

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

Date: April 8, 2025

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



**INFINITY CHARTER SCHOOL**

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<b>Equipment:</b>	<b>04/08/25:</b> We are seeking approval for the water heater replacement proposal totaling \$14,131. We also received a quote to replace the gas valve on boiler #2 for an amount of \$1,757 plus labor. We received a quote for approximately \$35,000 to replace 90 chromebooks and 10 teacher laptops next school year. We were presented with a proposal to either purchase or lease the Equipment. <b>03/11/25:</b> W.C. Eshenaur recommends we replace our hot water heater. They will be providing a quote/proposal. The actual install can wait until the summer, so school is not interrupted.
<b>Audits:</b>	<b>04/08/25:</b> Nothing new to report. <b>03/11/25:</b> The letter of engagement was signed and returned to Brown Plus.
<b>Budget:</b>	<b>04/08/25:</b> We continue to modify the 2025-2026 budget. The 2 <sup>nd</sup> draft will be distributed next month, and the final version will be approved in June. <b>03/11/25:</b> The first draft of the 2025-2026 budget is included in the board packets. 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.
<b>Donations:</b>	<b>04/08/25:</b> A total of \$127.05 was deposited to the donations account during the month of March. <b>03/11/25:</b> A total of \$3,695.81 was deposited to the donations account during the month of February.
<b>Payroll:</b>	<b>04/08/25:</b> Nothing new to report. <b>03/11/25:</b> Nothing new to report.
<b>Accounts:</b>	<b>04/08/25:</b> Account balances as of March 31 <sup>st</sup> were: Members 1 <sup>st</sup> FCU=\$1,100,349; PSDLAF=\$4.44; Bancorp(HRA)=\$2,500; AssetMark Trust=\$510,617. <b>03/11/25:</b> Account balances as of February 28 <sup>th</sup> were: Members 1 <sup>st</sup> FCU=\$1,063,821; PSDLAF=\$4.44; Bancorp (HRA)=\$2,500; AssetMark Trust=\$507,969.
<b>Cash Flow:</b>	<b>04/08/25:</b> Cash flow is good. We will bill for 255 students in April. <b>03/11/25:</b> There are no cash flow issues at this time. We will bill for 256 students in March.
<b>Grants:</b>	<b>04/08/25:</b> The final 2024-25 Title I and II allocations were released, and the amended applications were submitted. Title I decreased by \$59 and Title II increased by \$230. All quarterly financial reports for PCCD, Title I and Title II were submitted last week. <b>03/11/25:</b> The ESSER annual report was submitted by the due date.
<b>School Policies:</b>	<b>04/08/25:</b> The updated Tuition Reimbursement Policy was submitted to the lawyers for review. Once approved, we would like it to go into effect on July 1, 2025 so it will be in place beginning with the 2025-2026 school year. <b>03/11/25:</b> The Tuition Reimbursement Policy has been updated for clarity. A checklist and separate Tuition Repayment Agreement have been added to the information packet.

**Insurances:**

**04/08/25:** Utica National completed their review of the status of their recommendations. A copy of the report is in the board packets. The Business Manager met with the roof inspector. The recommended services will be scheduled to be completed over the summer. Some of the issues may be under warranty. The inspector is looking into that for us.

**The health insurance broker recommended we budget a 10% increase in premium for next year. We hope to have our actual rates prior to the final budget approval in June.**

**03/11/25:** Our boilers were inspected on 3/3. The roof was inspected on 2/26. We have not yet received the inspection report. The risk manager from Utica National will be visiting on March 27<sup>th</sup> to review the progress made on their list of recommendations from last fall.

**Miscellaneous:**

**04/08/25:** The Voya 403B document was not accepted by PSERS. Additional information was forwarded to PSERS following a phone call with PSERS legal department and Voya.

**We would like approval to purchase a subscription to IEP Writer software to assist our special ed teachers with writing and monitoring IEP's. This would be an annual subscription. Additional features can be added in the future if needed.**

**03/11/25:** The Voya 403B document is currently in the hands of PSERS legal department. I am waiting for the final approval, so we can sign the Voya plan document and services agreement and complete the transfer of the funds from PenServ to Voya.

**We would like approval to switch our Student Information System from PowerSchool to Alma and Health e-Tools beginning with the 2025-2026 school year.**