

Business Manager's Report
Infinity Charter School

Date: December 8, 2020

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

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- Furniture:** **12/08/20:** No new furniture purchases in the past month.
11/10/20: No new furniture purchases in the past month.
- Equipment:** **12/08/20:** We are still waiting to receive a specific ship date for the Chromebooks.
11/10/20: All equipment purchased with the COVID grant, with exception of the Chromebooks, has been received. All iPads were updated and new cases were ordered, so they are available for MS students.
- Audit:** **12/08/20:** Final audit reports were sent to CAIU and CD School District, as required. An extension was filed for the 990 tax return, as it is still in the process of being completed.
11/10/20: Draft financial statements were emailed to all board members, along with the monthly board reports. Representatives from BSSF will present the audit reports at this month's board meeting. The accountants are working on completing the 990 tax return.
- Budget:** **12/08/20:** An updated copy of the current year Budget vs. Actual report is included in the board packets.
11/10/20: An updated copy of the current year Budget vs. Actual report is included in the board packets.
- Donations:** **12/08/20:** A total of \$1,809.90 (including interest earned) was deposited to the Donations account during the month of November.
11/10/20: A total of \$1,921.04 (including interest earned) was deposited to the Donations account during the month of October.
- Payroll:** **12/08/20:** The Business Manager attended the Year-End Payroll Webinar sponsored by Brown, Shultz, Sheridan and Fritz on November 17th. Inova Payroll will take care of all year-end payroll and W-2 tax filings. 1099's will be printed in-house and mailed before the Jan 31st due date.
11/10/20: Nothing new to report.
- Accounts:** **12/08/20:** Account balances as of November 30th were: Members 1st FCU = \$1,394,786; PSDMAX = \$4.44.
11/10/20: Account balances as of October 31st were: Members 1st FCU = \$1,353,772; PSDMAX = \$4.44.
- Cash Flow:** **12/08/20:** Cash flow is still good. Districts who haven't paid any invoices for this school year were sent for December force payment.
11/10/20: No cash flow issues. Payments for the 2020-2021 school year are starting to come in.



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- Grants:**
- 12/08/20:** The interim COVID-19 grant report was approved. The final program report was filed a the end of November, despite not receiving the ChromeBooks yet. Our 2020-2021 Title II grant application was approved with an award date of 9/20/20. Total funds awarded for the year = \$7,796.00.
 - 11/10/20: The COVID grant end date was October 31, 2020. Final reports are supposed to be filed this week, but since we have not received our ChromeBooks (order placed in June), we were instructed to submit an interim report at this time.
- School Policies:**
- 12/08/20:** Nothing new to report.
 - 11/10/20: The details of the Employee Tuition Reimbursement Policy still need to be worked out.
- Insurances:**
- 12/08/20:** Nothing new to report.
 - 11/10/20: The results of the Worker's Comp audit indicated an additional premium was due for 2019-2020. Payment has been made. The bonding process for Megan Mines-Hall has been completed.
- New Facility:**
- 12/08/20:** Berkshire will be completing the annual safety inspection of the alarms, fire extinguishers, and emergency light systems on Friday, December 18th.
 - 11/10/20: We are still working on getting the elevator and area of rescue monitoring reprogrammed for Berkshire. Comcast upgraded our existing internet, and Verizon FIOS service was added to improve the wireless connectivity issues teachers/students were experiencing.

Prepared: December 7, 2020

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