

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

Date: August 11, 2020

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109 and by ZOOM



**INFINITY CHARTER SCHOOL**

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- Furniture:**           **08/11/20:** **Twenty-eight student desks and chairs were ordered from Tanner Furniture.**  
07/14/20: Nothing new to report.
- Equipment:**       **08/11/20:** **Wireless Graphics Drawing Tablets were purchased for all teachers to help with remote instruction. Teacher laptops have been ordered. We are in the process of ordering a new server.**  
07/14/20: ChromeBooks were ordered last month.
- Audit:**               **08/11/20:** **The on-site audit work has been rescheduled for August 12 & 13.**  
07/14/20: The pre-audit planning meeting was held on June 25<sup>th</sup>. The on-site audit is tentatively scheduled for the week of August 17<sup>th</sup>.
- Budget:**             **08/11/20:** **The 2020-2021 budget has been approved by PDE and was posted on the ICS website.**  
07/14/20: The 2020-2021 School Year Budget has been submitted to PDE. The Accuracy Certification Statement needs to be signed and uploaded. The budget will be posted to the ICS website as soon as the submission process is completed.
- Donations:**       **08/11/20:** **A total of \$596.59 (including interest earned) was deposited to the Donations account during the month of July.**  
07/14/20: A total of \$3,559.64 (including interest earned) was deposited to the Donations account during the month of June.
- Payroll:**           **08/11/20:** **Pay for 2019-2020 teacher contracts will end with the August 14<sup>th</sup> pay. Pay increases for all teachers/support staff will go into effect on the August 28<sup>th</sup> payroll, along with the increases in premium deductions for health insurance.**  
07/14/20: Pay increases for all 12-month employees will go into effect on the July 17<sup>th</sup> payroll. All supplemental pay (bonuses, insurance opt-out) was paid in June.
- Accounts:**         **08/11/20:** **Account balances as of July 31<sup>st</sup> were: Members 1<sup>st</sup> FCU = \$1,224,966; PSDLAF = \$4.44.**  
07/14/20: Account balances as of June 30<sup>th</sup> were: Members 1<sup>st</sup> FCU = \$1,407,004; PSDLAF = \$4.44.
- Cash Flow:**       **08/11/20:** **2019-2020 Year-End billing/reconciliations were completed and sent 7/21/20. One district has already submitted their final payment.**  
07/14/20: No cash flow issues. Reconciliation forms for the 2019-20 school year are not available from PDE yet. As soon as they are posted, reconciliation invoices will be completed.
- Grants:**            **08/11/20:** **We are beginning to order equipment supported by the COVID-19 grant. The Final Expenditure Report for 2018-19 Title II funds was submitted. We are currently spending 2019-20 funds, and are in the process of applying for 2020-21 funds.**  
07/14/20: The COVID-19 grant was submitted before the deadline. The 2020-21 Title II application will be filed by the end of the month.



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**School Policies:**      **08/11/20: Nothing new to report.**  
07/14/20: Nothing new to report.

**Insurances:**        **08/11/20: The new group health insurance plan went into effect August 1<sup>st</sup>. The annual review of our commercial insurance policies is being scheduled.**  
07/14/20: July is open enrollment month for health insurance for eligible employees.

**New Facility:**        **08/11/20: Requesting board approval for the Berkshire cell dialer proposal to fix the alarm issue.**  
07/14/20: We are still trying to resolve the alarm issue with Berkshire.

Prepared: August 5, 2020