

Business Manager's Report
Infinity Charter School

Date: January 14, 2025

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Equipment:	01/14/25: The new lab copier was delivered on December 16 th and appears to be working well. 12/10/24: We purchased new, good quality walkie talkies using funds from the PCCD Safety grant.
Audits:	01/14/25: The final audit report was received and distributed to the required parties. The 990-tax return still needs to be reviewed and submitted before May 2025. 12/10/24: Draft copies of the 2023-24 audit will be handed out at the beginning of the meeting. Representatives from Brown Plus will present the report and discuss the highlights from the past year. The report will be finalized after the meeting. The auditors received an extension to file the 990 tax return. Copies of the final audit report will be sent to Central Dauphin School District, Members 1 st FCU and the CAIU as required.
Budget:	01/14/25: The 2025-2026 budget process will begin in February. A Budget to Actual report for the current YTD is included in the board packets. There are no additional concerns at this time. 12/10/24: An updated copy of the current year Budget vs. Actual report is included in the board packets. Building repairs and legal services are on track to be over budget this year.
Donations:	01/14/25: A total of \$1,148.56 was deposited in the donations account during the month of December. 12/10/24: A total of \$4.19 was deposited in the donations account during the month of November. We also received \$4,160.40 in parent donations and \$2,000 from IVO for the Book Vending Machine.
Payroll:	01/14/25: 1099's and W-2's will be prepared and distributed before the end of the month. 12/10/24: With the end of the calendar year approaching, 2024 payroll tax forms will need to be Inova will take care of all year-end payroll and W-2 tax filings. 1099's will be printed in-house and mailed before the Jan 31 st due date.
Accounts:	01/14/25: Account balances as of December 31 st were: Members 1 st FCU=\$646,771; PSDLAF=\$4.44; Bancorp (HRA)=\$2,500; AssetMark Trust=\$507,676.26. 12/10/24: Account balances as of November 30 th were: Members 1 st FCU=\$866,085; PSDLAF=\$4.44; Bancorp (HRA)=\$2,500; AssetMark Trust=\$501,829.51.
Cash Flow:	01/14/25: No cash flow concerns. January invoices for 256 students will be sent by the end of the week. 12/10/24: No cash flow concerns. December invoices will be sent by the end of the week. We will be billing for 256 students. Subsidy redirection requests will be completed and uploaded before the break.
Grants:	01/14/25: All ARP ESSER Final Expenditure reports were filed by the December 13 th deadline. The remaining ARP funds (\$45,403) will be received at the end of the month. Quarterly fiscal reports for the 2024 PCCD Health & Safety grant were filed. Final monitoring reports for the 2022 PCCD Health & Safety grant were submitted. 12/10/24: All but one of the ARP ESSER Final Expenditure Reports have been filed. A budget revision was required, so we have to wait for it to be approved before the FER will be available. It needs to be submitted by December 13 th . We should receive the final balance of \$45,403 after the report is filed.

- School Policies:** **01/14/25: Nothing new to report.**
12/10/24: No new policies at this time. We need to follow-up with the lawyers regarding the policy review started over the summer.
- Insurances:** **01/14/25: The playground inspection report was received. We need to address some non-compliance issues (shade areas, street signs, bolt replacements.)**
12/10/24: The written response will be provided to Utica National by the end of the week.
- Miscellaneous:** **01/14/25: The Voya services agreement and draft plan document were reviewed with Bob O'Donnell, and his recommendations/comments were forwarded to the Voya representative. Once the documents are finalized, they will need to be sent to PSERS for approval, then voted on by the Board.**
12/10/24: I received the Voya services agreement and need to review it with the attorney. The draft plan document is also ready for review.
Berkshire tested fire alarms on December 2nd and checked fire extinguishers on December 9th. All monitoring services (fire, area of rescue, elevator) have been tested.