

**Business Manager's Report
Infinity Charter School**

Date: December 9, 2025

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

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- Equipment:** **12/09/25:** **The back door has been sticking and is in the process of being repaired. The PCCD security gate and protective bollard project is finished.**
11/11/25: Additional paper towel dispensers have been requested for each of the classrooms.
- Audits:** **12/09/25:** **The MD&A was submitted and the draft financial statements were received yesterday. The auditors will present the draft financials at today's meeting.**
11/11/25: The MD&A needs to be submitted. The auditors are finalizing the financial statements and tax return. We filed for an extension for the 990-tax return. They will present the final audit report at next month's meeting.
- Budget:** **12/09/25:** **An updated Budget vs. Actual report as of 11/30/25 is included in the board packet. Due to our spending freeze for the past 2 months, most expenses are lower than usual for this time of year.**
11/11/25: An updated Budget vs. Actual report is included in the packet. Only emergency purchases are being approved at this time.
- Donations:** **12/09/25:** **A total of \$212.98 was deposited to the donations account during the month of November.**
11/11/25: A total of \$127.17 was deposited to the donations account during the month of October.
- Payroll:** **12/09/25:** **The SBLOC was paid off December 8th. We incurred \$1,448 in interest during the 1 month borrowing period. With the end of the calendar year approaching, 2025 payroll tax forms will need to be completed. Inova payroll 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 31st due date.**
11/11/25: Funds were acquired from the SBLOC to cover payroll for the month of November.
- Accounts:** **12/09/25:** **Account balances as of November 30th were: Members 1st FCU=\$1,108,355.70; PSDLAF=\$4.44; Bancorp=\$3,170.26; AssetMark Trust=\$517,334.73.**
11/11/25: Account balances as of October 31st were: Members 1st FCU=\$119,211; PSDLAF=\$4.44; Bancorp=\$3,155.14; AssetMark Trust=\$516,594.54.
- Cash Flow:** **12/09/25:** **Cash flow has improved significantly and is where it typically is at this time of year. The non-revolving LOC was finalized on November 25th. It will be available for one year in case we need to draw from it next year. December invoices were sent to all school districts yesterday.**
11/11/25: Cash flow is terrible due to the budget impasse. The SBLOC and Non-revolving LOC from Members 1st will help pay for necessities until the budget is passed. Both loans were approved as of November 6th. The SBLOC has already provided some funding. We still need to close on the non-revolving LOC.
- Grants:** **12/09/25:** **The Business Manager met with Bill Drazdowski from Community Centered Consulting, LLC via Zoom to discuss grant opportunities. A sample services agreement is included in the board packets.**



- 11/11/25: The 2025-2026 Title applications are currently on hold due to the budget impasse. We received a PCCD grant payment for expenses incurred in the 3rd quarter 2025. The Business Manager received the name of a grant writer and will contact him to see if he has any ideas for additional grant funding that the school can apply for.
- School Policies:** **12/09/25: The policy review is on-going. We need to update some of the federal programs policies. I would also like to review several of the personnel/benefit policies over the winter/spring months.**
11/11/25: The policy review is on-going.
- Insurances:** **12/09/25: Nothing new to report.**
11/11/25: Nothing new to report.
- Miscellaneous:** **12/09/25: Seeking board approval for Tender Touch Lawncare estimate to cut down and clean-up 15 trees in the area between the school and bowling alley. The area is currently unsafe and there is the possibility of a tree(s) falling on the new pavilion.**
11/11/25: Nothing new to report on the 403B transfer to VOYA.

Prepared: December 9, 2025