

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

Date: May 11, 2021

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



**INFINITY CHARTER SCHOOL**

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- Furniture:**           **05/11/21: No new furniture purchases in the past month.**  
04/13/21: No new furniture purchases in the past month.
- Equipment:**       **05/11/21: We purchased 12 new Samsung Chromebooks to use as replacements when needed.**  
04/13/21: Berkshire completed the annual fire extinguisher inspection. The semi-annual elevator inspection was also completed in March.
- 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.**  
04/13/21: No activity during the past month.
- Budget:**           **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.**  
04/13/21: We continue to modify the 2021-2022 budget. The next draft will be presented at the May board meeting.
- Donations:**       **05/11/21: A total of \$1,586.79 (including interest) was deposited to the donations account during the month of April.**  
04/13/21: A total of \$135,400.20 (including interest) was deposited to the donations account during the month of March. A significant portion of that amount were the proceeds from the sale of the donated stock.
- 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).**  
04/13/21: Nothing new to report.
- Accounts:**       **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.**  
04/13/21: Account balances as of March 31<sup>st</sup> were: Members 1<sup>st</sup> FCU = \$2,066,710; PSDMAX = \$4.44.
- Cash Flow:**       **05/11/21: No cash flow issues. The April Unipay was received at the end of April.**  
04/13/21: No cash flow issues.
- Grants:**           **05/11/21: The quarterly report for our Title II funds was submitted by the due date.**  
04/13/21: The funding adjustment was submitted prior to the due date. Our Federal Programs Monitoring review was completed by Zoom on March 18<sup>th</sup>. The focus of the review was our 2019-2020 Title II funds. All feedback was positive.



INFINITY CHARTER SCHOOL

- School Policies:**      **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.**  
04/13/21: No new policies.
- Insurances:**        **05/11/21:** **Nothing new to report.**  
04/13/21: Nothing new to report.
- New Facility:**        **05/11/21:** **The commitment letter from Members 1<sup>st</sup> FCU needs to be voted on.**  
04/13/21: Discussions regarding Phase 2 of the building have been initiated with Crabtree, Members 1<sup>st</sup> FCU and Arthur Hall Insurance.