

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

Date: January 13, 2026

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



**INFINITY CHARTER SCHOOL**

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- Equipment:**      **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.  
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.
- Audits:**      **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.  
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.
- Budget:**      **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.  
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.
- Donations:**      **01/13/26:** A total of \$138.18 was deposited to the donations account during the month of December.  
12/09/25: A total of \$212.98 was deposited to the donations account during the month of November.
- Payroll:**      **01/13/26:** 1099's and W-2's will be prepared and distributed before the end of the month.  
12/09/25: The SBLOC was paid off December 8<sup>th</sup>. 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 31<sup>st</sup> due date.
- Accounts:**      **01/13/26:** Account balances as of December 31<sup>st</sup> were: Members 1<sup>st</sup> FCU=\$692,762.26; PSDLAF=\$4.44; Bancorp=\$665.03; AssetMark Trust=\$521,437.34.  
12/09/25: Account balances as of November 30<sup>th</sup> were: Members 1<sup>st</sup> FCU=\$1,108,355.70; PSDLAF=\$4.44; Bancorp=\$3,170.26; AssetMark Trust=\$517,334.73.
- Cash Flow:**      **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.  
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 25<sup>th</sup>. 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.
- Grants:**      **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.  
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.



- School Policies:**      **01/13/26: There will be several policies updated for review next month.**  
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.
- Insurances:**        **01/13/26: Nothing new to report.**  
12/09/25: Nothing new to report.
- Miscellaneous:**    **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.**  
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.

Prepared: January 8, 2026