

Business Manager's Report
Infinity Charter School

Date: January 12, 2021

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

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- Furniture:** **01/12/21: No new furniture purchases in the past month.**
12/08/20: No new furniture purchases in the past month.
- Equipment:** **01/12/21: The Chromebooks arrived, have been inventoried and are ready for distribution.**
12/08/20: We are still waiting to receive a specific ship date for the Chromebooks.
- Audit:** **01/12/21: The draft 990 tax return has been received and needs to be reviewed and approved prior to the May 2021 due date. Once submitted, the 2019-2020 audit will be complete.**
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.
- Budget:** **01/12/21: The YTD Budget vs. Actual report is included in the board packets. The 2021-2022 budget process will begin next month.**
12/08/20: An updated copy of the current year Budget vs. Actual report is included in the board packets.
- Donations:** **01/12/21: A total of \$15,180 (including interest earned) was deposited to the Donations account during the month of December.**
12/08/20: A total of \$1,809.90 (including interest earned) was deposited to the Donations account during the month of November.
- Payroll:** **01/12/21: W-2's and 1099's will be sent out by the end of the month. Inova Payroll will take care of all year-end payroll and W-2 tax filings. However, 1099's will be completed in-house.**
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.
- Accounts:** **01/12/21: Account balances as of December 31st were: Members 1st FCU = \$1,435,401 ; PSDMAX = \$4.44.**
12/08/20: Account balances as of November 30th were: Members 1st FCU = \$1,394,786; PSDMAX = \$4.44.
- Cash Flow:** **01/12/21: Cash flow is good. We received the December Unipay, so most districts are current in payments. Those who aren't will be sent for January force payment.**
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.



- Grants:**
- 01/12/21:** The final COVID-19 grant report was filed and approved by the December 29th deadline. Title II A quarterly reports are due this week. We were notified that our 2019-2020 Title IIA funds receipts/expenses will be monitored in the spring. Performance Reporting for 2019-2020 Title IIA was completed prior to the January 4th deadline.
 - 12/08/20: The interim COVID-19 grant report was approved. The final program report was filed at 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.
- School Policies:**
- 01/12/21:** A draft of the Employee Tuition Reimbursement Policy is included in the board packets.
 - 12/08/20: The details of the Employee Tuition Reimbursement Policy still need to be worked out.
- Insurances:**
- 01/12/21:** The Employee Assistance Program has been set up and is available to all employees and their families. An informational email will be sent to everyone by the end of the week.
 - 12/08/20: Nothing new to report.
- New Facility:**
- 01/12/21:** The safety inspections were successfully completed.
 - 12/08/20: Berkshire will be completing the annual safety inspection of the alarms, fire extinguishers, and emergency light systems on Friday, December 18th.