

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

Date: November 13, 2018

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

ADMINISTRATIVE SERVICES

Furniture: **11/13/18: Nothing new.**
10/09/18: Nothing new.

Equipment: **11/13/18: Nothing new to report.**
10/09/18: Nothing new to report.

Computers: **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.

10/09/18: In follow up to the Board's discussion in September in regards to backing up the office computers, Robert suggested we use Carbonite. It would be \$600 a year, but if ICS were to have a major technology disaster, it would more than make up for itself. He also said we could implement a small file server or shared network hard drive that would not cost the school that much.

The Business Office and the Main Office are having trouble staying connected to MMS Generations. This has been an on-going issue for over a month now. C. Wilson has spent a significant amount of time on the phone with MMS trying to resolve the issue. A resolution has not yet been met.

Year-End Audit: **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.**

10/09/18: The auditors are still working to complete the annual audit. We expect it to be complete sometime in October.

Budget: **11/13/18: There is a copy of the Budget vs. Actual report in the Board packets.**
10/09/18: There is a copy of the Budget vs. Actual report in the Board packets.



INFINITY CHARTER SCHOOL

- Donations:** **11/13/18: A total of \$9,763 (including interest earned) was deposited to the donations account during the month of October.**
10/09/18: A total of \$770 (including interest earned) was deposited to the donations account during the month of ~~August~~ September.
- Payroll:** **11/13/18: Nothing new to report.**
10/09/18: Nothing new to report.
- Accounts:** **11/13/18: Account balances as of October 31st were: Members 1st FCU = \$817,9612; PSDMAX = \$4.44.**
10/09/18: **Account balances as of September 30th were: Members 1st FCU = \$707,154.32; PSDMAX = \$4.44.**
- Cash Flow:** **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.**
10/09/18: No cash flow issues.
- Grants:** **11/13/18: The Title II & Title IV applications have been approved.**
10/09/18: The Title II & Title IV applications were submitted on September 27th.
- Child Accounting:** **11/13/18: Invoicing for October was completed on October 2nd for all school districts.**
10/09/18: Invoicing for October was completed on October 2nd for all school districts. The reason for the delay was due to the Business Office computer hard drive crash and having issues with the MMS Generations connectivity for several weeks. We are back on track for invoicing for October.
- School Policies:** **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.**
10/09/18: The Staff Leave Policy was tabled at last month's Board meeting. The Staff Leave Policy still needs to be addressed in regards to Family Leave.
- Insurances:** **11/13/18: Michelle Haring's Treasurer Bond was established with a start date of September 2018.**
10/09/18: The Workers' Comp audit was completed on September 25th. The Worker's Comp premium is based on estimated payroll. The audit determines our actual payroll for the year, so it can result in either an additional premium or a refund of premium. We are expected to see a small increase in premiums due to underestimating payroll.
- New Facility:** **11/13/18: ICS received its first prorated PPL invoice in October. All looks to be in order with what PPL promised the School.**
10/09/18: The Business Manager has arranged a 10-month payment plan to pay down the balance of the 2017-2018 PPL electric invoices. We should receive our first prorated invoice in October.

PDE REPORTS

- **2017-2018 PDE-2057 Annual Financial Report**
- **Accuracy Certification Statements for all October Student and Staff Snapshots.**

Prepared: November 1, 2018