

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

Date: September 8, 2020

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



**INFINITY CHARTER SCHOOL**

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**ADMINISTRATIVE SERVICES**

- Furniture:**                   **09/08/20: No new furniture purchases in the past month.**  
08/11/20: Twenty-eight student desks and chairs were ordered from Tanner Furniture.
- Equipment:**               **09/08/20: Teacher laptops and the new server were received. Chromebooks and Meeting Owl Pro are on backorder.**  
08/11/20: Wireless Graphics Drawing Tablets were purchased for all teachers to help with remote instruction. Teacher laptops have been ordered. We are in the process of ordering a new server.
- Audit:**                       **09/08/20: On-site field work was completed as scheduled. The remaining work is being done by email. The final reports should be available for presentation at the November board meeting. The Board needs to formally approve the proposed Fund Balance commitment.**  
08/11/20: The on-site audit work has been rescheduled for August 12 & 13.
- Budget:**                   **09/08/20: A copy of the first 2020-2021 Budget vs. Actual report is included in the board packets.**  
08/11/20: The 2020-2021 budget has been approved by PDE and was posted on the ICS website.
- Donations:**               **09/08/20: A total of \$1,712 (including interest earned) was deposited to the Donations account during the month of August. A total of \$45,000 from prior year donations was used to make an extra principal payment on the mortgage.**  
08/11/20: A total of \$596.59 (including interest earned) was deposited to the Donations account during the month of July.
- Payroll:**                   **09/08/20: All payroll records have been updated for new pay rates, deductions and PSERS employer contribution rate.**  
08/11/20: Pay for 2019-2020 teacher contracts will end with the August 14<sup>th</sup> pay. Pay increases for all teachers/staff will go into effect on the August 28<sup>th</sup> payroll, along with the increases in premium deductions for health insurance.
- Accounts:**               **09/08/20: Account balances as of August 31<sup>st</sup> were Members 1<sup>st</sup> FCU = \$1,187,003; PSDMAX = \$4.44**  
08/11/20: Account balances as of July 31<sup>st</sup> were Members 1<sup>st</sup> FCU = \$1,224.966; PSDMAX = \$4.44.
- Cash Flow:**               **09/08/20: PDE revised the Year-End Reconciliation templates, so the invoices had to be updated and re-sent to districts. Several districts had already paid their final balances based on the original template. The school will need to refund overpayments to 2 districts.**  
08/11/20: 2019-2020 Year-End billing/reconciliations were completed and sent 7/21/20. One district has already submitted their final payment.
- Grants:**                   **09/08/20: We received a deposit for the full amount of the COVID-19 grant. The 2020-21 Title II application was submitted.**  
08/11/20: We are beginning to order equipment supported by the COVID-19 grant. The Final Expenditure Report for 2018-19 Title II funds was submitted. We are currently spending 2019-20 funds and are in the process of applying for 2020-21 funds.



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- School Policies:**      **09/08/20:** **Nothing new to report.**  
                                 **08/11/20:** Nothing new to report.
- Insurances:**        **09/08/20:** **The Director and Business Manager participated in a Zoom call with Arthur Hall representatives to review our current commercial insurance package. We kept all coverages the same except for increasing the limits on our Crisis Management coverage based on recommendations from the agent. All policies renewed on 9/5/20.**  
                                 **08/11/20:** The new group health insurance plan went into effect August 1<sup>st</sup>. The annual review of our commercial insurance policies is being scheduled.
- New Facility:**        **09/08/20:** **We are still trying to get on the schedule for the cell dialer install. We are pursuing additional internet services to increase the bandwidth to help with remote learning connections.**  
                                 **08/11/20:** Requesting board approval for the Berkshire cell dialer proposal to fix the alarm issue.

Prepared: September 7, 2020