



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

# Pullman Community Montessori

## Minutes

### Finance Committee Monthly Meeting

---

#### Date and Time

Wednesday December 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 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