

Business Manager's Report
Infinity Charter School

Date: December 12, 2023

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

-
- Equipment:** **12/12/23:** No new equipment purchases in the past month.
11/14/23: A new laptop was purchased for one of the classroom teachers.
- Audits:** **12/12/23:** Draft copies of the 2022-23 audit will be handed out at the beginning of the meeting. Representatives from Brown, Schultz, Sheridan and Fritz will present the report and discuss the highlights from the past year. The report will be finalized after the meeting. The auditors received an extension to file the 990 tax return. Copies of the final audit report will be sent to Central Dauphin School District and the CAIU as required.
11/14/23: The MD & A has been submitted. The auditors are working on the 990 tax return and will file for an extension. They are planning to present the final 22/23 audit report at the December board meeting.
- Budget:** **12/12/23:** An updated copy of the current year Budget vs. Actual report is included in the board packets. Building repairs and nursing services are on track to be over budget this year.
11/14/23: An updated Budget vs. Actual report has been provided for review.
- Donations:** **12/12/23:** A total of \$118.33 (including interest) was deposited to the donations account during the month of November.
11/14/23: A total of \$699.95 (including interest) was deposited to the donations account during the month of October.
- Payroll:** **12/12/23:** With the end of the calendar year approaching, 2023 payroll tax forms will need to be Inova will take care of all year-end payroll and W-2 tax filings. 1099's will be printed in-house and mailed before the Jan 31st due date.
11/14/23: Nothing new to report. The Business Manager is looking into options for updating QuickBooks.
- Accounts:** **12/12/23:** Account balances as of November 30th were: Members 1st FCU = \$1,428, 578; PSDLAF = \$4.44.
11/14/23: Account balances as of October 31st were: Members 1st FCU = \$1,364,174; PSDLAF = \$4.44.
- Cash Flow:** **12/12/23:** No cash flow concerns. December invoices will be generated by the end of the week. We will be billing for 256 students. Subsidy redirection requests will be completed and uploaded before the break.
11/14/23: No cash flow issues at this time. November invoices will go out by the end of the week.
- Grants:** **12/12/23:** Final Expenditure Reports for ESSER 7% Set-Aside Funds need to be completed.
11/14/23: No new activity. Still waiting for approval of our 2023-2024 Title applications.
- School Policies:** **12/12/23:** No new policies.
11/14/23: No new policies.
- Insurances:** **12/12/23:** Nothing new to report.
11/14/23: Property insurance for Trim Line was reinstated due to the delay in the demolition of the building.



INFINITY CHARTER SCHOOL

New Facility:

12/12/23: Trim Line demolition is scheduled for December 30th. Berkshire tested fire alarms and checked fire extinguishers on November 27th. All monitoring (fire, area of rescue, elevator) has been tested.

11/14/23: The results of the asbestos report for Trim Line was received. Nothing was detected, so no remediation is required. We are still waiting for confirmation of a demolition date.

The board needs to review and approve the proposal from Berkshire Systems Group to continue safety inspections and monitoring of the area of rescue, elevator and fire alarms.

Prepared: December 11, 2023