA Charters Grant
Total Revenue	665,048	2,747,131	-2,082,083	24.21%	2,683,579	24.78%	
Gross Profit	665,048	2,747,131	-2,082,083	24.21%			
Expenditures							
Salaries	219,404	1,243,310	-1,023,906	17.65%	1,226,662	17.89%	Lowered by removing budget error re: summer pay
Personnel Taxes & Benefits	86,862	520,876	-434,014	16.68%	517,283	16.79%	
Contracted Services	69,918	366,920	-297,002	19.06%	356,168	19.63%	YMCA cost lowered
School Operations	102,636	228,499	-125,863	44.92%	231,999	44.24%	
Facility Operations & Maintenance	51,041	397,986	-346,945	12.82%	345,102	14.79%	Added interest only payments on WA Charters loan
Contingency		0	0		0	100.00%	Contingency 100% used
Total Expenditures	529,861	2,757,591	-2,227,730	19.21%	2,677,214	19.79%	Fiscal Year Elapsed: 16%
Net Operating Revenue	135,187	-10,460	145,647	-1292.42%	6,365	2124.03%	
Net Revenue	135,187	-10,460	145,647	-1292.42%	6,365	2124.03%	
Balance Sheet Expenses							
Bridge Loan Principal	60,679	59,385	1,294	102.18%	61,127	99.27%	
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%	61,127	99.27%	
All Expenditures	590,540	2,855,976	-2,265,436	20.68%	2,738,341	21.57%	
Board Approved Expenditures	2,855,976						

Pullman Community Montessori

Statement of Cash Flows

August - October, 2023

	AUG 2023	SEP 2023	OCT 2023	TOTAL
OPERATING ACTIVITIES				
Net Revenue	7,118.58	241,652.44	-77,233.91	\$171,537.11
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	-39,455.49	3,709.96	27,880.32	\$ -7,865.21
1150 Prepaids & Other Assets	-38,261.14	15,395.75	1,058.12	\$ -21,807.27
1550 Accumulated Depreciation	21,966.56			\$21,966.56
2100 Accounts Payable	25,245.73	-73,867.38	-69,621.96	\$ -118,243.61
2102 Banner Bank Mastercard	0.00	0.00	0.00	\$0.00
2101 Accrued Accounts & Payroll Payable	19,949.30	8,126.23	6,926.35	\$35,001.88
2155 Retirement Payable - DRS	665.67	4,341.74	643.93	\$5,651.34
2156 Health Insurance Payable - SEBB	-9,404.00	-8,671.50	-5,003.00	\$ -23,078.50
2158 LTD Payable	80.01	11.71	64.24	\$155.96
2171 Use Tax Payable	-76.05			\$ -76.05
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:	186,004.04	-415,632.35	-38,052.00	\$ -267,680.31
Net cash provided by operating activities	\$193,122.62	\$ -173,979.91	\$ -115,285.91	\$ -96,143.20
INVESTING ACTIVITIES				
1501 Fixed Assets-Capitalized Equipment		-5,680.42		\$ -5,680.42
1503 Fixed Assets-Leasehold Improvements	-52,641.26			\$ -52,641.26
1504 Fixed Assets-Furniture, Fixtures & Other			-29,231.07	\$ -29,231.07
1510 Facilities - In Progress	29,966.18	-1,917.00		\$28,049.18
Net cash provided by investing activities	\$ -22,675.08	\$ -7,597.42	\$ -29,231.07	\$ -59,503.57
FINANCING ACTIVITIES				
2502 Loan Payable - long-term	-1,409.68	-1,416.73	298,625.03	\$295,798.62
2510 Deferred Rent Liability	4,466.25	5,718.97	5,718.97	\$15,904.19
2998 Unrestricted Net Assets	-11,567.67			\$ -11,567.67
2999 Restricted Net Assets	11,567.67			\$11,567.67
Net cash provided by financing activities	\$3,056.57	\$4,302.24	\$304,344.00	\$311,702.81
NET CASH INCREASE FOR PERIOD	\$173,504.11	\$ -177,275.09	\$159,827.02	\$156,056.04



Payroll Check Summary

Payroll Runs: 10/10/2023 and 10/25/2023

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 November 30, 2023, the Board, by a _____ vote, approves payments totaling \$85,893.81. The payments are further identified in this document.

Total Payment by Type:

Payroll Direct Deposit (\$85,893.81)

Manual Checks (\$0)

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

October 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 November 30, 2023, the Board, by a _____ vote, approves payments totaling \$236,088.65. The payments are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer (\$207,437.81)

Manual checks (\$28,650.84)

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

October 2023

BOARD CERTIFICATION STATEMENT

The following payments were paid during October 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 November 30, 2023, the Board, by a _____ vote, approves payments totaling \$3,072.69. The payments are further identified in this document.

Total Payment by Type:

Debit Card / EFT (\$744.05) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Adobe, Microsoft, Facebook) and

Manual Checks (\$2,328.64) – **unknown vendors**

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 \$85,893.81 are also approved.

**General Fund
Accounts Payable**

Total electronic payments totaling \$207,437.81 and
Check numbers 1089, 1092, and 10XX totaling \$28,650.84

Non-AP Cash Disbursements

Total electronic payments totaling \$744.05 and
Check numbers 1088 and 1091 totaling \$2,328.64

Payroll

Total electronic payments totaling \$85,893.81 and
Payroll check numbers N/A totaling \$0

AUDITING OFFICER CERTIFICATION AND APPROVAL
(CHAPTER 42.24 RCW)

I, the undersigned, do hereby certify under penalty of perjury for the following vouchers, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Pullman Community Montessori, and that I am authorized to authenticate and certify so said claim.

Pullman Community Montessori General Fund

October AP register totaling: \$236,088.65

Pay dates within 10/01/23 – 10/31/23

Board Date 11/30/23

Signature of Auditing Officer

Date

**Pullman Community Montessori
Payroll Summary**

Oct-23



Pay Code Totals

Custodian / Bus Driver	5,595.58
Kitchen Staff	7,544.36
Office Administration	9,013.13
School Administration	15,008.34
Special Education Staff	6,594.62
Student Support Staff	38,429.69
Substitute Teacher	1,541.51
Teacher	24,650.23
Total	108,377.46

Deduction Totals

State Pension	7,443.04
State Employees Benefits Board	2,144.00
Supplemental LTD	358.37
Wage Garnishments	-
Federal Income Tax	6,371.17
Social Security	2,915.24
Medicare	1,540.37
WA CARES	628.59
WA Workers' Comp Insurance	451.98
WA Family and Medical Leave Insurance	630.89
Total	22,483.65

Benefits Totals

State Pension	11,107.85
State Employees Benefits Board	26,400.00
Social Security	2,915.24
Medicare	1,540.37
WA SUI	241.53
WA EAF	30.19
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	925.82
Total	43,161.00

Direct Deposit Total	85,893.81
Manual Checks Total	-

Pullman Community Montessori

Bill Payment List

October 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000 Banner Bank x4353 - PUBLIC Checking				
10/04/2023	1089	Friends of Gladish	-12,698.30	
10/04/2023		Friends of Gladish	-1,917.00	
10/02/2023	EFT	Raza Development Fund, Inc (v)	-3,340.80	
10/11/2023	EFT	URM Stores Inc	-8,689.67	
10/10/2023	EFT	Great American Insurance Group	-1,472.45	
10/24/2023	EFT	True Measure Collaborative	-1,791.67	
10/24/2023	EFT	Nathaniel A Porter	-25.00	
10/24/2023	EFT	Joule Growth Partners	-10,000.00	
10/24/2023	EFT	Joule Growth Partners	-10,000.00	
10/24/2023	EFT	Banner Bank	-7,208.33	
10/24/2023	EFT	Amazon Capital Services, Inc	-4,541.99	
10/20/2023	1092	Friends of Gladish	-12,698.30	
10/26/2023		Corey Williams	-202.51	Multiple invoices
10/26/2023		Chris Siple	-380.70	Inv #8/8 - 8/10
10/25/2023		Galexis Technologies	-5,946.39	Multiple invoices (details on stub)-- bill.com Check Number: 210428969
10/25/2023		Kutak Rock LLP	-9,625.00	Multiple invoices
10/25/2023		Terry's Dairy, Inc	-1,463.12	Multiple invoices (details on stub)
10/25/2023		Washington State Charter Schools Association	-1,242.38	Multiple invoices
10/25/2023		Apex Law Group PLLC	-656.00	Inv #7084
10/25/2023		Audalia Creative	-155.38	Inv #1721
10/25/2023		Ccooper Services	-145.00	Inv #5754
10/25/2023		First Step Internet	-180.00	Inv #1720659
10/25/2023		Friends of Gladish	-164.21	Inv #000109 balance
10/25/2023		Frost Brown Todd LLP	-1,092.00	Inv #0152291.0775994
10/25/2023		NEWESD 101	-4,875.00	Inv #1242300133
10/25/2023		PresenceLearning, Inc	-8,094.90	Inv #INV63449
10/25/2023		The Standard Insurance Company	-294.13	Inv #756494 0314 9/1
10/25/2023		Yellow Barn Occupational Therapy, LLC	-570.00	Inv #9/11, 9/18, 9/25
10/24/2023	10XX	Cleaning Concepts Janitorial	-3,254.24	
10/26/2023		HCA - SEBB	-69,471.00	Acct #600Y12 - Multiple invoices (details on stub)-- bill.com Check Nu
10/26/2023	EFT	Amazon Capital Services, Inc	-448.92	
10/27/2023		First Step Internet	-180.00	Inv #1725665
10/27/2023		Jill Stansbury	-245.28	Inv #N/A
10/27/2023		Timothy Green	-64.72	Inv #N/A
10/27/2023		HCA - SEBB	-34,714.00	Acct # 600Y12 - Inv #600Y12 10.16.23-- bill.com Check Number: 21048378
10/17/2023	EFT	WA Dept of Retirement Systems	-17,906.96	
10/17/2023	EFT	WA Dept of Retirement Systems	-58.46	
10/13/2023	EFT	Great American Insurance Group	-274.84	
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -	

Pullman Community Montessori

Bill Payment List

October 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
			236,088.65	

Pullman Community Montessori
Non-AP Cash Disbursements
 October 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
1000 Banner Bank x4353 - PUBLIC Checking					
10/03/2023	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-T9Q0J2D4B5G3 42	-256.34
10/04/2023	Check	1088	Unknown Vendor	Check 1088	-1,850.00
10/10/2023	Expenditure EFT		Magic-Wrighter (e-Funds)		-34.95
10/10/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-18.99
10/13/2023	Expenditure		Microsoft	MSFT *<E0300PG06 MSBILL.INFOWA C MSFT *<E0300PG06 MSBILL.INFOWA Card# *8765	-29.14
10/18/2023	Check	1091	Unknown Vendor	Check 1091	-478.64
10/18/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
10/20/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
10/24/2023	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD XXXXXXXX4300001 6223	-344.63
10/24/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
10/24/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
10/25/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
10/25/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
Total for 1000 Banner Bank x4353 - PUBLIC Checking					-3,072.69

Monday, Nov 20, 2023 07:00:50 AM GMT-8