

Business Manager's Report
Infinity Charter School

Date: August 14, 2018

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

ADMINISTRATIVE SERVICES

- Furniture:** **08/14/18:** **Approval of the Tanner Furniture proposal for new Art Room tables, stools and 7/8 teacher desk.**
07/10/18: Approval of the Tanner Furniture proposal.
- Equipment:** **08/14/18:** **Black & white printer will not be replaced by color printer due to the increased cost of a color printer. New black & white printer will be placed in the School Library. The finisher/stapler for the teacher copier/printer was installed on 8/8/18.**
07/10/18: New copier and printer arrived on Friday, June 22. We are awaiting the arrival of the finisher portion of the copier/printer in the computer lab as well as replacing the black & white printer with a color printer in the front office.
- Computers:** **08/14/18:** **We purchased 50 new Chromebooks for student use. We also purchased an upgrade of MS Office for 20 student computers.**
07/10/18: We are looking to update our MS Office Suite for all students, teachers and staff.
- Year-End Audit:** **08/14/18:** **The auditors were on campus from August 7-9. Follow-up work will be completed via phone and e-mail over the next several weeks.**
07/10/18: The pre-audit planning meeting scheduled for June 20th went well. The audit will take place on August 7-9, 2018.
- Budget:** **08/14/18:** **Electronic copies have been e-mailed to the State House and State Senate. A copy of the budget summary has been posted on our website.**
07/10/18: The budget for 2018-2019 has been submitted to PDE. Electronic copies will be e-mailed to the State House and State Senate as soon as the necessary signatures are obtained from the CEO, Board President and Secretary. The budget will be posted on the website as soon as the submission process is completed.
- Donations:** **08/14/18:** **A total of \$1,115 (including interest earned) was deposited to the donations account during the month of July.**
07/10/18: A total of \$1,334 (including interest earned) was deposited to the donations account during the month of June. The majority of the funds were from the Ignite the Future event.
- Payroll:** **08/14/18:** **Pay increases for all teachers will go into effect for the August 31 payroll along with the increases in premium deduction for health insurance.**
07/10/18: Pay increases for all July-June employees will go into effect on the July 20 payroll.



Accounts:	08/14/18: Account balances as of July 31st were: Members 1st FCU = \$647,154; PSDMAX = \$4.44.
	07/10/18: Account balances as of June 30 th were: Members 1 st FCU = \$613,142; PSDMAX = \$19,486. The PSDMAX account balance has been transferred over to Members 1 st as of the beginning of July. The account will have a \$0 balance, but will remain open. A \$50,000 payment was made on the term loan as required by loan terms.
Cash Flow:	08/14/18: No cash flow issues.
	07/10/18: No cash flow issues.
Grants:	08/14/18: The report for Title II has been filed and the application for the 2018-19 school year has been submitted and is currently under review. We have also been notified from PDE that we are eligible for Title IV funds. We are in discussions with our contact there about potentially submitting an application for these funds.
	07/10/18: The report for Title II will be filed by the end of July. We need to submit our Title II application for the 2018-19 school year.
Child Accounting:	08/14/18: Invoicing for July was completed on July 19 for all school districts @231 students.
	07/10/18: The final reporting for PIMS was filed in June. We will be starting the 2018-19 school year with 238 students. All returning students have been rolled over to the new year, and all new students have been entered in the student database.
School Policies:	08/14/18: The Staff Leave Policy needs to be reviewed and accepted.
	07/10/18: Nothing new.
Insurances:	08/14/18: Applications for renewal of our liability insurances were completed and Michelle Haring's Board Treasurer's Bond will take effect for 2 years. We are waiting to see what our renewal rates will be.
	07/10/18: July is open enrollment month for all full-time employees.
New Facility:	08/14/18: We are finally starting to receive PPL invoices. We are not required to pay any of them right now as PPL has waited almost a year to start invoicing us. The Business Manager is working with PPL to create a payment plan once all of the invoices have been generated. ICS has been in continuous conversation with PPL as they were not invoicing us since taking residence at the Locust Lane campus in August 2017.
	07/10/18: Approval of CRA invoices.

PDE REPORTS

- **2017-2018 Safe Schools Reporting**
- **2017-2018 Charter School Annual Report**
- **2017-2018 Fire Drill Report**
- **Title II Application**

Prepared: August 9, 2018