

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

Date: July 23, 2019

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



**INFINITY CHARTER SCHOOL**

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**ADMINISTRATIVE SERVICES**

- Furniture:**           **07/23/19: New desks, chairs, bookshelves and worktables have been purchased for the new school year.**  
06/10/19: No new furniture purchases were made in the past month.
- Equipment:**       **07/23/19: No new equipment purchases were made in the past month.**  
06/10/19: No new equipment purchases were made in the past month.
- Computers:**       **07/23/19: No updates at this time.**  
06/10/19: The Office Secretary's computer was replaced during the month of May after having significant issues.
- Audit:**             **07/23/19: The auditors were here for a preliminary audit on Thursday, June 13, 2019. Everything went well. The auditors will be on campus for the main audit on August 22 and 23.**  
06/10/19: The auditors will be here for a preliminary audit on Thursday, June 13, 2019. The auditors will be on campus for the main audit on July 30 & 31.
- Budget:**            **07/23/19: The budget for 2019-20 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 & Secretary. The budget will be posted on the website as soon as the submission process is completed.**  
06/10/19: The health insurance renewal was received at the end of May with only a slight increase in rates of less than 3%.  
A copy of the Budget vs. Actual for month ending 5/31/19 is in the Board packets for your review.
- Donations:**       **07/23/19: A total of \$1,535 (including interest earned) was deposited to the donations account during the month of June.**  
06/10/19: A total of \$4,966 (including interest earned) was deposited to the donations account during the month of May.
- Payroll:**           **07/23/19: Pay increases for all 12-month employees will go into effect on the July 19 payroll.**  
06/10/19: The 2019-20 teacher contracts will be distributed before the teachers leave for summer break. Employees who chose to opt out of ICS' health insurance for 2018-19 will receive their \$1,000 opt out payment on June 21<sup>st</sup>'s payroll. Retention bonuses will also be paid out on the same payroll.
- Accounts:**        **07/23/19: Account balances as of June 30 were: Members 1<sup>st</sup> FCU = \$1,,002,725; PSDMAX = \$4.44.**  
06/10/19: Account balances as of May 31 were: Members 1<sup>st</sup> FCU = \$1,309,545; PSDMAX = \$4.44.
- Cash Flow:**       **07/23/19: No cash flow issues.**  
06/10/19: No cash flow issues.



- Grants:**                   **07/23/19: No update at this time.**  
06/10/19: No update at this time.
- Child Accounting:**   **07/23/19: The final reporting for PIMS will be filed in July. We will be starting the 2019-20 school year with 256 students. All returning students have been rolled over to the new year and all new students have been entered into the student database. June invoicing and year-end reconciliations were mailed out the last week in June.**  
06/10/19: Enrollment was 234 students at the end of the school year. School district reconciliations will be completed as soon as possible. All new students' paperwork is being processed for the 2019-20 school year.
- School Policies:**       **07/23/19: No update at this time.**  
06/10/19: No update at this time.
- Insurances:**           **07/23/19: The storage building has been added to the insurance policy as of July 9, 2019 (date of settlement).**  
06/10/19: Health insurance rates increased only slightly by less than 3%.
- New Facility:**           **07/23/19: LPT is still holding approximately \$7,000 as an improvement guarantee. There are still some items that need to be checked before we are able to have this money returned to us. Suzanne has been working with all involved to resolve this issue.**  
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#### **PDE REPORTS**

- **Safe Schools - Fire & Security Drills**
- **2018-2019 Special Ed Year End Reporting (Transitions)**
- **PennData Tables for Special Ed**
- **2018-2019 Driver's Ed Report**
- **LEP Program Survey**
- **4<sup>th</sup> Quarter Use of Restraints Reporting**

Prepared: July 9, 2019