

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

Date: June 7, 2021

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



**INFINITY CHARTER SCHOOL**

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- Furniture:**           **06/07/21: No new furniture purchases in the past month.**  
05/11/21: No new furniture purchases in the past month.
- Equipment:**       **06/07/21: No new equipment purchases in the past month.**  
05/11/21: We purchased 12 new Samsung Chromebooks to use as replacements when needed.
- Audit:**               **06/07/21: Auditors were here today to review and plan for the August audit.**  
05/11/21: The initial planning meeting for the 2020-2021 financial audit is scheduled for June 7<sup>th</sup>. The onsite work is tentatively planned for August 10-12.
- Budget:**             **06/07/21: The final draft of the proposed 2021-2022 budget has been provided in advance of the meeting and needs to be reviewed and approved. Health insurance premiums increased by almost 9%. The budget has been updated to reflect that increase.**  
05/11/21: The 2nd draft of the proposed 2021-2022 budget is included in the board packets. Updates were made to ADM rates and health services income to reflect current year's income. No ADM increase was budgeted for next year. Expenses were tweaked for line items where actual amounts for next year are known. Debt service lines were adjusted to projected new loan payments. We are still waiting for information on health insurance rates for next year. A 5% increase is reflected in Draft #2. The budget will need to be approved at the June board meeting.
- Donations:**       **06/07/21: A total of \$1,216.06 (including interest) was deposited to the donations account during the month of May.**  
05/11/21: A total of \$1,586.79 (including interest) was deposited to the donations account during the month of April.
- Payroll:**           **06/07/21: COVID bonuses were included with the June 4<sup>th</sup> payroll. Staff retention bonuses will be included in the final June payroll.**  
05/11/21: Review and discuss Staff Retention Bonuses (to be paid June 18<sup>th</sup> – the last payroll of the fiscal year).
- Accounts:**       **06/07/21: Account balances as of May 31<sup>st</sup> were: Members 1<sup>st</sup> FCU = \$2,040,463 ; PSDMAX = \$4.44.**  
05/11/21: Account balances as of April 30<sup>th</sup> were: Members 1<sup>st</sup> FCU = \$2,006,089; PSDMAX = \$4.44.
- Cash Flow:**       **06/07/21: All districts that pay directly are paid through May. All others were sent for payment through Unipay at the end of June. Year-end billing reconciliations will be completed once the templates are available.**  
05/11/21: No cash flow issues. The April Unipay was received at the end of April.
- Grants:**           **06/07/21: Egrants is open for 2021-22 applications. We will be completing Title I, Title IIA and ESSR funding applications.**  
05/11/21: The quarterly report for our Title II funds was submitted by the due date.



- School Policies:**
- 06/07/21:** The Bullying Policy has been circulated for review. The MOU with Lower Paxton Township Police was hand delivered to the police station and is in the process of being reviewed.
  - 05/11/21: The Bullying Policy needs to be reviewed, and updated if necessary, by the end of June. The Memorandum of Understanding with the Lower Paxton Township Police Department will also need to be renewed by June 30, 2021.
- Insurances:**
- 6/07/21:** The employee health insurance renewal came in higher than expected. Alternate plans are being reviewed.
  - 05/11/21: Nothing new to report.
- New Facility:**
- 06/07/21:** The commitment letter was returned to Members 1<sup>st</sup> FCU. Proposed plans, costs and timelines were forwarded to the insurance company and Members 1<sup>st</sup>.
  - 05/11/21: The commitment letter from Members 1<sup>st</sup> FCU needs to be voted on.