

Business Manager's Report
Infinity Charter School

Date: August 13, 2024

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Equipment:	08/13/24: We are requesting board approval for the MBS Chromebook & Laptop purchase. 07/09/24: We are waiting for a final proposal for the chromebooks and laptops.
Audits:	08/13/24: Auditors were on-site August 6 & 7. Additional work is being completed off-site and by email. 07/09/24: The audit planning meeting was completed as planned. The field work will begin on August 6 th .
Budget:	08/13/24: The 2024-2025 budget process is complete. 07/09/24: The 2024-2025 budget was submitted to PDE before the July 15 th deadline. The Accuracy Certification Statement needs to be signed and uploaded. The budget will be posted to the ICS website as soon as the submission process is completed.
Donations:	08/13/24: A total of \$131.88 was deposited to the donations account during the month of July. 07/09/24: A total of \$761.02 was deposited to the donations account during the month of June. An extra principal payment of \$35,000, using donations received during the past 2 years, was made during the month of June. A portion of the funds raised for the pavilion were used to purchase the gazebo and to make a deposit on the concrete pad construction.
Payroll:	08/13/24: Pay for the 2023-2024 teacher contracts ended with the 8/09/24 pay. Pay increases for all teachers/support staff will go into effect with the 8/226/24 pay, along with adjustments for health insurance premium deductions. 07/09/24: All 12-month employee salary increases will go into effect on the July 12th pay. Full-time teachers have 3 pays remaining on their 2023-24 contracts. All supplemental pay was paid in June (bonuses, insurance opt-out). We are in the process of completing paperwork to switch our 403B administrator to Members 1 st .
Accounts:	08/13/24: Account balances as of July 31 st were: Members 1 st FCU=\$594,784.65; PSDLAF=\$4.44; Bancorp (HRA)=\$2,500; Asset Mark Trust=\$500,000 (investment account). 07/09/24: Account balances as of June 30 th were: Members 1 st FCU=\$1,320,136.50; PSDLAF=\$4.44; Bancorp (HRA)=\$2,500.
Cash Flow:	08/13/24: All year-end school district reconciliations were sent, and we have received several payments from districts. The first invoices for the 2024-2025 school year will be sent in September. They will include amounts for July, August and September. 07/09/24: Year-end reconciliation invoices will be completed this week. The final Unipay for the 2023-24 school year was received on June 27 th . Any reconciliation payments requested through Unipay will be issued in the next school year.
Grants:	08/13/24: The 2024-2025 Title application was submitted. We are requesting board approval for the electronic signature resolution to give Tammy permission to electronically sign future e-grant applications. The door alarm installation has been completed. We are requesting board approval for the bollard proposal submitted by Paramount Fence.

07/09/24: The 2024-2025 consolidated application for our Title funds needs to be completed and submitted. Paramount Fence started to install the courtyard fence this week. SAH/Berkshire will complete the door alarm install this week. We have asked Paramount Fence for a quote to install bollards in the back of the building. The PCCD grant term ends July 31st, so we are trying to complete all of the purchases before the end of the month. All 2nd quarter reporting for Title and ESSER funds received in 2023-24 need to be completed this week.

School Policies: 08/13/24: The policy review process is on-going.

07/09/24: The Bullying policy (#326) has been updated and needs to be reviewed and approved. All 100 and 200 category policies have been sent to the attorney for review.

Insurances: 08/13/24: Nothing new to report.

07/09/24: All employees have completed the health insurance renewal process. All new full-time employees will have the opportunity to enroll in August for coverage that begins September 1st. We will be meeting with the commercial insurance agent within the next month to review our commercial insurance package, which renews in early September.

Prepared: August 9, 2024