

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

Date: October 10, 2023

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Furniture:	10/10/23: No new furniture purchases in the past month. This category is going to be removed next month and will be re-added if it becomes relevant again. 09/12/23: No new furniture purchases in the past month.
Equipment:	10/10/23: No new equipment purchases. 09/12/23: We purchased 2 new laptops – one for the 3-5 paras and one for 4/5A classroom teacher - and a new firewall router.
Audits:	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. 09/12/23: We continue to work on finalizing the audit by email. Reports should be finalized in October/early November.
Budget:	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. 09/12/23: A copy of the first 2023-2024 Budget vs. Actual report is included in the board packets.
Donations:	10/10/23: A total of \$154.21 (including interest) was deposited to the donations account during the month of September. 09/12/23: A total of \$146.24 (including interest) was deposited to the donations account during the month of August.
Payroll:	10/10/23: Nothing new to report. 09/12/23: All payroll records have been updated with new pay rates, deductions and PSERS employer contribution rates.
Accounts:	10/10/23: Account balances as of September 30 th were: Members 1 st FCU = \$1,441,860; PSDLAF = \$4.44. 09/12/23: Account balances as of August 31 st were: Members 1 st FCU = \$1,167,681.54; PSDLAF = \$4.44.
Cash Flow:	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. 09/12/23: All but four districts have paid their final balances for 2022-23. We will send a subsidy redirection request to PDE for October force payment for those districts. The first invoices for the 2023-24 school year were sent. We billed for 256 students.
Grants:	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. 09/12/23: Our 2023-24 Title funding applications are still under review. The Final Expenditure Reports for last year's funds will be submitted by the end of September. ESSER II and ESSER ARP Set-Aside Final Expenditure Reports also need to be submitted now that all funds have been expended. The ESSER ARP grant will remain open until the end of the 2023-2024 school year.

- School Policies:** **10/10/23:** The Title I Parent and Family Engagement Policy needs to be renewed for this school year.
09/12/23: No new policies.
- Insurances:** **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.
09/12/23: The National HR broker met with staff during professional development days to review the new health insurance plan and answer questions.
- New Facility:** **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.
- 09/12/23: The following pay application needs to be approved for payment:
eciConstruction #19 \$20,000 – FINAL Pay App
- PPL removed the meter and electric wires from TrimLine on 9/11.