

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

Date: March 12, 2019

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



**INFINITY CHARTER SCHOOL**

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**ADMINISTRATIVE SERVICES**

- Furniture:**           **03/12/19: No new furniture purchases were made in the past month.**  
02/12/19: No new furniture purchases were made in the past month.
- Equipment:**       **03/12/19: No new equipment purchases were made in the past month.**  
02/12/19: No new equipment purchases were made in the past month.
- Computers:**       **03/12/19: No updates at this time.**  
02/12/19: ICS renewed early with Computer Resources (our current student database company for another year). This will save us 7.5% for the 2019-2020 school year.
- Year-End Audit:**   **03/12/19: No updates at this time.**  
02/12/19: The Form 990 has been sent to the IRS and the audit for the 2017-2018 school year is complete!
- Budget:**           **03/12/19: The first draft of the 2019-2020 is included in the Board packets. This is for Board review at this point, as we will continue to revise it over the next few months.**  
02/12/19: The first draft of the 2019-2020 is included in the Board packets. This is for Board review at this point, as we will continue to revise it over the next few months.
- Donations:**       **03/12/19: A total of \$2,586 (including interest earned) was deposited to the donations account during the month of February.**  
02/12/19: A total of \$11,060 (including interest earned) was deposited to the donations account during the month of January.
- Payroll:**           **03/12/19: No updates at this time.**  
02/12/19: W-2's and 1099's were completed and mailed by January 31, 2019.
- Accounts:**       **03/12/19: Account balances as of February 28<sup>th</sup> were: Members 1<sup>st</sup> FCU = \$1,060,167; PSDMAX = \$4.44.**  
02/12/19: Account balances as of January 31<sup>st</sup> were: Members 1<sup>st</sup> FCU = \$593,836.43; PSDMAX = \$4.44.
- Cash Flow:**       **03/12/19: No cash flow issues.**  
02/12/19: No cash flow issues.
- Grants:**           **03/12/19: Title II & Title IV funds have been temporarily been put on hold because we have not spent much of the money that we've been allotted. I expect the Title IV monthly will start up again next quarter since we anticipate the start installation of the aquaponics lab.**  
02/12/19: The Title II & Title IV quarterly reports were filed in January.
- Child Accounting:** **03/12/19: Invoicing for March was completed on March 5, 2019 for 234 students.**  
02/12/19: Invoicing for February was completed on February 6, 2019 for 234 students.



**INFINITY CHARTER SCHOOL**

**School Policies:**      **03/12/19: No update at this time.**  
02/12/19: No update at this time.

**Insurances:**        **03/12/19: No update at this time.**  
02/12/19: No update at this time.

**New Facility:**        **03/12/19: 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.**  
02/12/19: 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.

**PDE REPORTS**

- **Spring Keystone Exam Precodes Internal Snapshot**