

Business Manager's Report
Infinity Charter School

Date: July 09, 2024

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Equipment:	07/09/24: We are waiting for a final proposal for the chromebooks and laptops. 06/10/24: Chromebooks and laptops still need to be ordered by the end of the month.
Audits:	07/09/24: The audit planning meeting was completed as planned. The field work will begin on August 6 th . 06/10/24: Auditors will be here at the end of the month to start on the 23-24 SY financial audit.
Budget:	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. 06/10/24: The final draft of the 2024-2025 budget is being presented for approval.
Donations:	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. 06/10/24: A total of \$507.04 (including interest) was deposited to the donations account during the month of May.
Payroll:	07/09/24: All 12-month employee salary increases will go into effect on the July 12 th 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 . 06/10/24: Mentor stipends and Health Insurance Waiver payments will be included with the June 14 th payroll. Retention bonuses will be paid with the June 28 th payroll. The employment contracts for next year will be distributed the last teacher day.
Accounts:	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. 06/10/24: Account balances as of May 31 st were: Members 1 st FCU=\$1,463,216.73; PSDLAF=\$4.44; Bancorp(HRA)=\$2,500.
Cash Flow:	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. 06/10/24: I will not be sending separate invoices for the month of June. The year-end reconciliation reports will be completed and sent afJuly 1 st , and will include any amounts due for June.
Grants:	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 31 st , so we are trying to complete all of the purchases before the end of the month. All 2 nd quarter reporting for Title and ESSER funds received in 2023-24 need to be completed this week.

06/10/24: Our initial allocations for 2024-25 Title I and Title IIA funds have been received. Both decreased slightly. We have received an allocation of \$10,000 for Title IV, which we may apply for if we have a use for the funds. The fencing project should start by the end of the month. We have also signed a contract with Berkshire to install the open door alarms. A 50% deposit was paid, and the installation will be completed before the end of July.

School Policies: **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.**

06/10/24: The Bullying policy (#326) needs to be reviewed and approved and will be uploaded as part of the School Safety Report this year. The policy needs to be reviewed and updated, if necessary, every 3 years.

Insurances: **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.**

06/10/24: Kevin Clifton with National HR will be meeting with staff on June 11th to review the health insurance plan for next year. The Board needs to review and approve the Group Insurance proposal regarding spousal eligibility that would take effect 7/1/2024.

Prepared: July 8, 2024