

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

Date: September 12, 2023

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



**INFINITY CHARTER SCHOOL**

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<b>Furniture:</b>	<b>09/12/23:</b> No new furniture purchases in the past month. <b>08/15/23:</b> No new furniture purchases in the past month.
<b>Equipment:</b>	<b>09/12/23:</b> We purchased 2 new laptops – one for the 3-5 paras and one for 4/5A classroom teacher - and a new firewall router. <b>08/15/23:</b> No new equipment purchases in the past month.
<b>Audits:</b>	<b>09/12/23:</b> We continue to work on finalizing the audit by email. Reports should be finalized in October/early November. <b>08/15/23:</b> Auditors were on-site August 8 & 9. Additional work is being completed off-site and by email.
<b>Budget:</b>	<b>09/12/23:</b> A copy of the first 2023-2024 Budget vs. Actual report is included in the board packets. <b>08/15/23:</b> The 2023-2024 budget has been submitted and approved by PDE. It is posted on ICS's website.
<b>Donations:</b>	<b>09/12/23:</b> A total of \$146.24 (including interest) was deposited to the donations account during the month of August. <b>08/15/23:</b> A total of \$148.58 (including interest) was deposited to the donations account during the month of July.
<b>Payroll:</b>	<b>09/12/23:</b> All payroll records have been updated with new pay rates, deductions and PSERS employer contribution rates. <b>08/15/23:</b> Pay for the 2022-2023 teacher contracts ended with the 8/11/23 pay. Pay increases for all teachers/support staff will go into effect with the 8/25/23 pay, along with adjustments for health insurance premium deductions.
<b>Accounts:</b>	<b>09/12/23:</b> Account balances as of August 31 <sup>st</sup> were: Members 1 <sup>st</sup> FCU = \$1,167,681.54; PSDLAF = \$4.44. <b>08/15/23:</b> Account balances as of July 31 <sup>st</sup> were: Members 1 <sup>st</sup> FCU = \$1,100,210.95; PSDLAF = \$4.44.
<b>Cash Flow:</b>	<b>09/12/23:</b> 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. <b>08/15/23:</b> Final payments for the 2022-2023 school year have been trickling in. The first invoices for the 2023-2024 school year will be sent in September. They will include amounts for July, August and September. We have not received any PDE-363's with ADM rates from any districts yet.
<b>Grants:</b>	<b>09/12/23:</b> 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. <b>08/15/23:</b> We are still waiting for approval of our 2023-24 Title I and II applications. All payments have been put on hold until the state budget is signed. All funds remaining for the ESSER II grant will be spent prior to the 9/30/2023 deadline.

- School Policies:**      **09/12/23: No new policies.**  
08/15/23: No new policies.
- Insurances:**        **09/12/23: The National HR broker met with staff during professional development days to review the new health insurance plan and answer questions.**  
08/15/23: Tammy and Shelly met with the Arthur Hall insurance agent to review commercial insurance coverages for next year. Cyber Security premiums have increased significantly due to new coverage requirements.
- New Facility:**        **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.**
- 08/15/23: No new pay applications. Eci and Mann Plumbing & Heating HVAC contracts still have remaining retainage balances that have not been released for payment yet. Crabtree has been contacted regarding the remaining contract balances, as well as the LPT improvement guarantee. The Trim Line building demolition has been postponed until the end of the month.

Prepared: September 11, 2023