

APPROVED



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

Pullman Community Montessori Minutes

Finance Committee (FC)

Date and Time

Tuesday August 16, 2022 at 5:00 PM

Location

Keeping safety as our top priority, until further notice, all committee meeting will be conducted virtually over Zoom.

Committee Members Present

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

Committee Members Absent

C. Minogue, J. Cassleman

Guests Present

M. Paolini (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Guyton called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Tuesday Aug 16, 2022 at 5:00 PM.

C. Pleasantry

D. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 07-14-22.

E. Jochim seconded the motion.

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

II. Finance Committee (FC)

A. Review & Approve July Financials

Was an error in private revenue % on Dashboard that will be fixed.

HOS is slowly working through the 'missing' items list. Noted a number are reoccurring. Next step will be to address high cost items.

A. Guyton made a motion to recommend the board approve July Financials as presented. The committee **VOTED** unanimously to approve the motion.

B. Approve SY23 Budget

A. Guyton made a motion to approve the Year 1 budget as presented.

E. Jochim seconded the motion.

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

C. Approve Auditor

PCM has not received the final engagement letter from Eide Baily. The soft estimate is \$18,000 which is \$6,000 less than the other competitor. To not lose our spot with Eide Baily in the event the engagement letter comes between board meetings, the FC discussed suggesting the board approve the HOS signing the engagement letter as long as the cost does not exceed \$25,000. Joule will review as well before the commitment is made.

A. Guyton made a motion to Eide Baily as the year 1 audit firm if the engagement letter fees do not to exceed \$25K.

E. Jochim seconded the motion.

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

D. Financial Policies Manual Updates

A. Guyton made a motion to approve changes to the FPPM as presented.

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 6:15 PM.

Respectfully Submitted,
A. Guyton

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

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

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