

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

Date: August 15, 2023

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Furniture:	08/15/23: No new furniture purchases in the past month. 07/11/23: We purchased several folding chairs and a storage rack to be used for on-site events. We also purchased miscellaneous tables, chairs and bookshelves for the classrooms.
Equipment:	08/15/23: No new equipment purchases in the past month. 07/11/23: No new equipment purchases in the past month.
Audits:	08/15/23: Auditors were on-site August 8 & 9. Additional work is being completed off-site and by email. 07/11/23: The audit planning meeting took place on June 21 st . The actual audit is scheduled for August 8 th and 9 th .
Budget:	08/15/23: The 2023-2024 budget has been submitted and approved by PDE. It is posted on ICS's website. 07/11/23: The 2023-2024 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.
Donations:	08/15/23: A total of \$148.58 (including interest) was deposited to the donations account during the month of July. 07/11/23: A total of \$645.22 (including interest) was deposited to the donations account during the month of June.
Payroll:	08/15/23: Pay for the 2022-2023 teacher contracts ended with the 8/11/23 pay. Pay increases for all teachers/support staff will go into effect with the 8/25/23 pay, along with adjustments for health insurance premium deductions. 07/11/23: All 12-month employee salary increases will go into effect on the July 14 th pay. Full-time teachers have 3 pays remaining on their 2022-23 contracts. All supplemental pay was paid in June (bonuses, insurance opt-out, mentor stipends).
Accounts:	08/15/23: Account balances as of July 31 st were: Members 1 st FCU = \$1,100,210.95; PSDLAF = \$4.44. 07/11/23: Account balances as of June 30 th were: Members 1 st FCU = \$1,171,677.40; PSDLAF = \$4.44.
Cash Flow:	08/15/23: Final payments for the 2022-2023 school year have been trickling in. The first invoices for the 2023-2024 school year will be sent in September. They will include amounts for July, August and September. We have not received any PDE-363's with ADM rates from any districts yet. 07/11/23: Year-end reconciliation invoices will be completed this week. The final Unipay for the 2022-23 school year was received on June 29 th . Any reconciliation payments requested through Unipay will be issued in the next school year.
Grants:	08/15/23: We are still waiting for approval of our 2023-24 Title I and II applications. All payments have been put on hold until the state budget is signed. All funds remaining for the ESSER II grant will be spent prior to the 9/30/2023 deadline. 07/11/23: Title I and II applications were submitted the last week of June. All 2 nd quarter reporting for Title and ESSER funds received in 2022-23 were completed the first week of June.

- School Policies:** **08/15/23: No new policies.**
07/11/23: The MOU with the LPT Police Department was reviewed and signed by the police chief.
- Insurances:** **08/15/23: Tammy and Shelly met with the Arthur Hall insurance agent to review commercial insurance coverages for next year. Cyber Security premiums have increased significantly due to new coverage requirements.**
07/11/23: Open enrollment for the new Capital Blue Cross health plan took place last week. Our broker will be conducting informational meetings with enrollees this week. Coverage for any new employees will begin 9/1/23. We will be meeting with the commercial insurance agent within the next month to review our commercial insurance package, which renews in early September.
- New Facility:** **08/15/23: No new pay applications. Eci and Mann Plumbing & Heating HVAC contracts still have remaining retainage balances that have not been released for payment yet. Crabtree has been contacted regarding the remaining contract balances, as well as the LPT improvement guarantee. The Trim Line building demolition has been postponed until the end of the month.**
07/11/23: No new pay applications. The only open contracts at this time are for Eci retainage and Mann Plumbing & Heating HVAC.
All utility companies have been contacted regarding demolition of the Trim Line building.
The improvement guarantee with LPT still needs to be closed out.

Prepared: August 14, 2023