

Business Manager's Report
Infinity Charter School

Date: November 14, 2023
Time: 3:30 p.m.
Location: 5405 Locust Lane, Harrisburg, PA 17109
And by ZOOM



Equipment:	11/14/23: A new laptop was purchased for one of the classroom teachers. 10/10/23: No new equipment purchases.
Audits:	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. 10/10/23: The 22/23 audit is still on schedule. We will invite the auditors to present the final report at the December board meeting.
Budget:	11/14/23: An updated Budget vs. Actual report has been provided for review. 10/10/23: No budget issues at this time, although nursing expenses are expected to exceed budget within the next few months, since we are using an agency.
Donations:	11/14/23: A total of \$699.95 (including interest) was deposited to the donations account during the month of October. 10/10/23: A total of \$154.21 (including interest) was deposited to the donations account during the month of September.
Payroll:	11/14/23: Nothing new to report. The Business Manager is looking into options for updating QuickBooks. 10/10/23: Nothing new to report.
Accounts:	11/14/23: Account balance as of October 31 st were: Members 1 st FCU = \$1,364,174; PSDLAF = \$4.44. 10/10/23: Account balances as of September 30 th were: Members 1 st FCU = \$1,441,860; PSDLAF = \$4.44.
Cash Flow:	11/14/23: No cash flow issues at this time. November invoices will go out by the end of the week. 10/10/23: The subsidy redirection request for the outstanding payments from the 2022-23 SY was submitted. Payment should be received at the end of the month. October invoices will be created and sent by the end of the week. We have started to receive some payments for the 2023-24 school year.
Grants:	11/14/23: No new activity. Still waiting for approval of our 2023-2024 Title applications. 10/10/23: Final expenditure reports were submitted. A revision for the ESSER II application had to be submitted before the FER can be completed. A revision will also be submitted for ESSER ARP.
School Policies:	11/14/23: No new policies. 10/10/23: The Title I Parent and Family Engagement Policy needs to be renewed for this school year.
Insurances:	11/14/23: Property insurance for Trim Line was reinstated due to the delay in the demolition of the building.

10/10/23: The National HR broker will be on site again this week to follow-up with employee questions regarding the health plan. The annual Worker's Comp insurance audit took place on October 3rd. We are getting a small refund of premium. The Business Manager received a proposal from Allegheny Digital for external vulnerability assessment and monitoring, as required for our Cyber Security coverage. We cannot cover the expense with this year's budget and will have to seek other options.

New Facility:

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.

10/10/23: The following pay application needs to be approved for payment:
Mann Plumbing & Heating HVAC #9 \$30,150.80 – FINAL Pay App

Oak Leaf Environmental did an asbestos inspection at Trim Line on 10/5. The asbestos report is required for the demolition. We should receive the test results this week.

LPT closed out the improvement guarantee, and we received the final report at the end of September.

Prepared: November 13, 2023