

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

Date: July 14, 2020

Time: 3:30 p.m.

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

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**INFINITY CHARTER SCHOOL**

- Furniture:**           **07/14/20: Nothing new to report.**  
06/08/20: No new furniture purchases were made in the past month.
- Equipment:**       **07/14/20: ChromeBooks were ordered last month.**  
06/08/20: No new equipment purchases were made in the past month.
- Audit:**             **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>.**  
06/08/20: The initial planning meeting is scheduled for June 24<sup>th</sup>. A date for the actual on-site audit will be set during the meeting.
- Budget:**           **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.**  
06/08/20: The third draft of the 2020-2021 budget is included and needs to be approved. Updates were made based on new information received regarding health insurance rates and 2020-2021 ADM rates. A copy of the Budget vs. Actual for month ending 5/31/20 has been provided for review.
- Donations:**       **07/14/20: A total of \$3,559.64 (including interest earned) was deposited to the Donations account during the month of June.**  
06/08/20: A total of \$501.76 (including interest earned) was deposited to the Donations account during the month of May.
- Payroll:**           **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.**  
06/08/20: The 2020-21 teacher contracts will be emailed to teachers next week. Employees who chose to opt out of the ICS group health insurance for 2019-20 will receive their \$1,000 opt out payment with June 19<sup>th</sup> payroll. Retention bonuses need to be approved by the board, and will also be paid with the June 19<sup>th</sup> payroll.
- Accounts:**       **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**  
06/08/20: Account balances as of May 31<sup>st</sup> were: Members 1<sup>st</sup> FCU = \$1,431,007.34; PSDLAF = \$4.44.
- Cash Flow:**       **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.**  
06/08/20: No cash flow issues. June Reconciliation invoices will be completed this month and sent to districts beginning July 1<sup>st</sup>. The April Unipay request was paid as scheduled on June 1<sup>st</sup>.



- Grants:**
- 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.
  - 06/08/20: Our preliminary allocation for 2020-21 Title II funds is \$7,796. The application can be submitted beginning July 1<sup>st</sup>.
- School Policies:**
- 07/14/20:** Nothing new to report.
  - 06/08/20: The attorney reviewed the proposed Employee Leave Policy and made some comments about the FMLA section that should be reviewed.
- Insurances:**
- 07/14/20:** July is open enrollment month for health insurance for eligible employees.
  - 06/08/20: Health insurance rates increased approximately 3% for next school year.
- New Facility:**
- 07/14/20:** We are still trying to resolve the alarm issue with Berkshire.
  - 06/08/20: We are having issues with the alarm system. Shearer, Comcast and Berkshire are all involved in trying to resolve the issue.