

**Business Manager's Report**  
**Infinity Charter School**

Date: December 11, 2018

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



**INFINITY CHARTER SCHOOL**

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**ADMINISTRATIVE SERVICES**

**Furniture:**                   **12/11/18: Nothing new.**

11/13/18: Nothing new.

**Equipment:**               **12/11/18: Nothing new to report.**

11/13/18: Nothing new to report.

**Computers:**               **12/11/18: Nothing new to report.**

11/13/18: Robert installed Carbonite on the Business Office computer. He selected some common folders for backup. The Business Manager has also gone through the folders to make sure everything that should be backed up is, in fact, backing up.

The server that ICS has for the school network is 7 years old. Robert suggested that this server should be replaced in the next 1-3 years. There is not a server for the Office/Administrative part of the building. We can implement a server for the Office/Admin side with user permissions to allow only certain users to access certain parts of the network.

The connectivity issues the Business Office and Main Office were having with MMS seem to be resolved. MMS moved our account to a new server and that seems to have helped with staying connected.

**Year-End Audit:**       **12/11/18: Representatives from Brown, Shultz, Sheridan and Fritz will present the 2017-2018 audited financial statements at today's Board Meeting. An extension was filed for the Form 990. The new due date is 5/15/19.**

11/13/18: Representatives from Brown, Shultz, Sheridan and Fritz will present the 2017-2018 financial statements at the December 11, 2018 Board Meeting. The auditors are working to complete the Form 990.

**Budget:**                   **12/11/18: There is a copy of the Budget vs. Actual report in the Board packets.**

11/13/18: There is a copy of the Budget vs. Actual report in the Board packets.

**Donations:**           **12/11/18: A total of \$32,019 (including interest earned) was deposited to the donations account during the month of November.**

11/13/18: A total of \$9,763 (including interest earned) was deposited to the donations account during the month of October.

**Payroll:**               **11/13/18: Nothing new to report.**

10/09/18: Nothing new to report.



- Accounts:**           **12/11/18: Account balances as of November 30<sup>th</sup> were: Members 1<sup>st</sup> FCU = \$706,881; PSDMAX = \$4.44.**  
11/13/18: Account balances as of October 31<sup>st</sup> were: Members 1<sup>st</sup> FCU = \$817,9612; PSDMAX = \$4.44.
- Cash Flow:**           **12/11/18: No cash flow issues.**  
11/13/18: No cash flow issues. PDE has instituted some new rules in submitting force pay requests. They are very particular in accepting these requests. If one thing is incorrect on the report, they will reject the request and we have to wait another month before we can submit the request again.
- Grants:**               **12/11/18: No new updates.**  
10/09/18: The Title II & Title IV applications have been approved.
- Child Accounting:**   **12/11/18: Invoicing for November was completed on November 13<sup>th</sup> and invoicing for December was completed on December 5<sup>th</sup> for all school districts for 233 students.**  
11/13/18: Invoicing for October was completed on October 2<sup>nd</sup> for all school districts.
- School Policies:**     **12/11/18: No update at this time.**  
11/13/18: The Staff Leave Policy was updated at last month's Board meeting to reflect the changes the Policy Committee made to the Staff Leave Policy in regards to Family Leave. The Policy Committee continues to review the Staff Leave Policy.
- Insurances:**         **12/11/18: No new updates.**  
11/13/18: Michelle Haring's Treasurer Bond was established with a start date of September 2018.
- New Facility:**        **12/11/18: The back parking lot is being paved and should be finished in the next few days.**  
11/13/18: ICS received its first prorated PPL invoice in October. All looks to be in order with what PPL promised the School.

#### PDE REPORTS

- **Federal Programs Comparability Assurances**
- **2018-2019 PaTI Survey**
- **PIMS PSSA Pre-Codes**
- **PIMS Special Education 12/1 Snapshot**