

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 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