

Business Manager's Report
Infinity Charter School

Date: October 11, 2018

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

ADMINISTRATIVE SERVICES

- Furniture:** **10/09/18:** **Nothing new.**
 09/11/18: All classroom furniture that was ordered has been delivered and installed.
- Equipment:** **10/09/18:** **Nothing new to report.**
 09/11/18: Nothing new to report.
- Computers:** **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.**
- 09/11/18:** The MS Office upgrade was installed on the student computers. The Business Office computer hard drive crashed. Fortunately, an external hard drive had done a back-up the day before the crash. We need to consider backing up the office computers to the cloud (i.e., Carbonite, Crash Plan) in order to prevent potential data loss. We may also want to consider purchasing a server for the Administrative offices. This will centralize the data, allow file sharing, and automatically send an update to the cloud.
- Year-End Audit:** **10/09/18:** **The auditors are still working to complete the annual audit. We expect it to be complete sometime in October.**
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- Budget:** **10/09/18:** **There is a copy of the Budget vs. Actual report in the Board packets.**
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- Donations:** **10/09/18:** **A total of \$770 (including interest earned) was deposited to the donations account during the month of August.**
 09/11/18: A total of \$3,182 (including interest earned) was deposited to the donations account during the month of August.
- Payroll:** **10/09/18:** **Nothing new to report.**
 09/11/18: Pay increases for the teachers went into effect on August 31 along with their increases for their portion of the medical insurance. The employer portion of the PSERS contribution also increased on the 8/31/18 pay.



Accounts: **10/09/18:** Account balances as of September 30th were: Members 1st FCU = \$707,154.32; PSDMAX = \$4.44.
09/11/18: Account balances as of August 31st were: Members 1st FCU = \$692,590.72; PSDMAX = \$4.44.

Cash Flow: **10/09/18:** No cash flow issues.
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Grants: **10/09/18:** The Title II & Title IV applications were submitted on September 27th.
09/11/18: The Title IV application is in process and is expected to be submitted very soon..

Child Accounting: **10/09/18:** Invoicing for September was completed on September 13th 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.
09/11/18: Invoicing for August was completed on August 2 for all school districts.

School Policies: **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.
09/11/18: The Staff Leave Policy was tabled at last month's Board meeting. The Staff Leave Policy still needs to be addressed, in addition to paid leave time for part-time staff.

Insurances: **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.
09/11/18: All of our commercial insurances renewed as of 9/5/18. The Board Treasurer's Bond will go into effect on 9/11/18. The total premium for all coverages is \$30,288.

New Facility: **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.
09/11/18: We have received PPL invoices through August 9, 2018. The Business Manager has begun discussions with PPL to set up a payment plan to pay the balance due from the 2017-2018 school year. PPL did not provide ICS with any invoices for the 2017-2018 school year until July 2018.

PDE REPORTS

- Title II & Title IV Applications
- October Student & Staff Snapshot Collections
- Request for Reimbursement and Report of school Health Services for 2017-2018
- Restraint Information System Collection (RISC) for 1st quarter 2018-2019
- 2018-2019 Charter School Enrollment & Low Income Verification