

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

Date: May 14, 2019

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



**INFINITY CHARTER SCHOOL**

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**ADMINISTRATIVE SERVICES**

- Furniture:**           **05/14/19: No new furniture purchases were made in the past month.**  
04/09/19: No new furniture purchases were made in the past month.
- Equipment:**       **05/14/19: No new equipment purchases were made in the past month.**  
04/09/19: No new equipment purchases were made in the past month.
- Computers:**       **05/14/19: Our version of QuickBooks will no longer be supported after May 31, 2019. We have decided to update it with QuickBooks desktop with Robert setting up remote desktop access for the Business Manager.**  
04/09/19: Our version of QuickBooks will no longer be supported after May 31, 2019. We have decided to update it with QuickBooks online.
- Audit:**             **05/14/19: The Criminal Justice Information Services audit finished during the month of May. ICS was found to be compliant with minor changes recommended.**  
04/09/19: ICS is currently being audited by the Criminal Justice Information Services for an FBI Fingerprint Audit. The Director, Business Manager and Community Resource Coordinator are working together to complete the audit survey.
- Budget:**           **05/14/19: As of the writing of this report, we are still waiting on renewal rates for health, dental and vision insurance. Two small adjustments have been made to the budget.**  
**A copy of the Budget vs. Actual for month ending 4/30/19 is in the Board packets for your review.**  
04/09/19: The second draft of the 2019-2020 is included in the Board packets. This is for Board review only at this point, as we will continue to revise it over the next few months. Our health insurance representative believes our rates will stay relatively stable for the 2019-2020 school year. In the first draft of the budget, health insurance was budgeted for a 10% increase. For the second draft, the increase has been dropped to 5% to still allow for a small increase in rates.  
  
A copy of the P&L for month ending 3/31/19 is in your Board packets. There was a decrease in income for the month of March. This was due to paying a large invoice and March had three payrolls.
- Donations:**       **05/14/19: A total of \$4,669 (including interest earned) was deposited to the donations account during the month of April.**  
04/09/19: A total of \$2,089 (including interest earned) was deposited to the donations account during the month of March.
- Payroll:**           **05/14/19: No update at this time.**  
04/09/19: Review and discuss Staff Retention Bonuses.
- Accounts:**       **05/14/19: Account balances as of April 30 were: Members 1<sup>st</sup> FCU = \$1,258,413; PSDMAX = \$4.44.**  
04/09/19: Account balances as of March 31<sup>st</sup> were: Members 1<sup>st</sup> FCU = \$1,176,215; PSDMAX = \$4.44.



- Cash Flow:**           **05/14/19: No cash flow issues.**  
04/09/19: No cash flow issues.
- Grants:**               **05/14/19: No update at this time.**  
04/09/19: ICS was one of the recipients of the PaSmart Grant. This Grant allows Infinity CS to pursue STEM activities as it relates to Computer Science;  
The Title II & Title IV quarterly reports are due in April;  
Title II Funding Adjustment has been submitted with an increased allocation from \$5,792 to \$6,470;  
ICS received two aquaponics carts on March 27. They are set up and received plants and fish on April 1. This purchase was the result of the Title IV grant.
- Child Accounting:**   **05/14/19: Invoicing for May was completed on May 2, 2019 for 234 students.**  
04/09/19: Invoicing for April was completed on April 2, 2019 for 234 students.
- School Policies:**     **05/14/19: No update at this time.**  
04/09/19: ICS needs to review/update its Child Abuse Background policy.
- Insurances:**         **05/14/19: ICS is awaiting the notice the health insurance rates increase for 2019-2020.**  
04/09/19: The health insurance renewal rates should be available in May. Our health insurance representative believes our rates will stay relatively stable for the 2019-2020 school year. In the first draft of the budget, health insurance was budgeted for a 10% increase. For the second draft, the increase has been dropped to 5% to still allow for a small increase in rates.
- New Facility:**         **05/14/19: 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.**  
04/09/19: 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

- **Course/Instructor Upload**