



Pullman Community Montessori

Finance Committee Monthly Meeting

Date and Time

Wednesday December 13, 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 November 21, 2023

	Purpose	Presenter	Time
II. Finance Committee (FC)			5:04 PM
A. Approve November 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 November 21, 2023

APPROVED



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

Pullman Community Montessori

Minutes

Finance Committee Monthly Meeting

Date and Time

Tuesday November 21, 2023 at 5:00 PM

Committee Members Present

A. Guyton (remote), E. Jochim

Committee Members Absent

None

Committee Members who arrived after the meeting opened

E. Jochim

Guests Present

Curious Minds Want to Know, 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 Tuesday Nov 21, 2023 at 5:04 PM.

E. Jochim arrived at 5:04 PM.

C. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee Monthly Meeting on 10-19-23.

E. Jochim seconded the motion.

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

II. Finance Committee (FC)

A. Approve September Financials

There was an error in the title. The FC reviewed the OCTOBER financials.

The HOS reviewed what is being done with enrollment and potential grant funding.

A. Guyton made a motion to approve and recommend the October financials after the two unknown vendors have been emailed to the FC.

E. Jochim seconded the motion.

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

B. Discuss Enrollment Implications

Working with Gates-WA Charters marketing expert, doing text push with Darcelina.

III. Goals

A. Scenario and Board Financial Literacy Support

Plan reground session for January (buckets, fiduciary responsibility, etc)...Aubree or Matt deliver.

Commission does their Fiduciary Responsibility session in February.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:46 PM.

Respectfully Submitted,

A. Guyton

Documents used during the meeting

- 1. PCM Finance Dashboard 10.2023.pdf
- 2. PCM Income Statement 10.2023.pdf
- 3. PCM Balance Sheet 10.2023.pdf

- 4. PCM BvA 10.2023.pdf
 - 5. PCM Statement of Cash Flows 10.2023.pdf
 - 6. PCM Payroll and AP Certification 10.2023.pdf
 - 6a. PCM Auditing Officer Approval 10.2023.pdf
 - 6b. PCM Payroll Report 10.2023.pdf
 - 6c. PCM AP Register 10.2023.pdf
 - 6d. PCM Non-AP Register 10.2023.pdf
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Grounding Docs: [FC Description & Responsibilities](#) , [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [Bylaws](#) (read committees section), [PCM Logic Model](#), [Org Charts](#)

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

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

Coversheet

Approve November Financials

Section:	II. Finance Committee (FC)
Item:	A. Approve November Financials
Purpose:	Vote
Submitted by:	
Related Material:	<ol style="list-style-type: none">1. PCM Finance Dashboard 11.2023.pdf2. PCM Income Statement 11.2023.pdf3. PCM Balance Sheet 11.2023.pdf4. PCM BvA 11.2023.pdf4a. PCM Detailed BvA 10.2023.pdf5. PCM Statement of Cash Flows 11.2023.pdf6. PCM Payroll and AP Certification 11.2023.pdf6a. PCM Auditing Officer Approval 11.2023.pdf6b. PCM Payroll Report 11.2023.pdf6c. PCM AP Register 11.2023.pdf6d. PCM Non-AP Register 11.2023.pdf



Finance Dashboard
November 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: 113 (AAFTE: 118.3) Budget: 136 SPED: 20.4 budget, 31 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	19%	22%	●	<i>Enrollment revenue loss will hit in Jan; Title/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>	28%	25%	●	<i>Reasonable due to beginning of year purchases; need cuts or add't revenue due to enrollment loss</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$284k	\$450k	●	<i>Not projected to meet 30 days cash. Projection: \$127k (30 days: \$222k)</i>

Additional notes for discussion:

- **Cash:** updated forecasts show cash conservation measures needed starting in January; additional revenue or cuts needed
- **Enrollment:** December enrollment? Post-break estimate?
- **Raza update?**
- **Forecast updates:** increased tech support \$5k (\$6.3k YTD); added BoardOnTrack (\$10K); increased school meals \$23k based on YTD costs and increased Federal meals revenue \$9k (net budget increase of \$14k); lowered transpo costs \$9k (any missing receipts/costs?);
- Current fiscal year count of missing documentation: \$22k



Pullman Community Montessori

Profit and Loss

November 2023

	TOTAL			
	NOV 2023	OCT 2023 (PP)	CHANGE	SEP - NOV, 2023 (YTD)
Revenue				
3100 Local Donations	25.00	25.00	0.00	75.00
3198 Sales - School Meals	1,595.20	1,281.60	313.60	3,701.80
3199 Local Income - misc				2,587.31
3201 Interest Income (Public)	0.02	0.02	0.00	0.06
3520 Private Foundations / Grants	40,000.00		40,000.00	344,000.00
4000 General Apportionment	77,127.82	126,939.51	-49,811.69	342,897.41
4021 Special Education - General Apportionment	816.23	1,305.97	-489.74	3,591.42
4121 Special Education - State	12,096.14	19,353.82	-7,257.68	53,223.02
4155 Learning Assistance	2,971.35		2,971.35	2,971.35
4198 State - School Food Service	76.35	83.75	-7.40	160.10
4199 Transportation	1,908.22	3,053.17	-1,144.95	8,396.20
5198 Federal - School Food Services (NSLP)	4,661.35	4,581.62	79.73	9,242.97
5199 Federal - Misc Grants	120.00	120.00	0.00	360.00
5200 Federal - CSP	19,225.28	23,396.36	-4,171.08	54,464.53
Total Revenue	\$160,622.96	\$180,140.82	\$ -19,517.86	\$825,671.17
GROSS PROFIT	\$160,622.96	\$180,140.82	\$ -19,517.86	\$825,671.17
Expenditures				
6005 Certificated - Executive Management	7,725.00	7,725.00	0.00	23,175.03
6106 Classified - Operations Staff	9,146.88	8,913.61	233.27	23,752.06
6110 Classified - Instructional Management	6,866.68	6,866.68	0.00	20,600.04
6196 Nurses	3,554.65	3,973.73	-419.08	13,237.02
6198 Classified - Lunch Staff	6,403.80	6,584.14	-180.34	19,707.89
6199 Classified - Transportation Staff	3,966.40	5,395.85	-1,429.45	14,760.70
6270 Certificated - Teachers - Regular	24,684.51	25,056.83	-372.32	73,920.00
6275 Certificated - Teachers - SPED	4,927.96	4,927.85	0.11	14,783.77
6278 Certificated - Stipends	1,833.32	1,833.32	0.00	5,291.63
6370 Classified - Teachers - Regular	4,286.78	3,910.34	376.44	12,107.46
6371 Classified - Teachers - Substitutes	1,411.66	1,196.48	215.18	3,915.92
6373 Classified - Aides - Regular	22,643.44	27,430.02	-4,786.58	76,042.48
6376 Classified - Aides - SPED	4,826.15	4,424.18	401.97	13,262.69
6378 Classified - Stipends	3,250.00	3,250.00	0.00	10,375.00
7051 Social Security/Medicare/FUTA	4,369.21	4,541.78	-172.57	13,319.46
7052 Worker's Compensation Insurance	887.79	938.47	-50.68	2,752.36
7053 State Unemployment	201.66	270.70	-69.04	752.93
7055 Retirement Contribution - DRS	10,818.86	11,584.29	-765.43	33,447.35
7056 Health Insurance - SEBB	23,100.00	30,867.00	-7,767.00	75,967.00
8010 Legal	2,472.00	1,307.00	1,165.00	9,129.00
8015 Oversight Fee (3%)	2,847.59	4,413.53	-1,565.94	12,226.33
8035 Payroll & Accounting Services	10,000.00	10,000.00	0.00	30,000.00
8040 Special Ed Services	11,120.21	10,943.74	176.47	23,588.51

Pullman Community Montessori

Profit and Loss

November 2023

	TOTAL			
	NOV 2023	OCT 2023 (PP)	CHANGE	SEP - NOV, 2023 (YTD)
8050 Contracted Services - Tech	1,661.66	1,623.90	37.76	6,344.52
8053 Contracted Services - Misc	0.00	5,158.20	-5,158.20	5,158.20
8054 Contracted Services - Afterschool		5,727.24	-5,727.24	5,727.24
8060 Dues & Memberships		0.00	0.00	620.00
8505 Board Expenses	833.33	833.33	0.00	2,499.99
8510 Classroom / Teaching Supplies & Materials	250.00	1,067.57	-817.57	15,008.88
8515 Special Ed Supplies & Materials		278.74	-278.74	1,012.76
8530 Equipment / Furniture				1,003.41
8535 Telephone / Internet	648.38	644.63	3.75	1,928.33
8540 Technology - Hardware	1,380.64	1,486.81	-106.17	3,657.02
8541 Technology - Software	1,722.88	1,404.29	318.59	11,065.60
8565 Office Expense	1,284.75	2,225.93	-941.18	8,289.07
8570 Staff Development	1,790.00	2,180.47	-390.47	7,459.47
8575 Staff Recruitment		492.02	-492.02	708.11
8580 Student Recruitment / Marketing	195.00	195.00	0.00	535.00
8585 School Meals / Lunch	7,990.90	9,320.16	-1,329.26	26,854.70
8590 Travel (Staff)	1,930.11		1,930.11	1,930.11
8595 Fundraising	524.39		524.39	524.39
8599 Transportation (student)	343.91	3,852.80	-3,508.89	6,214.46
9005 Insurance Expense	1,943.21	1,747.29	195.92	5,437.79
9010 Janitorial	3,253.63	3,254.24	-0.61	9,004.84
9015 Building and Land Rent / Lease	18,417.27	18,417.27	0.00	55,251.81
9020 Repairs & Maintenance Bld	40.00		40.00	40.00
9045 Interest Expense	3,096.05	2,277.02	819.03	8,056.73
Total Expenditures	\$218,650.66	\$248,541.45	\$ -29,890.79	\$710,447.06
NET OPERATING REVENUE	\$ -58,027.70	\$ -68,400.63	\$10,372.93	\$115,224.11
Other Expenditures				
9050 Depreciation	19,012.91		19,012.91	19,012.91
Total Other Expenditures	\$19,012.91	\$0.00	\$19,012.91	\$19,012.91
NET OTHER REVENUE	\$ -19,012.91	\$0.00	\$ -19,012.91	\$ -19,012.91
NET REVENUE	\$ -77,040.61	\$ -68,400.63	\$ -8,639.98	\$96,211.20

Pullman Community Montessori

Balance Sheet

As of November 30, 2023

	TOTAL		
	AS OF NOV 30, 2023	AS OF OCT 31, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	281,978.92	345,337.41	-63,358.49
1001 Banner Bank x4695 - PRIVATE Checking	1,775.20	1,778.20	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.80	1,095.78	0.02
Total Bank Accounts	\$284,849.92	\$348,211.39	\$ -63,361.47
Accounts Receivable			
1100 Accounts Receivable (A/R)	64,618.62	28,789.70	35,828.92
Total Accounts Receivable	\$64,618.62	\$28,789.70	\$35,828.92
Other Current Assets			
1150 Prepays & Other Assets	26,521.86	27,579.98	-1,058.12
Total Other Current Assets	\$26,521.86	\$27,579.98	\$ -1,058.12
Total Current Assets	\$375,990.40	\$404,581.07	\$ -28,590.67
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	52,450.78	52,450.78	0.00
1503 Fixed Assets-Leasehold Improvements	540,149.69	540,149.69	0.00
1504 Fixed Assets-Furniture, Fixtures & Other	98,069.49	98,069.49	0.00
1510 Facilities - In Progress	29,592.08	29,592.08	0.00
1550 Accumulated Depreciation	-156,681.39	-137,668.48	-19,012.91
Total Fixed Assets	\$563,580.65	\$582,593.56	\$ -19,012.91
TOTAL ASSETS	\$939,571.05	\$987,174.63	\$ -47,603.58
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	108,183.08	71,141.63	37,041.45
Total Accounts Payable	\$108,183.08	\$71,141.63	\$37,041.45
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	68,516.66	84,625.41	-16,108.75
2155 Retirement Payable - DRS	18,716.95	17,749.46	967.49
2156 Health Insurance Payable - SEBB	-40,122.00	-43,346.50	3,224.50
2158 LTD Payable	382.68	358.37	24.31
Total Other Current Liabilities	\$47,494.29	\$59,386.74	\$ -11,892.45
Total Current Liabilities	\$155,677.37	\$130,528.37	\$25,149.00

Pullman Community Montessori

Balance Sheet

As of November 30, 2023

	TOTAL		
	AS OF NOV 30, 2023	AS OF OCT 31, 2023 (PP)	CHANGE
Long-Term Liabilities			
2502 Loan Payable - long-term	787,283.09	788,714.03	-1,430.94
2510 Deferred Rent Liability	79,080.87	73,361.90	5,718.97
Total Long-Term Liabilities	\$866,363.96	\$862,075.93	\$4,288.03
Total Liabilities	\$1,022,041.33	\$992,604.30	\$29,437.03
Equity			
2998 Unrestricted Net Assets	-260,482.34	-210,482.34	-50,000.00
2999 Restricted Net Assets	81,800.86	31,800.86	50,000.00
Net Revenue	96,211.20	173,251.81	-77,040.61
Total Equity	\$ -82,470.28	\$ -5,429.67	\$ -77,040.61
TOTAL LIABILITIES AND EQUITY	\$939,571.05	\$987,174.63	\$ -47,603.58



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

	Actual	Budget	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
Revenue							
Local Support	6,364	46,456	-40,092	13.70%	42,828	14.86%	
State Revenue - General	342,897	1,542,557	-1,199,660	22.23%	1,307,198	26.23%	
State Revenue - Special Purpose	68,342	365,645	-297,303	18.69%	312,873	21.84%	Total loss due to enrollment: \$228k
Federal Revenue	64,068	537,473	-473,406	11.92%	570,682	11.23%	
Grants & Other Sources	344,000	255,000	89,000	134.90%	420,000	81.90%	Added \$50k WA Charters Grant
Total Revenue	825,671	2,747,131	-1,921,460	30.06%	2,653,580	31.12%	
Gross Profit	825,671	2,747,131	-1,921,460	30.06%			
Expenditures							
Salaries	324,931	1,243,310	-918,379	26.13%	1,182,838	27.47%	Overall \$60k drop in salaries and \$24k drop in benefits
Personnel Taxes & Benefits	126,239	520,876	-394,637	24.24%	496,515	25.43%	
Contracted Services	92,174	366,920	-274,746	25.12%	379,613	24.28%	Various small increases (tech support, credentialing, SPED)
School Operations	118,542	228,499	-109,957	51.88%	247,285	47.94%	School meals increase \$24k, transpo down \$11k
Facility Operations & Maintenance	77,791	326,952	-249,161	23.79%	345,102	22.54%	
Contingency		71,034	0	0.00%	0	100.00%	Contingency 100% used
Total Expenditures	739,678	2,757,591	-1,946,880	26.82%	2,651,353	27.90%	Fiscal Year Elapsed: 25%
Net Operating Revenue	85,993	-10,460	96,453	-822.12%	2,227	3860.82%	
Net Revenue	85,993	-10,460	96,453	-822.12%	2,227	3860.82%	
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	800,357	2,855,976	-2,055,619	28.02%	2,712,480	29.51%	
Board Approved Expenditures	2,855,976						

Pullman Community Montessori Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L September - November, 2023

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3100 Local Donations	75.00	25,000.00	-24,925.00	0.30%
3198 Sales - School Meals	3,701.80	21,456.00	-17,754.20	17.25%
3199 Local Income - misc	2,587.31		2,587.31	
3201 Interest Income (Public)	0.06		0.06	
3520 Private Foundations / Grants	344,000.00	255,000.00	89,000.00	134.90%
4000 General Apportionment	342,897.41	1,542,557.00	-1,199,659.59	22.23%
4021 Special Education - General Apportionment	3,591.42	16,325.00	-12,733.58	22.00%
4121 Special Education - State	53,223.02	241,950.00	-188,726.98	22.00%
4155 Learning Assistance	2,971.35	13,506.00	-10,534.65	22.00%
4165 Transitional Bilingual		7,043.00	-7,043.00	0.00%
4174 Highly Capable		4,052.00	-4,052.00	0.00%
4198 State - School Food Service	160.10		160.10	
4199 Transportation	8,396.20	82,769.00	-74,372.80	10.14%
5101 Title 1		20,146.00	-20,146.00	0.00%
5102 Title 2		12,033.00	-12,033.00	0.00%
5124 Federal SPED - IDEA		18,628.00	-18,628.00	0.00%
5198 Federal - School Food Services (NSLP)	9,242.97	31,827.00	-22,584.03	29.04%
5199 Federal - Misc Grants	360.00	73,540.00	-73,180.00	0.49%
5200 Federal - CSP	54,464.53	381,299.00	-326,834.47	14.28%
Total Revenue	\$ 825,671.17	\$ 2,747,131.00	-\$ 1,921,459.83	30.06%
Gross Profit	\$ 825,671.17	\$ 2,747,131.00	-\$ 1,921,459.83	30.06%
Expenditures				
6005 Certificated - Executive Management	23,175.03	92,700.00	-69,524.97	25.00%
6106 Classified - Operations Staff	23,752.06	110,206.00	-86,453.94	21.55%
6110 Classified - Instructional Management	20,600.04	80,000.00	-59,399.96	25.75%
6196 Nurses	13,237.02	54,036.00	-40,798.98	24.50%
6198 Classified - Lunch Staff	19,707.89	71,167.00	-51,459.11	27.69%
6199 Classified - Transportation Staff	14,760.70	37,632.00	-22,871.30	39.22%
6270 Certificated - Teachers - Regular	72,000.26	355,917.00	-283,916.74	20.23%
6275 Certificated - Teachers - SPED	14,783.77	59,135.00	-44,351.23	25.00%
6278 Certificated - Stipends	5,291.63	20,000.00	-14,708.37	26.46%
6371 Classified - Teachers - Substitutes	3,915.92	11,700.00	-7,784.08	33.47%
6372 Classified - Counselors	14,026.74	68,000.00	-53,973.26	20.63%
6373 Classified - Aides - Regular	62,385.95	202,280.00	-139,894.05	30.84%
6376 Classified - Aides - SPED	26,919.22	80,540.00	-53,620.78	33.42%
6378 Classified - Stipends	10,375.00		10,375.00	
7051 Social Security/Medicare/FUTA	13,319.46	58,311.00	-44,991.54	22.84%
7052 Worker's Compensation Insurance	2,752.36	10,071.00	-7,318.64	27.33%
7053 State Unemployment	752.93	8,927.00	-8,174.07	8.43%
7055 Retirement Contribution - DRS	33,447.35	126,767.00	-93,319.65	26.38%
7056 Health Insurance - SEBB	75,967.00	316,800.00	-240,833.00	23.98%
8005 Audits		37,611.00	-37,611.00	0.00%
8010 Legal	9,129.00	15,000.00	-5,871.00	60.86%
8015 Oversight Fee (3%)	12,226.33	57,246.00	-45,019.67	21.36%
8035 Payroll & Accounting Services	30,000.00	123,000.00	-93,000.00	24.39%
8040 Special Ed Services	23,588.51	93,368.00	-69,779.49	25.26%
8050 Contracted Services - Tech	6,344.52	5,125.00	1,219.52	123.80%
8051 Contracted Services - Program Support / PD		4,000.00	-4,000.00	0.00%
8053 Contracted Services - Misc	5,158.20		5,158.20	
8054 Contracted Services - Afterschool	5,727.24	31,570.00	-25,842.76	18.14%

8055 Printing		3,570.00	-3,570.00	0.00%
8060 Dues & Memberships	620.00	2,180.00	-1,560.00	28.44%
8505 Board Expenses	2,499.99	1,500.00	999.99	166.67%
8510 Classroom / Teaching Supplies & Materials	15,008.88	23,500.00	-8,491.12	63.87%
8515 Special Ed Supplies & Materials	1,012.76	5,100.00	-4,087.24	19.86%
8520 Textbooks / Workbooks		800.00	-800.00	0.00%
8530 Equipment / Furniture	1,003.41	3,750.00	-2,746.59	26.76%
8535 Telephone / Internet	1,928.33	7,834.00	-5,905.67	24.61%
8540 Technology - Hardware	3,657.02	4,175.00	-517.98	87.59%
8541 Technology - Software	11,065.60	35,989.00	-24,923.40	30.75%
8545 Student Testing & Assessment		4,515.00	-4,515.00	0.00%
8550 Field Trips		10,200.00	-10,200.00	0.00%
8561 Student Activities		3,468.00	-3,468.00	0.00%
8565 Office Expense	8,289.07	10,200.00	-1,910.93	81.27%
8570 Staff Development	7,459.47	11,878.00	-4,418.53	62.80%
8575 Staff Recruitment	708.11	3,570.00	-2,861.89	19.84%
8580 Student Recruitment / Marketing	535.00	8,160.00	-7,625.00	6.56%
8585 School Meals / Lunch	26,854.70	55,948.00	-29,093.30	48.00%
8590 Travel (Staff)	1,930.11	2,550.00	-619.89	75.69%
8595 Fundraising	524.39	612.00	-87.61	85.68%
8599 Transportation (student)	6,214.46	29,000.00	-22,785.54	21.43%
9005 Insurance Expense	5,437.79	25,092.00	-19,654.21	21.67%
9010 Janitorial	9,004.84	22,950.00	-13,945.16	39.24%
9015 Building and Land Rent / Lease	55,251.81	230,854.00	-175,602.19	23.93%
9020 Repairs & Maintenance Bld	40.00		40.00	
9045 Interest Expense	8,056.73	48,056.00	-39,999.27	16.77%
9999 Reserves / Contingency		71,034.00	-71,034.00	0.00%
Total Expenditures	\$ 710,446.60	\$ 2,757,594.00	-\$ 2,047,147.40	25.76%
Net Operating Revenue	\$ 115,224.57	-\$ 10,463.00	\$ 125,687.57	-1101.26%
Other Expenditures				
9050 Depreciation	19,012.91	23,720.76	-4,707.85	80.15%
Total Other Expenditures	\$ 19,012.91	\$ 23,720.76	-\$ 4,707.85	80.15%
Net Other Revenue	-\$ 19,012.91	-\$ 23,720.76	\$ 4,707.85	80.15%
Net Revenue	\$ 96,211.66	-\$ 34,183.76	\$ 130,395.42	-281.45%

Pullman Community Montessori

Statement of Cash Flows

September - November, 2023

	SEP 2023	OCT 2023	NOV 2023	TOTAL
OPERATING ACTIVITIES				
Net Revenue	241,652.44	-68,400.63	-77,040.61	\$96,211.20
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	3,709.96	27,880.32	-35,828.92	\$ -4,238.64
1150 Prepaids & Other Assets	15,395.75	1,058.12	1,058.12	\$17,511.99
1550 Accumulated Depreciation			19,012.91	\$19,012.91
2100 Accounts Payable	-73,867.38	-69,621.96	37,041.45	\$ -106,447.89
2102 Banner Bank Mastercard	0.00	0.00	0.00	\$0.00
2101 Accrued Accounts & Payroll Payable	8,126.23	-1,906.93	-16,108.75	\$ -9,889.45
2155 Retirement Payable - DRS	4,341.74	643.93	967.49	\$5,953.16
2156 Health Insurance Payable - SEBB	-8,671.50	-5,003.00	3,224.50	\$ -10,450.00
2158 LTD Payable	11.71	64.24	24.31	\$100.26
2180 Refundable Advances	-304,000.00			\$ -304,000.00
2202 Loan Payable - short-term	-60,678.86			\$ -60,678.86
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-415,632.35	-46,885.28	9,391.11	\$ -453,126.52
Net cash provided by operating activities	\$ -173,979.91	\$ -115,285.91	\$ -67,649.50	\$ -356,915.32
INVESTING ACTIVITIES				
1501 Fixed Assets-Capitalized Equipment	-5,680.42			\$ -5,680.42
1504 Fixed Assets-Furniture, Fixtures & Other		-29,231.07		\$ -29,231.07
1510 Facilities - In Progress	-1,917.00			\$ -1,917.00
Net cash provided by investing activities	\$ -7,597.42	\$ -29,231.07	\$0.00	\$ -36,828.49
FINANCING ACTIVITIES				
2502 Loan Payable - long-term	-1,416.73	298,625.03	-1,430.94	\$295,777.36
2510 Deferred Rent Liability	5,718.97	5,718.97	5,718.97	\$17,156.91
2998 Unrestricted Net Assets			-50,000.00	\$ -50,000.00
2999 Restricted Net Assets			50,000.00	\$50,000.00
Net cash provided by financing activities	\$4,302.24	\$304,344.00	\$4,288.03	\$312,934.27
NET CASH INCREASE FOR PERIOD	\$ -177,275.09	\$159,827.02	\$ -63,361.47	\$ -80,809.54



Non-AP Cash Disbursement Register

November 2023

BOARD CERTIFICATION STATEMENT

The following payments were paid during November 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 December 19, 2023, the Board, by a _____ vote, approves payments totaling \$7,029.49. The payments are further identified in this document.

Total Payment by Type:

Debit Card / EFT (\$1,901.37) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Microsoft) and
 Manual Checks (\$5,128.12)

Secretary	<u>Dorrie Main</u>	Board Member	_____
Board Member	<u>Anna Burton</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 \$90,330.24 are also approved.

**General Fund
Accounts Payable**

Total electronic payments totaling \$50,384.80 and
Check numbers 1095 and 1096 totaling \$17,856.50

Non-AP Cash Disbursements

Total electronic payments totaling \$1,901.37 and
Check numbers 1061, 1062, 1073, and 1094 totaling \$5,128.12

Payroll

Total electronic payments totaling \$90,330.24 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

November AP register totaling: \$68,241.30

Pay dates within 11/01/23 – 11/30/23

Board Date 12/19/23

Signature of Auditing Officer

Date

**Pullman Community Montessori
Payroll Summary**

Nov-23



Pay Code Totals

Custodian / Bus Driver	4,931.20
Kitchen Staff	7,699.76
Office Administration	9,578.31
School Administration	15,008.34
Special Education Staff	6,594.51
Student Support Staff	42,129.67
Substitute Teacher	1,673.22
Teacher	26,590.83
Total	114,205.84

Deduction Totals

State Pension	7,877.77
State Employees Benefits Board	1,880.50
Supplemental LTD	382.68
Wage Garnishments	-
Federal Income Tax	7,296.76
Social Security	3,001.87
Medicare	1,628.69
WA CARES	662.35
WA Workers' Comp Insurance	480.18
WA Family and Medical Leave Insurance	664.80
Total	23,875.60

Benefits Totals

State Pension	11,714.65
State Employees Benefits Board	25,850.00
Social Security	3,001.87
Medicare	1,628.69
WA SUI	222.91
WA EAF	27.87
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	969.87
Total	43,415.86

Direct Deposit Total **90,330.24**

Manual Checks Total **-**

Pullman Community Montessori

Bill Payment List

November 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000 Banner Bank x4353 - PUBLIC Checking				
11/01/2023	EFT	Raza Development Fund, Inc (v)	-3,340.80	
11/17/2023	EFT	WA Dept of Retirement Systems	-53.62	
11/17/2023	EFT	WA Dept of Retirement Systems	-18,624.93	
11/14/2023		Great American Insurance Group	-274.84	
11/07/2023	EFT	Great American Insurance Group	-1,472.45	
11/13/2023	EFT	URM Stores Inc	-8,661.47	
11/20/2023	1096	Friends of Gladish	-12,698.30	
11/24/2023	1095	Dan Cools	-5,158.20	
11/30/2023	EFT	Banner Bank	-6,115.02	
11/30/2023	EFT	Joule Growth Partners	-10,000.00	
11/30/2023	EFT	True Measure Collaborative	-1,791.67	
11/30/2023	EFT	Nathaniel A Porter	-25.00	
11/30/2023	EFT	Nathaniel A Porter	-25.00	
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -68,241.30	
Not Specified				
11/01/2023		National Center for Montessori in the Public Sector	0.00	
Total for Not Specified			\$0.00	

**Pullman Community Montessori
Non-AP Cash Disbursements
November 2023**

	Date	Transaction Type	Num	Name	Memo/Description	Amount
1000 Banner Bank x4353 - PUBLIC Checking						
	11/01/2023	Check	1061	S3 Stores, Inc		-2,301.12
	11/01/2023	Check	1062	S3 Stores, Inc		-537.00
	11/01/2023	Check	1073	Jennifer Duckworth		-500.00
	11/02/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	11/02/2023	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-Y8W9E0X5F1S2 18	-241.90
	11/02/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	11/02/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	11/06/2023	Expenditure		Calendly	CALENDLY 88 N Avondale Rd #6 AVO CALENDLY 88 N Avondale Rd #6 AVONDALE ESTAGA C# *8765	-250.54
	11/08/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	11/10/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-18.99
	11/10/2023	Expenditure		Magic-Wrighter (e-Funds)	ACH MAGIC-WRIGHTER INVOICE ACH MAGIC-WRIGHTER INVOICE PPD XXXXXX4841 MSFT * E0300PUIP 1 Microsoft Way MSFT * E0300PUIP 1 Microsoft Way MSBILL.INFOWA C# *876	-34.95
	11/13/2023	Expenditure		Microsoft		-29.14
	11/14/2023	Check	1094	Lure of the North		-1,790.00
	11/15/2023	Expenditure		Little Green Light	ACH LittleGreenLight PURCHASE ACH LittleGreenLight PURCHASE PPD XXXXXX5729	-524.39
	11/22/2023	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD XXXXXXXX4300001 6223	-348.38
	11/27/2023	Expenditure		Gusto	Q4 tax reconciliation	-0.06
	11/30/2023	Expenditure		Gusto		-410.02
Total for 1000 Banner Bank x4353 - PUBLIC Checking						-\$7,026.49
1001 Banner Bank x4695 - PRIVATE Checking						
	11/01/2023	Expenditure		Banner Bank	Paper statement fee	-3.00
Total for 1001 Banner Bank x4695 - PRIVATE Checking						-\$ 3.00