



Pullman Community Montessori

Finance Committee (FC) Meeting

Date and Time

Tue Mar 19, 2024 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 December 13, 2023

	Purpose	Presenter	Time
D. Approve Minutes	Approve Minutes	Aubree Guyton	1 m

Approve minutes for Finance Committee Monthly Meeting on February 22, 2024

II. Finance Committee (FC) 5:05 PM

A. Review/Approve February Financials	Vote	Matt Paolini	20 m
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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. Prepare for the commission meeting	Discuss	Matt Paolini	15 m
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Review questions to ensure we are prepared for the meeting with the commission.

Questions to consider:

1. Are there any additional expenses being added to the revised budget that were not accounted for?
2. What is the financial impact of the levy funding?
3. What was the impact on the transportation funding update?
4. Are there any expenses we can limit/cut?
5. Are there any classrooms that do not have the 1 IA and 1 guide model?

C. Discuss the revised 5-year budget scenarios	Vote	Laylah Sullivan	20 m
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The FC will review and discuss the 5-year budget scenarios. If the scenarios are ready they will be recommend to be presented to the Board of Trustees.

III. Goals

APPROVED goals for SY22-23

Purpose Presenter Time

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

IV. Resources

[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 December 13, 2023

DRAFT



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

Pullman Community Montessori

Minutes

Finance Committee Monthly Meeting

Date and Time

Wed Dec 13, 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 Wednesday Dec 13, 2023 at 5:08 PM.

C. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee Monthly Meeting on 11-21-23.

E. Jochim seconded the motion.

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

II. Finance Committee (FC)

A. Approve November Financials

A. Guyton made a motion to Approve the November financials as presented.

E. Jochim seconded the motion.

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

B. Discuss Enrollment Implications

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

Documents used during the meeting

- 1. PCM Finance Dashboard 11.2023.pdf
- 2. PCM Income Statement 11.2023.pdf
- 3. PCM Balance Sheet 11.2023.pdf
- 4. PCM BvA 11.2023.pdf
- 4a. PCM Detailed BvA 10.2023.pdf
- 5. PCM Statement of Cash Flows 11.2023.pdf
- 6. PCM Payroll and AP Certification 11.2023.pdf
- 6a. PCM Auditing Officer Approval 11.2023.pdf
- 6b. PCM Payroll Report 11.2023.pdf
- 6c. PCM AP Register 11.2023.pdf
- 6d. PCM Non-AP Register 11.2023.pdf

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

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

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

Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance Committee Monthly Meeting on February 22, 2024

DRAFT



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

Pullman Community Montessori

Minutes

Finance Committee Monthly Meeting

Date and Time

Thu Feb 22, 2024 at 5:00 PM

Committee Members Present

A. Guyton (remote), E. Jochim

Committee Members Absent

None

Guests Present

Alan MacPhee, Curious Minds Want to Know, Dorrie Main, L. Sullivan (remote), M. Paolini (remote), Tim Sullivan

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 Feb 22, 2024 at 5:04 PM.

C. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee Monthly Meeting on 01-16-24.

E. Jochim seconded the motion.

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

II. Finance Committee (FC)

A. Approve January Financials

On budget versus actuals why is operational at ~75%?

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

E. Jochim seconded the motion.

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

B. Discuss proposed 2023-24 budget revision

C. Discuss the revised 5-year budget scenarios

D. Discuss auditor presentation

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 6:11 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

Review/Approve February Financials

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

- 5. PCM Statement of Cash Flows 24 02.pdf
- 3. PCM Balance Sheet 24 02.pdf
- 2. PCM Income Statement 24 02.pdf
- 6c. PCM AP Register 24 02.pdf
- 4a. PCM Detailed BvA 24 02.pdf
- 4. PCM BvA 24 02.pdf
- 6d. PCM Non-AP Register 24 02.pdf
- 6b. PCM Payroll Report 24 02.pdf
- 6a. PCM Auditing Officer Approval 24 02.pdf
- 1. PCM Finance Dashboard 24 02.pdf
- 6. PCM Payroll and AP Certification 24 02.pdf

Pullman Community Montessori

Statement of Cash Flows

December 2023 - February 2024

	DEC 2023	JAN 2024	FEB 2024	TOTAL
OPERATING ACTIVITIES				
Net Revenue	2,784.99	-50,106.44	-64,408.79	\$ -
				111,730.24
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	4,305.19	30,978.51	1,184.56	\$36,468.26
1150 Prepays & Other Assets	1,058.12	-4,629.39	1,599.78	\$ -1,971.49
1550 Accumulated Depreciation			19,012.91	\$19,012.91
2100 Accounts Payable	-40,280.37	-10,191.93	35,514.17	\$ -14,958.13
2102 Banner Bank Mastercard	0.00	0.00	0.00	\$0.00
2101 Accrued Accounts & Payroll Payable	-7,372.35	19,092.48	-18,660.07	\$ -6,939.94
2155 Retirement Payable - DRS	-1,723.03	-1,887.54	2,673.24	\$ -937.33
2156 Health Insurance Payable - SEBB	-897.00	2,679.50	3,413.00	\$5,195.50
2158 LTD Payable	-66.82	-27.04	17.37	\$ -76.49
2171 Use Tax Payable		0.00		\$0.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-44,976.26	36,014.59	44,754.96	\$35,793.29
Net cash provided by operating activities	\$ -	\$ -	\$ -	\$ -75,936.95
	42,191.27	14,091.85	19,653.83	
INVESTING ACTIVITIES				
1510 Facilities - In Progress		-67,952.32	-1,200.00	\$ -69,152.32
Net cash provided by investing activities	\$0.00	\$ -	\$ -1,200.00	\$ -69,152.32
		67,952.32		
FINANCING ACTIVITIES				
2502 Loan Payable - long-term	-1,438.09	-1,445.28	-1,452.51	\$ -4,335.88
2510 Deferred Rent Liability	5,718.97	5,718.97	5,718.97	\$17,156.91
2998 Unrestricted Net Assets		3,228.37		\$3,228.37
2999 Restricted Net Assets		-3,228.37		\$ -3,228.37
Net cash provided by financing activities	\$4,280.88	\$4,273.69	\$4,266.46	\$12,821.03
NET CASH INCREASE FOR PERIOD	\$ -	\$ -	\$ -	\$ -
	37,910.39	77,770.48	16,587.37	132,268.24

Pullman Community Montessori

Balance Sheet

As of February 29, 2024

	TOTAL		
	AS OF FEB 29, 2024	AS OF JAN 31, 2024 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	149,719.63	166,304.01	-16,584.38
1001 Banner Bank x4695 - PRIVATE Checking	1,766.20	1,769.20	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.85	1,095.84	0.01
Total Bank Accounts	\$152,581.68	\$169,169.05	\$ -16,587.37
Accounts Receivable			
1100 Accounts Receivable (A/R)	28,150.36	29,334.92	-1,184.56
Total Accounts Receivable	\$28,150.36	\$29,334.92	\$ -1,184.56
Other Current Assets			
1150 Prepays & Other Assets	28,493.35	30,093.13	-1,599.78
Total Other Current Assets	\$28,493.35	\$30,093.13	\$ -1,599.78
Total Current Assets	\$209,225.39	\$228,597.10	\$ -19,371.71
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	98,744.40	97,544.40	1,200.00
1550 Accumulated Depreciation	-175,694.30	-156,681.39	-19,012.91
Total Fixed Assets	\$613,720.06	\$631,532.97	\$ -17,812.91
TOTAL ASSETS	\$822,945.45	\$860,130.07	\$ -37,184.62
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	93,499.19	57,985.02	35,514.17
Total Accounts Payable	\$93,499.19	\$57,985.02	\$35,514.17
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	61,576.72	80,236.79	-18,660.07
2155 Retirement Payable - DRS	17,779.62	15,106.38	2,673.24
2156 Health Insurance Payable - SEBB	-34,926.50	-38,339.50	3,413.00
2158 LTD Payable	306.19	288.82	17.37
Total Other Current Liabilities	\$44,736.03	\$57,292.49	\$ -12,556.46
Total Current Liabilities	\$138,235.22	\$115,277.51	\$22,957.71

Pullman Community Montessori

Balance Sheet

As of February 29, 2024

	TOTAL		
	AS OF FEB 29, 2024	AS OF JAN 31, 2024 (PP)	CHANGE
Long-Term Liabilities			
2502 Loan Payable - long-term	782,898.36	784,350.87	-1,452.51
2510 Deferred Rent Liability	96,237.78	90,518.81	5,718.97
Total Long-Term Liabilities	\$879,136.14	\$874,869.68	\$4,266.46
Total Liabilities	\$1,017,371.36	\$990,147.19	\$27,224.17
Equity			
2998 Unrestricted Net Assets	-254,827.66	-254,827.66	0.00
2999 Restricted Net Assets	76,146.18	76,146.18	0.00
Net Revenue	-15,744.43	48,664.36	-64,408.79
Total Equity	\$ -194,425.91	\$ -130,017.12	\$ -64,408.79
TOTAL LIABILITIES AND EQUITY	\$822,945.45	\$860,130.07	\$ -37,184.62

Pullman Community Montessori

Profit and Loss

February 2024

	TOTAL			
	FEB 2024	JAN 2024 (PP)	CHANGE	SEP 2023 - FEB 2024 (YTD)
Revenue				
3100 Local Donations	346.63	25.00	321.63	471.63
3198 Sales - School Meals	975.00	1,117.10	-142.10	6,241.40
3199 Local Income - misc				2,587.31
3201 Interest Income (Public)	0.01	0.02	-0.01	0.11
3520 Private Foundations / Grants		72,952.32	-72,952.32	416,952.32
4000 General Apportionment	104,997.50	11,767.95	93,229.55	598,492.94
4021 Special Education - General Apportionment	1,693.82	3,381.98	-1,688.16	10,136.43
4121 Special Education - State	17,026.64	4,731.88	12,294.76	96,763.32
4155 Learning Assistance	1,215.55	1,148.02	67.53	6,550.48
4198 State - School Food Service		55.80	-55.80	261.85
4199 Transportation	16,976.57	3,243.99	13,732.58	32,051.57
5101 Title 1	2,473.00	11,113.74	-8,640.74	13,586.74
5124 Federal SPED - IDEA	10,279.51		10,279.51	10,279.51
5198 Federal - School Food Services (NSLP)		10,468.74	-10,468.74	22,776.68
5199 Federal - Misc Grants	6,146.19	26,823.88	-20,677.69	34,048.07
5200 Federal - CSP	22,757.02	23,941.58	-1,184.56	156,083.22
Total Revenue	\$184,887.44	\$170,772.00	\$14,115.44	\$1,407,283.58
GROSS PROFIT	\$184,887.44	\$170,772.00	\$14,115.44	\$1,407,283.58
Expenditures				
6005 Certificated - Executive Management	7,725.00	7,725.00	0.00	46,350.03
6106 Classified - Operations Staff	8,961.54	9,034.16	-72.62	50,277.90
6110 Classified - Instructional Management	6,866.68	6,472.44	394.24	40,805.84
6196 Nurses	3,397.35	3,677.23	-279.88	23,878.60
6198 Classified - Lunch Staff	5,442.55	5,791.25	-348.70	37,027.97
6199 Classified - Transportation Staff	4,294.71	4,238.88	55.83	28,677.72
6270 Certificated - Teachers - Regular	16,558.04	28,705.95	-12,147.91	136,099.33
6272 Certificated - Counselors	4,675.58	4,675.58	0.00	30,391.27
6275 Certificated - Teachers - SPED	4,927.96	4,927.96	0.00	29,567.65
6278 Certificated - Stipends	1,833.32	1,833.32	0.00	10,791.59
6371 Classified - Teachers - Substitutes	2,748.37	2,318.02	430.35	10,295.65
6373 Classified - Aides - Regular	17,679.87	17,081.76	598.11	113,940.81
6376 Classified - Aides - SPED	8,646.77	9,543.76	-896.99	52,135.42
6378 Classified - Stipends	1,666.66	3,337.77	-1,671.11	17,296.09
7051 Social Security/Medicare/FUTA	3,934.13	5,014.56	-1,080.43	26,526.95
7052 Worker's Compensation Insurance	879.17	934.67	-55.50	5,426.34
7053 State Unemployment	887.46	1,017.09	-129.63	2,880.16
7055 Retirement Contribution - DRS	9,640.72	10,848.08	-1,207.36	63,921.16
7056 Health Insurance - SEBB	22,034.50	23,671.00	-1,636.50	146,422.50
8005 Audits	1,024.80		1,024.80	1,024.80
8010 Legal	11,952.50	1,489.10	10,463.40	23,759.60

Pullman Community Montessori

Profit and Loss

February 2024

	TOTAL			
	FEB 2024	JAN 2024 (PP)	CHANGE	SEP 2023 - FEB 2024 (YTD)
8015 Oversight Fee (3%)	4,257.30	728.22	3,529.08	22,213.79
8035 Payroll & Accounting Services	10,000.00	10,000.00	0.00	60,000.00
8040 Special Ed Services	2,555.00	6,565.61	-4,010.61	43,631.03
8050 Contracted Services - Tech	1,623.89	3,234.01	-1,610.12	12,788.55
8053 Contracted Services - Misc	8,900.00	1,407.00	7,493.00	15,465.20
8054 Contracted Services - Afterschool	2,849.08		2,849.08	13,595.54
8055 Printing	2,641.71		2,641.71	2,641.71
8060 Dues & Memberships				620.00
8505 Board Expenses	833.33	833.33	0.00	4,999.98
8510 Classroom / Teaching Supplies & Materials	14,642.61	844.07	13,798.54	31,936.34
8515 Special Ed Supplies & Materials				1,012.76
8530 Equipment / Furniture	1,038.13		1,038.13	2,176.39
8535 Telephone / Internet	648.47	648.47	0.00	3,873.65
8540 Technology - Hardware	437.85		437.85	4,827.93
8541 Technology - Software	1,762.25	7,468.59	-5,706.34	26,228.16
8565 Office Expense	581.31	2,946.67	-2,365.36	17,002.83
8570 Staff Development	2,425.00		2,425.00	9,923.31
8575 Staff Recruitment	158.72	29.05	129.67	895.88
8580 Student Recruitment / Marketing	405.00	285.00	120.00	5,892.72
8585 School Meals / Lunch	200.00	6,459.30	-6,259.30	37,710.68
8590 Travel (Staff)				2,254.16
8595 Fundraising				524.39
8599 Transportation (student)	3,800.61	1,131.43	2,669.18	12,128.27
9005 Insurance Expense		274.83	-274.83	7,734.73
9010 Janitorial	3,253.63	3,253.63	0.00	19,459.53
9015 Building and Land Rent / Lease	18,417.27	18,417.27	0.00	110,503.62
9020 Repairs & Maintenance Bld		57.67	-57.67	210.69
9045 Interest Expense	3,074.48	3,956.71	-882.23	17,252.97
Total Expenditures	\$230,283.32	\$220,878.44	\$9,404.88	\$1,385,002.19
NET OPERATING REVENUE	\$ -45,395.88	\$ -50,106.44	\$4,710.56	\$22,281.39
Other Expenditures				
9050 Depreciation	19,012.91		19,012.91	38,025.82
Total Other Expenditures	\$19,012.91	\$0.00	\$19,012.91	\$38,025.82
NET OTHER REVENUE	\$ -19,012.91	\$0.00	\$ -19,012.91	\$ -38,025.82
NET REVENUE	\$ -64,408.79	\$ -50,106.44	\$ -14,302.35	\$ -15,744.43

Pullman Community Montessori

Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000 Banner Bank x4353 - PUBLIC Checking				
02/05/2024	EFT	Dakota Academic Consulting, Inc	-1,950.00	
02/05/2024	EFT	True Measure Collaborative	-2,175.00	
02/05/2024	EFT	Joule Growth Partners	-10,000.00	
02/05/2024	EFT	Banner Bank	-4,964.22	
02/06/2024		Terry's Dairy, Inc	-553.50	Multiple invoices (details on stub)
02/06/2024		Washington State Charter Schools Association	-1,186.19	Multiple invoices
02/06/2024		First Step Internet	-180.00	Inv 1740160
02/06/2024		Lexia Learning Systems LLC	-3,228.37	Inv 7441398
02/06/2024		The Standard Insurance Company	-288.82	Inv 756494 0314 1/1
02/08/2024		Letty Rising LLC	-8,900.00	Inv N/A
02/14/2024		ParentSquare, Inc	-2,100.00	Inv SI-006923
02/05/2024	1101	Friends of Gladish	-12,698.30	
02/29/2024	EFT	WA Dept of Retirement Systems	-16,040.24	
02/01/2024	EFT	Raza Development Fund, Inc (v)	-3,340.80	
02/13/2024	EFT	Great American Insurance Group	-274.83	
02/13/2024	EFT	URM Stores Inc	-5,905.80	
02/16/2024		Whitman County Health Department	-200.00	Inv 24-147
02/29/2024	1104	Cleaning Concepts Janitorial	-3,253.63	
02/29/2024	1103	Friends of Gladish	-12,698.30	
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -89,938.00	

Pullman Community Montessori Budget vs. Actuals: FY24 September 2023 - February 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3100 Local Donations	471.63	25,000.00	-24,528.37	1.89%
3198 Sales - School Meals	6,241.40	21,456.00	-15,214.60	29.09%
3199 Local Income - misc	2,587.31		2,587.31	
3201 Interest Income (Public)	0.11		0.11	
3520 Private Foundations / Grants	416,952.32	255,000.00	161,952.32	163.51%
4000 General Apportionment	598,492.94	1,542,557.00	-944,064.06	38.80%
4021 Special Education - General Apportionment	10,136.43	16,325.00	-6,188.57	62.09%
4121 Special Education - State	96,763.32	241,950.00	-145,186.68	39.99%
4155 Learning Assistance	6,550.48	13,506.00	-6,955.52	48.50%
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	261.85		261.85	
4199 Transportation	32,051.57	82,769.00	-50,717.43	38.72%
4258 State Miscellaneous Revenue		0.00	0.00	
5101 Title 1	13,586.74	20,146.00	-6,559.26	67.44%
5102 Title 2		12,033.00	-12,033.00	0.00%
5124 Federal SPED - IDEA	10,279.51	18,628.00	-8,348.49	55.18%
5198 Federal - School Food Services (NSLP)	22,776.68	31,827.00	-9,050.32	71.56%
5199 Federal - Misc Grants	34,048.07	73,540.00	-39,491.93	46.30%
5200 Federal - CSP	156,083.22	381,299.00	-225,215.78	40.93%
Total Revenue	\$ 1,407,283.58	\$ 2,747,131.00	-\$ 1,339,847.42	51.23%
Gross Profit	\$ 1,407,283.58	\$ 2,747,131.00	-\$ 1,339,847.42	51.23%
Expenditures				
6005 Certificated - Executive Management	46,350.03	92,700.00	-46,349.97	50.00%
6106 Classified - Operations Staff	50,277.90	110,206.00	-59,928.10	45.62%
6110 Classified - Instructional Management	40,805.84	80,000.00	-39,194.16	51.01%
6196 Nurses	23,878.60	54,036.00	-30,157.40	44.19%
6198 Classified - Lunch Staff	37,027.97	71,167.00	-34,139.03	52.03%
6199 Classified - Transportation Staff	28,677.72	37,632.00	-8,954.28	76.21%
6270 Certificated - Teachers - Regular	136,099.33	355,917.00	-219,817.67	38.24%
6271 Certificated - Teachers - Substitutes		11,700.00	-11,700.00	0.00%
6272 Certificated - Counselors	30,391.27		30,391.27	
6275 Certificated - Teachers - SPED	29,567.65	59,135.00	-29,567.35	50.00%
6278 Certificated - Stipends	10,791.59	20,000.00	-9,208.41	53.96%
6370 Classified - Teachers - Regular	0.00		0.00	
6371 Classified - Teachers - Substitutes	10,295.65		10,295.65	
6372 Classified - Counselors		68,000.00	-68,000.00	0.00%
6373 Classified - Aides - Regular	113,940.81	202,280.00	-88,339.19	56.33%
6376 Classified - Aides - SPED	52,135.42	80,540.00	-28,404.58	64.73%
6378 Classified - Stipends	17,296.09		17,296.09	
7051 Social Security/Medicare/FUTA	26,526.95	58,311.00	-31,784.05	45.49%
7052 Worker's Compensation Insurance	5,426.34	10,071.00	-4,644.66	53.88%
7053 State Unemployment	2,880.16	8,927.00	-6,046.84	32.26%
7055 Retirement Contribution - DRS	63,921.16	126,767.00	-62,845.84	50.42%
7056 Health Insurance - SEBB	146,422.50	316,800.00	-170,377.50	46.22%
8005 Audits	1,024.80	37,611.00	-36,586.20	2.72%
8010 Legal	23,759.60	15,000.00	8,759.60	158.40%

8015 Oversight Fee (3%)	22,213.79	57,246.00	-35,032.21	38.80%
8035 Payroll & Accounting Services	60,000.00	123,000.00	-63,000.00	48.78%
8040 Special Ed Services	43,631.03	93,368.00	-49,736.97	46.73%
8050 Contracted Services - Tech	12,788.55	5,125.00	7,663.55	249.53%
8051 Contracted Services - Program Support / PD		4,000.00	-4,000.00	0.00%
8053 Contracted Services - Misc	15,465.20		15,465.20	
8054 Contracted Services - Afterschool	13,595.54	31,570.00	-17,974.46	43.06%
8055 Printing	2,641.71	3,570.00	-928.29	74.00%
8060 Dues & Memberships	620.00	2,180.00	-1,560.00	28.44%
8505 Board Expenses	4,999.98	1,500.00	3,499.98	333.33%
8510 Classroom / Teaching Supplies & Materials	31,936.34	23,500.00	8,436.34	135.90%
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	2,176.39	3,750.00	-1,573.61	58.04%
8535 Telephone / Internet	3,873.65	7,834.00	-3,960.35	49.45%
8540 Technology - Hardware	4,827.93	4,175.00	652.93	115.64%
8541 Technology - Software	26,228.16	35,989.00	-9,760.84	72.88%
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	17,002.83	10,200.00	6,802.83	166.69%
8570 Staff Development	9,923.31	11,878.00	-1,954.69	83.54%
8575 Staff Recruitment	895.88	3,570.00	-2,674.12	25.09%
8580 Student Recruitment / Marketing	5,892.72	8,160.00	-2,267.28	72.21%
8585 School Meals / Lunch	37,710.68	55,948.00	-18,237.32	67.40%
8590 Travel (Staff)	2,254.16	2,550.00	-295.84	88.40%
8595 Fundraising	524.39	612.00	-87.61	85.68%
8599 Transportation (student)	12,128.27	29,000.00	-16,871.73	41.82%
9005 Insurance Expense	7,734.73	25,092.00	-17,357.27	30.83%
9010 Janitorial	19,459.53	22,950.00	-3,490.47	84.79%
9015 Building and Land Rent / Lease	110,503.62	230,854.00	-120,350.38	47.87%
9020 Repairs & Maintenance Bld	210.69		210.69	
9045 Interest Expense	17,252.97	48,056.00	-30,803.03	35.90%
9999 Reserves / Contingency		71,034.00	-71,034.00	0.00%
Total Expenditures	\$ 1,385,002.19	\$ 2,757,594.00	-\$ 1,372,591.81	50.23%
Net Operating Revenue	\$ 22,281.39	-\$ 10,463.00	\$ 32,744.39	-212.95%
Other Expenditures				
9050 Depreciation	38,025.82	94,883.00	-56,857.18	40.08%
Total Other Expenditures	\$ 38,025.82	\$ 94,883.00	-\$ 56,857.18	40.08%
Net Other Revenue	-\$ 38,025.82	-\$ 94,883.00	\$ 56,857.18	40.08%
Net Revenue	-\$ 15,744.43	-\$ 105,346.00	\$ 89,601.57	14.95%

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**Pullman Community Montessori
FY 23-24 Budget Status Report
Feb-24**

	Actual	Budget	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
Revenue							
Local Support	9,300	46,456	-37,156	20.02%	11,223	82.87%	Reduction in anticipated local donations Drop due to reduced expected AAFTE to 104 Total loss due to enrollment: \$400k Addition of levy equalization: \$140k May not spend full CSP grant Added \$50k WA Charters Grant
State Revenue - General	598,493	1,542,557	-944,064	38.80%	1,197,644	49.97%	
State Revenue - Special Purpose	145,764	365,645	-219,881	39.86%	432,616	33.69%	
Federal Revenue	236,774	537,473	-300,699	44.05%	545,336	43.42%	
Grants & Other Sources	416,952	255,000	161,952	163.51%	420,000	99.27%	
Total Revenue	1,407,284	2,747,131	-1,339,847	51.23%	2,606,819	53.98%	
Gross Profit	1,407,284	2,747,131	-1,339,847	51.23%			
Expenditures							
Salaries	627,536	1,243,310	-615,774	50.47%	1,101,385	56.98%	Overall \$140k drop in salaries and \$70k drop in benefits
Personnel Taxes & Benefits	245,177	520,876	-275,699	47.07%	450,125	54.47%	
Contracted Services	192,479	366,920	-174,441	52.46%	381,968	50.39%	Various small increases (tech support, HOS support, SPED) Increases: classroom supplies, furniture, office expense, meals Decreases: transportation, testing, field trips
School Operations	193,880	228,499	-34,619	84.85%	265,513	73.02%	
Facility Operations & Maintenance	155,162	326,952	-171,791	47.46%	336,660	46.09%	
Contingency		71,034	0	0.00%	0	100.00%	
Total Expenditures	1,414,233	2,757,591	-1,272,324	51.29%	2,535,652	55.77%	Fiscal Year Elapsed: 50%
Net Operating Revenue	-6,950	-10,460	3,510	66.44%	71,167	-9.77%	School Year Elapsed: 61%
Net Revenue	-6,950	-10,460	3,510	66.44%	71,167	-9.77%	
Balance Sheet Expenses							
Bridge Loan Principal	60,679	59,385	1,294	102.18%	61,127	99.27%	Moved to 24-25 due to construction delays
Kitchen Renovations	0	39,000	-39,000	0.00%	0	0.00%	
Balance Sheet Expenditures	60,679	98,385	-37,706	61.68%	61,127	99.27%	
All Expenditures	1,474,912	2,855,976	-1,381,064	51.64%	2,596,779	56.80%	
Board Approved Expenditures	2,855,976						

Pullman Community Montessori
Non-AP Cash Disbursements
 February 2024

	Date	Transaction Type	Num	Name	Memo/Description	Amount
1000 Banner Bank x4353 - PUBLIC Checking						
	02/05/2024	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-Z6A9N3V7O4M2 18	-237.03
	02/12/2024	Expenditure		eFax	CCSI EFAX 6922 HOLLYWOOD BLVD 32 CCSI EFAX 6922 HOLLYWOOD BLVD 323-817-3205CA C# *8765	-18.99
	02/12/2024	Expenditure		Magic-Wrighter (e-Funds)	ACH MAGIC-WRIGHTER INVOICE ACH MAGIC-WRIGHTER INVOICE PPD XXXXXX4841	-34.95
	02/13/2024	Expenditure		Microsoft	MSFT * E0300R05H 1 Microsoft Way MSFT * E0300R05H 1 Microsoft Way MSBILL.INFOWA C# *876	-33.75
	02/22/2024	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD XXXXXXXX4300001 6223	-348.47
	02/26/2024	Check	1102	OSPI	Check 1102	-50.00
	02/29/2024	Expenditure		Gusto		-397.07
Total for 1000 Banner Bank x4353 - PUBLIC Checking						-\$ 1,120.26
1001 Banner Bank x4695 - PRIVATE Checking						
	02/01/2024	Expenditure		Banner Bank	Paper statement fee	-3.00
Total for 1001 Banner Bank x4695 - PRIVATE Checking						-\$ 3.00

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\$(1,123.26)

**Pullman Community Montessori
Payroll Summary**

Feb-24



Pay Code Totals

Custodian / Bus Driver	4,763.71
Kitchen Staff	7,245.39
Office Administration	9,439.45
School Administration	15,008.34
Special Education Staff	6,594.62
Student Support Staff	41,251.53
Substitute Teacher	2,495.72
Teacher	23,796.67
Total	110,595.43

Deduction Totals

State Pension	7,676.66
State Employees Benefits Board	2,086.50
Supplemental LTD	306.19
Wage Garnishments	-
Federal Income Tax	7,082.68
Social Security	3,103.10
Medicare	1,573.35
WA CARES	641.45
WA Workers' Comp Insurance	482.71
WA Family and Medical Leave Insurance	584.60
Total	23,537.24

Benefits Totals

State Pension	11,036.82
State Employees Benefits Board	22,550.00
Social Security	3,103.10
Medicare	1,573.35
WA SUI	995.37
WA EAF	33.20
Health Savings Account	-
WA Workers' Comp Insurance	988.68
Total	40,280.52

Direct Deposit Total	87,058.19
Manual Checks Total	-

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

February AP register totaling: \$89,938.00

Pay dates within 02/01/24 – 02/29/24

Board Date 03/21/24

Signature of Auditing Officer

Date



Finance Dashboard
February 2024

	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	84%	100%	●	<i>Current enrollment: 107 (AAFTE: 114.67) Budget: 136 SPED: 20.4 budget, 26 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	40%	48%	●	<i>Enrollment revenue loss approx \$400k</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	76%	79%	●	<i>All expected grant payments received. Local donations (\$471) goal (\$25k) – forecast reduced materially</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	51.6%	50%	●	<i>Cuts made will help ensure payroll can be made and operations continue but cash will be tight</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$152k 21 Days	\$446k 60 Days	●	<i>Not projected to meet 30 days cash. Projection: \$196k (28 days)</i>

Additional notes for discussion:

- **March enrollment: 89**
- **Cash:** received final \$51k grant payment from WA Charters; cash conservation measures started
- **February is end of Q2:** new forecasts and detailed BvA included
- **Material Variances – actual & approaching (\$10k & 10%):** private foundations/grants (163%, \$161k, accrual rules and additional WA Charters grant); Legal costs (158%, \$8.7k); tech support (249%, \$7.6k); classroom supplies (135%, \$8.3k); office expense (166%, \$6.8k)
 - **Overall expenses are down \$220k, mostly in staffing cuts**
- **Current fiscal year count of missing documentation: \$30k**

jg^P



Payroll Check Summary

Payroll Runs: 02/09/2024 and 02/23/2024

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 March 21,2024, the Board, by a _____ vote, approves payments totaling \$87,058.19. The payments are further identified in this document.

Total Payment by Type:

Payroll Direct Deposit (\$87,058.19)

Manual Checks (\$0)

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>		

Accounts Payable Register

February 2024

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 March 21,2024, the Board, by a _____ vote, approves payments totaling \$89,938.00. The payments are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer (\$89,938.00)

Manual checks (\$0)

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>		



Non-AP Cash Disbursement Register

February 2024

BOARD CERTIFICATION STATEMENT

The following payments were paid during February 2024 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 March 21, 2024, the Board, by a _____ vote, approves payments totaling \$1,123.26. The payments are further identified in this document.

Total Payment by Type:

Debit Card / EFT (\$1,073.26) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Microsoft) and
 Manual Checks (\$50) – OSPI

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 \$87,058.19 are also approved.

**General Fund
Accounts Payable**

Total electronic payments totaling \$89,938.00 and
Check numbers N/A and N/A totaling \$0

Non-AP Cash Disbursements

Total electronic payments totaling \$1,073.26 and
Manual check 1102 totaling \$50.00

Payroll

Total electronic payments totaling \$87,058.19 and
Payroll check numbers N/A totaling \$0