

Business Manager's Report
Infinity Charter School

Date: August 12, 2025

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Equipment:	08/12/25: We purchased a Square Scrub floor scrubber for the facility manager to strip and buff the floors. We would like approval to also purchase the machine that does the waxing. 07/08/25: Chromebooks and laptops were received and inventoried. Lease payments will start this month. Robert is working on getting the teacher laptops ready for next year.
Audits:	08/12/25: Auditors were on-site August 7 th and 8 th . Additional work will be completed off-site and by email. The final audit report will be presented at the December board meeting. 07/08/25: The pre-audit planning meeting was held as planned on June 24 th . The field work is scheduled for August 7 th and 8 th . Some work will be done electronically through email.
Budget:	08/12/25: The 2025-2026 budget process is complete. 07/08/25: The 2025-2026 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:	08/12/25: A total of \$260.31 was deposited to the donations account during the month of July. 07/08/25: A total of \$4.65 was deposited to the donations account during the month of June.
Payroll:	08/12/25: The last pay for the 2024-2025 contracts was on August 8 th . Pay increases for teachers/support staff will go into effect with the August 22 nd pay. 07/08/25: All 12-month employee salary increases will go into effect on the July 11th pay. Full-time teachers have 3 pays remaining on their 2024-25 contracts. All supplemental pay was paid in June (bonuses, insurance opt-out, Theme Box Organization). I am seeking board approval for the 2025-2026 paid holiday leave calendar.
Accounts:	08/12/25: Account balances as of July 31 st were: Members 1 st FCU=\$797,488; PSDLAF=\$4.44; Bancorp=\$3,170.26; AssetMark Trust=\$512,271.31. 07/08/25: Account balances as of June 30 th were: Members 1 st FCU=\$1,052,557; PSDLAF=\$4.44; Bancorp=\$3,170.26; AssetMark Trust=\$514,541.96.
Cash Flow:	08/12/25: We have received the majority of the year-end reconciliation payments from the districts. The first invoices for the 2025-2026 school year will be sent in September. The invoices will include enrollment for July, August and September. 07/08/25: Year-end reconciliation invoices were completed and mailed on July 1st. The final Unipay for the 2024-25 school year was received on May 30th. Any reconciliation payments requested through Unipay will be issued in the next school year. There are no cash flow issues at this time, but income has historically decreased over the summer, since billing for the 2025-2026 school year won't start until September, after our enrollment is set for the next school year.
Grants:	08/12/25: All quarterly grant reports were submitted by the July 15 th deadline. Final expenditure reports for 2024-2025 Title I funds will be submitted by the end of the month. The application window has reopened for submitting our requests for Title II and Title IV funds.



07/08/25: The 2025-2026 Title fund allocations are: Title I=\$69,426, Title II=\$8,472, Title IV=\$10,000. Both Title I and Title II allocations increased over last year. Title II and IV funding has been delayed, so we will only be submitting the Title I application for now. All quarterly fiscal reporting for egrants and PCCD needs to be completed by July 15th.

School Policies:

08/12/25: The updated Tuition Reimbursement Policy #805 is being presented for approval. The policy review process is still on-going.

07/08/25: The Business Manager spoke to the lawyer regarding the Tuition Reimbursement Policy on 7/7/25. The lawyer recommended a few changes for clarification purposes. Written recommendations will be forwarded, and the policy should be ready for final board approval in August. The MOU with the Lower Paxton Township Police Department needs to be approved by the board.

Insurances:

08/12/25: All returning 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. A representative from National HR will be here on August 21st to review the health insurance plan and HRA with all employees.

07/08/25: The group health insurance renewal process has been completed. We will be staying with the same plan that we have had for the past 2 years. All current and new full-time employees will complete the enrollment process at the end of July, when the online system opens for open enrollment. Coverage for new employees won't begin until 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.

I am seeking board approval for the roof repair proposal from Houck. Total amount for proposed work = \$8,030.

Miscellaneous:

08/12/25: The Business Manager had a Zoom call with PSERS legal department on August 11th. We have the necessary information to complete the new plan document. Voya will be contacted to complete the amended document.

07/08/25: PSERS responded and is requesting further clarification on details of the plan.