

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

Date: July 11, 2023

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Furniture:	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. 06/12/23: No new furniture purchases in the past month.
Equipment:	07/11/23: No new equipment purchases in the past month. 06/12/23: No new equipment purchases in the past month.
Audits:	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 . 06/12/23: Auditors will be on-site 6/21/23 to review and plan for the 2022-23 audit.
Budget:	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. 06/12/23: The 3 rd and final draft of the 2023-2024 budget is being presented for approval.
Donations:	07/11/23: A total of \$645.22 (including interest) was deposited to the donations account during the month of June. 06/12/23: A total of \$811.55 (including interest) was deposited to the donations account during the month of May. An extra principal payment, using donations received during the year, will be made before the end of the fiscal year.
Payroll:	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). 06/12/23: Mentor stipends and Health Insurance Waiver payments were included with the June 2 nd payroll. Retention bonuses will be paid with the June 16 th payroll. The new employment contract needs to be reviewed and approved for use beginning with the 2023-2024 SY.
Accounts:	07/11/23: Account balances as of June 30 th were: Members 1 st FCU = \$1,171,67.40; PSDLAF = \$4.44. 06/12/23: Account balances as of May 31 st were: Members 1 st FCU = \$1,338,356.08; PSDLAF = \$4.44.
Cash Flow:	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. 06/12/23: I will not be sending separate invoices for the month of June. The year-end reconciliation reports will be completed and sent after July 1 st , and will include any amounts due for June.
Grants:	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. 06/12/23: Egrants is open for 2023-24 Title I and Title IIA applications. Our initial allocations are similar to 2022-23 amounts. The ESSER II and ARP ESSER 7% set-aside grants will be used before the 9/30/2023 deadline. The balance of the ESSER ARP grant will be used during the 2023-24 school year.

- School Policies:**
- 07/11/23:** The MOU with the LPT Police Department was reviewed and signed by the police chief.
- 06/12/23:** The Risk Assessment policies/procedures and MOU with the LPT Police Department need to be reviewed and approved for 7/1/2023 implementation.
- Insurances:**
- 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.
- 06/12/23:** The Highmark health insurance premiums will increase by 8% beginning August 1st. The Business Manager will be receiving alternate plan information this week, so a final decision can be made prior to the July 1st open enrollment period.
- New Facility:**
- 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.**
- 06/12/23:** The following pay applications need to be approved for payment:
- Eci Construction #17 - \$7,237.30
- Eci Construction #18 - \$27,006.52
- ElecTech Contracting #21297-RT - \$40,179.50 (final retainage invoice)
- Mann Plumbing & Heating #11 - \$14,407.47 (final retainage invoice)
- Mann Plumbing & Heating #8 HVAC - \$2,970.00

Prepared: July 9, 2023