

Business Manager's Report
Infinity Charter School

Date: April 14, 2026

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

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- Equipment:**
- 04/14/26:** The Business Manager and Facility Manager are working with the insurance company and Johnson Controls concerning the repair of the two cooling units that blew off their pedestals on the roof. We are hoping the damage is minimal and will be covered by insurance. We received a preventative maintenance agreement from Conexus for our BAS (Building Automation System). Considering the issues we have with the system, it may be time to invest in this annual service.
- 03/10/26: The back door has been repaired. We are experiencing HVAC issues and discovered 2 of the fans/air units on the roof were blown off their pedestals. We are working on getting it repaired. The elevator had an electrical issue that was repaired this week.
- Audits:**
- 04/14/26:** Nothing new to report.
- 03/10/26: The 2024 Form-990 tax return was electronically submitted at the end of February, well before the May 15th due date. A copy of the return was emailed to the board for review prior to submission.
- Budget:**
- 04/14/26:** The second draft of the 2026-2027 SY budget was emailed to all board members. The biggest challenge is health care. We will work on balancing the budget over the next two months, and have it ready for approval at the June board meeting.
- 03/10/26: The first draft of the 2026-2027 SY budget in the board packets. There are still several unknowns. It will continue to be modified over the next few months as more information becomes available. The updated 2025-2026 Budget vs. Actual report is also provided.
- Donations:**
- 04/14/26:** A total of \$5.83 in interest was the only deposit to the donations account during the month of March.
- 03/10/26: A total of \$5.26 in interest was the only deposit to the donations account during the month of February.
- Payroll:**
- 04/14/26:** Nothing new to report.
- 03/10/26: We received notification that all 1099's were received and processed by the IRS and the state.
- Accounts:**
- 04/14/26:** Account balances as of March 31st were: Members 1st FCU=\$1,200,097; PSDLAF=\$4.44; Bancorp=\$3,170; AssetMark Trust=\$524,672.
- 03/10/26: Account balances as of February 28th were: Members 1st FCU=\$1,130,863.65; PSDLAF=\$4.44; Bancorp=\$3,170.26; AssetMark Trust=\$520,280.41.
- Cash Flow:**
- 04/14/26:** April Invoices for 254 students were sent on Monday. All districts are paid through the month of February, and the majority are paid through March.
- 03/10/26: Cash flow has returned to normal. March invoices for 254 students will be sent by the end of the week.
- Grants:**
- 04/14/26:** All quarterly financial reports for PCCD, Title I and Title II were submitted last week.
- 03/10/26: The final annual ESSER report was submitted prior to the due date.



- School Policies:** **04/14/26:** **We are still trying to find time to complete the policy reviews.**
03/10/26: Nothing new to report. There are several policies that still need to be reviewed and updated.
- Insurances:** **04/14/26:** **We are expecting a significant increase in our health insurance premiums through National HR. The Business Manager is looking at different options for reducing costs without sacrificing the quality of the benefits.**
03/10/26: The Business Manager has a meeting this week with National HR to discuss next year's health insurance plan/rates.
- Miscellaneous:** **04/14/26:** **We are still waiting for the second bid for the roof retention system. There are a few items that need to be addressed from the roof inspection. The Facility Manager will be able to complete a couple of them.**
03/10/26: We received a proposal from Houck to address the snow/ice build-up issue on the roof. The cost to install gutter heat tape is \$19,880. The cost for an additional snow retention system is \$7,765. RR is getting a second bid from another roofing company. The project will need to be part of next year's budget.
The bi-annual roof inspection was completed on March 6th. We have not received the final inspection report.
- We are investigating options to improve the acoustics in the gym.