

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

Date: July 10, 2018

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



**INFINITY CHARTER SCHOOL**

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**ADMINISTRATIVE SERVICES**

**Furniture: 07/10/18: Approval of the Tanner Furniture proposal.**

06/11/18: No new furniture purchases in the month of May, but we will be looking at purchasing furniture for the new classroom over the summer, as well as possibly replacing the green middle school chairs. The green chairs could then be stored and used for school events.

**Equipment: 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.**

06/11/18: Approval of the proposal for a new copier for the computer lab is requested.

**Computers: 07/10/18: We are looking to update our MS Office Suite for all students, teachers and staff.**

06/11/18: The new copier proposal includes 5 hrs of technical support for all computers/devices.

**Year-End Audit: 07/10/18: The pre-audit planning meeting scheduled for June 20<sup>th</sup> went well. The audit will take place on August 7-9, 2018.**

06/11/18: The pre-audit planning meeting is scheduled for June 20<sup>th</sup>.

**Budget: 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.**

06/11/18: The 2018-19 General Fund Budget is being presented for approval.

**Donations: 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.**

06/11/18: A total of \$8,630 (including interest earned) was deposited to the donations account during the month of May. The majority of the funds were from the Ignite the Future event.

**Payroll: 07/10/18: Pay increases for all July-June employees will go into effect on the July 20 payroll.**

06/11/18: The 2018-2019 teacher contracts will be distributed before the teachers leave for summer break. Employees who chose to opt out of our health insurance benefit will receive their \$1,000 opt out payment in their June 22<sup>nd</sup> pay check. Staff retention bonuses will be paid with the June 22<sup>nd</sup> payroll.

**Accounts: 07/10/18: Account balances as of June 30<sup>th</sup> were: members 1<sup>st</sup> FCU = \$613,142; PSDMAX = \$19,486. The PSDMAX account balance has been transferred over to Members 1<sup>st</sup> 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.**

06/11/18: Account balances as of May 31<sup>st</sup> were: members 1<sup>st</sup> FCU = \$794,007; PSDMAX = \$19,486.

**Cash Flow: 07/10/18: No cash flow issues.**

06/11/18: No cash flow issues.



**Grants:** **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.**

06/11/18: No activity during the past month. The Title II application for the 2018-19 school year will need to be filed over the summer.

**Child Accounting:** **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.**

06/11/18: We ended the year with 208 students. School district reconciliations will be sent by the 15<sup>th</sup> of the month. Tracie is processing all paperwork for new students entering in 2018-2019.

**School Policies:** **07/10/18: Nothing new.**

06/11/18: The Bullying policy needs to be reviewed and accepted as per the Safe School Reporting requirements. The Right-to-Know policy/procedure needs to be approved.

**Insurances:** **07/10/18: July is open enrollment month for all full-time employees.**

06/11/18: Our current group health plan has been discontinued for the new plan year, but it was replaced with a comparable plan. Premiums are age-rated, so there were different rates of increase again this year. The overall premium increase is around 2% based on existing enrollees. I am requesting approval for the new plan, Premier Balance PPO \$500-A. Dental and vision rates will not increase for 2018-19.

**New Facility:** **07/10/18: Approval of CRA invoices.**

06/11/18: CRA will be sending a request to LPT to release the remaining funds being held for the improvement guarantee. The funds, totaling \$7,106, are in our Members 1<sup>st</sup> money market account, but they are not available to use. The Grounds Committee had their first meeting last month to plan for improvements to be completed over the summer months.

## PDE REPORTS

- **2017-2018 Special Ed Year End Reporting (Transitions)**
- **PennData Tables for Special Ed**
- **2016-2017 Driver's Ed Report**
- **PDE-2028 Annual budget for 2017-2018**
- **LEP Program Survey**
- **4<sup>th</sup> Quarter Use of Restraints Reporting**
- **PA Secure ID Reporting for new students**

Prepared: July 6, 2018