

Business Manager's Report
Infinity Charter School

Date: September 11, 2018
Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

ADMINISTRATIVE SERVICES

- Furniture:** **09/11/18:** **All classroom furniture that was ordered has been delivered and installed.**
08/14/18: Approval of the Tanner Furniture proposal for new Art Room tables, stools and 7/8 teacher desk.
- Equipment:** **09/11/18:** **Nothing new to report.**
08/14/18: Black & white printer will not be replaced by color printer due to the increased cost of a color printer. New black & white printer will be placed in the School Library. The finisher/stapler for the teacher copier/printer was installed on 8/8/18.
- Computers:** **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.**
08/14/18: We purchased 50 new Chromebooks for student use. We also purchased an upgrade of MS Office for 20 student computers.
- Year-End Audit:** **09/11/18:** **The auditors are still working to complete the annual audit. We expect it to be complete sometime in October.**
08/14/18: The auditors were on campus from August 7-9. Follow-up work will be completed via phone and e-mail over the next several weeks.
- Budget:** **09/11/18:** **There is a copy of the Budget vs. Actual report in the Board packets.**
08/11/18: Electronic copies have been e-mailed to the State House and State Senate. A copy of the budget summary has been posted on our website.
- Donations:** **09/11/18:** **A total of \$3,182 (including interest earned) was deposited to the donations account during the month of August.**
08/14/18: A total of \$1,115 (including interest earned) was deposited to the donations account during the month of July.
- Payroll:** **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.**
07/10/18: Pay increases for all teachers will go into effect for the August 31 payroll along with the increases in premium deduction for health insurance.
- Accounts:** **09/11/18:** **Account balances as of August 31st were: Members 1st FCU = \$692,590.72; PSDMAX = \$4.44.**
08/14/18: **Account balances as of July 31st were: Members 1st FCU = \$647,154; PSDMAX = \$4.44.**



- Cash Flow:** **09/11/18: No cash flow issues.**
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- Grants:** **09/11/18: The Title IV application is in process and is expected to be submitted very soon.**
08/14/18: The report for Title II has been filed and the application for the 2018-19 school year has been submitted and is currently under review. We have also been notified from PDE that we are eligible for Title IV funds. We are in discussions with our contact there about potentially submitting an application for these funds.
- Child Accounting:** **09/11/18: Invoicing for August was completed on August 2 for all school districts.**
08/14/18: Invoicing for July was completed on July 19 for all school districts @231 students.
- School Policies:** **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.**
08/14/18: The Staff Leave Policy needs to be reviewed and accepted.
- Insurances:** **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.**
08/14/18: Applications for renewal of our liability insurances were completed and Michelle Haring's Board Treasurer's Bond will take effect for 2 years. We are waiting to see what our renewal rates will be.
- New Facility:** **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.**
08/14/18: We are finally starting to receive PPL invoices. We are not required to pay any of them right now as PPL has waited almost a year to start invoicing us. The Business Manager is working with PPL to create a payment plan once all of the invoices have been generated. ICS has been in continuous conversation with PPL as they were not invoicing us since taking residence at the Locust Lane campus in August 2017.

PDE REPORTS

- **EL Immigrant End of Year Counts**

Prepared: September 6, 2018