

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

Date: March 12, 2024

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Equipment:	03/12/24: No new equipment purchases in the past month. 02/13/24: No new equipment purchases in the past month.
Audits:	03/12/24: No activity in the past month. 02/13/24: The 990-tax return was submitted in mid-January. The 2022-2023 audit has been completed. Our accounting firm's name has been changed to Brown Plus, effective 1/1/24. We have received a letter of engagement from Brown Plus regarding preparation of Infinity's tax return for the year ending June 2024.
Budget:	03/12/24: The first draft of the 2024-2025 budget is provided for board review. It will continue to be modified over the next few months as more information becomes available. It needs to be approved at the June board meeting. 02/13/24: The first draft of the 2024-2025 school year budget has been started. The updated Budget vs. Actual report for the current year is included in the board packets.
Donations:	03/12/24: A total of \$262.35 (including interest) was deposited to the donations account during the month of February. 02/13/24: A total of \$9.36 (including interest) was deposited to the donations account during the month of January.
Payroll:	03/12/24: Our payroll company switched over to a new platform at the beginning of the month. Employees will now have the ability to access their own pay stubs and annual W-2 forms electronically. The new platform is more secure and requires two-step authentication. 02/13/24: All year-end tax forms/returns were completed and submitted by the January 31 st due date.
Accounts:	03/12/24: Account balances as of February 29 th were: Members 1 st FCU=\$1,444,381.16; PSDLAF=\$4.44. 02/13/24: Account balances as of January 31 st were: Members 1 st FCU=\$1,386,833; PSDLAF = \$4.44.
Cash Flow:	03/12/24: No cash flow issues. We billed for a total of 256 students in the month of March. 02/13/24: No cash flow issues. February invoices will be sent this week.
Grants:	03/12/24: The MH & SS Grant was submitted prior to the February 29 th due date. We requested a total of \$97,000, and are still waiting to hear if our application was approved. The ESSER annual report was submitted in PIMS prior to the March 8 th deadline. 02/13/24: The Mental Health & Safety and Security Grant is finished and will be submitted as soon as the Board approves it. All quarterly federal funding reports were filed by the due date. Annual reporting for all ESSER grants needs to be completed in March.
School Policies:	03/12/24: We will be starting a review of our entire policy notebook next month. 02/13/24: No new policies.

Insurances:

03/12/24: The Treasurer's bond renewed this month.

02/13/24: The Business Manager had two zoom calls with Konica/Minolta to discuss cyber security testing/monitoring services as required under our cyber security insurance coverage. A proposal will be provided once we complete an IT questionnaire. The Employee Assistance Program plan renewed on January 1st

New Facility:

03/12/24: Nothing new to report. Since Phase 2 has been completed, this item will be removed from the report beginning next month.

02/13/24: Nothing new to report.

Prepared: March 11, 2024