

Business Manager's Report
Infinity Charter School

Date: February 12, 2026

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

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- Equipment:** **02/12/26:** **The part for the back door was received but did not fit properly. A new part was ordered.**
01/13/26: We are still waiting for the part to arrive to fix the back door. The heating system needed to be reset over the holiday break. A 50% deposit was made so the additional security camera installation project could be scheduled. It will be covered by the PCCD grant.
- Audits:** **02/12/26:** **The 990-tax return is still being worked on and will hopefully be completed before the next board meeting.**
01/13/26: The final 2024-2025 audit report/financial statement was received and distributed to the required parties. The 990-tax return is still being completed and will be submitted this month.
- Budget:** **02/12/26:** **The first draft of the 2026-2027 school year budget has been started. The updated Budget vs. Actual report for the current year is included in the board packets.**
01/13/26: The Budget vs Actual report as of 12/31/2025 is included in the board packet. The 2026-2027 budget process will begin next month.
- Donations:** **02/12/26:** **A total of \$ 2,127.20 was deposited to the donations account during the month of January.**
01/13/26: A total of \$138.18 was deposited to the donations account during the month of December.
- Payroll:** **02/12/26:** **All 1099's and W-2's were sent and reports were filed by the end of January.**
01/13/26: 1099's and W-2's will be prepared and distributed before the end of the month.
- Accounts:** **02/12/26:** **Account balances as of January 31st were: Members 1st FCU=\$814,622.42 ; PSDLAF=\$4.44; Bancorp=\$3,160.26 ; AssetMark Trust=\$519,631.83.**
01/13/26: Account balances as of December 31st were: Members 1st FCU=\$692,762.26; PSDLAF=\$4.44; Bancorp=\$665.03; AssetMark Trust=\$521,437.34.
- Cash Flow:** **02/12/26:** **No cash flow issues at this time. All school payments are being received in a timely manner. We billed for 252 students for the month of February.**
01/13/26: Cash flow has returned to normal for this time of year. January invoices for 253 students will be sent by the end of next week.
- Grants:** **02/12/26:** **Monthly payments for 2025-2026 Title grants have begun. The final annual reporting for all ESSER grants will need to be completed by March**
01/13/26: Quarterly fiscal reports for the 2024 PCCD Health & Safety grant were filed. 2025-2026 school year Title I, II and IV applications have been approved.
- School Policies:** **02/12/26:** **The policies that were to be presented this month are still being reviewed and updated.**
01/13/26: There will be several policies updated for review next month.
- Insurances:** **02/12/26:** **The Employee Assistance Program plan renewed on January 1st.**
01/13/26: Nothing new to report.



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Miscellaneous:

- 02/12/26:** We are having some issues with snow/ice build-up on the roof of the admin section of the building. Houck is putting together a proposal to install Sno Blox Jax on the roof and heat tape in the gutter and downspouts along the front ramp.
- 01/13/26: The trees were cut down and clean-up will continue as the weather improves. The plan is to rent a wood chipper in the spring to chop the tree trunks/branches and use the wood chips on the walking path. The playground needs specific safety mulch, so it cannot be used around the playground equipment.

Prepared: February 11, 2026