

APPROVED



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

Pullman Community Montessori Minutes

Finance Committee Monthly Meeting

Date and Time

Thursday September 21, 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 Committee of Pullman Community Montessori to order on Tuesday Sep 19, 2023 at 5:35 PM.

C. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee Monthly Meeting on 08-17-23.

E. Jochim seconded the motion.

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

II. Finance Committee (FC)

A. Approve August Financials

Discussed financials.

Really only 1% off budget for last year which is good to celebrate.

Send the vendor invoice for check 1063 so Matt can update notation. (was for City of Pullman for building permit).

A. Guyton made a motion to approve July financials as presented for recommendation to the board.

E. Jochim seconded the motion.

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

B. Discuss Enrollment Implications

Laylah reviewed measure being taken to increase enrollment and cut costs.

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 6:06 PM.

Respectfully Submitted,
A. Guyton

Documents used during the meeting

- 2. PCM Income Statement Aug 2023.pdf
- 6c. PCM AP Register Aug 2023.pdf
- 3. PCM Balance Sheet Aug 2023.pdf
- 4a. PCM Detailed BvA Aug 2023.pdf
- 5. PCM Statement of Cash Flows Aug 2023.pdf
- 6d. PCM Non-AP Register Aug 2023.pdf
- 4. PCM BvA Aug 2023.pdf
- 6b. PCM Payroll Report Aug 2023.pdf
- 6a. PCM Auditing Officer Approval Aug 2023.pdf
- 1. PCM Finance Dashboard Aug 2023.pdf

- 6. PCM Payroll and AP Certification Aug 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