

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

Date: July 8, 2025

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



**INFINITY CHARTER SCHOOL**

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<b>Equipment:</b>	<b>07/08/25:</b> 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. <b>06/09/25:</b> The chromebooks and laptops were ordered and should arrive next month.
<b>Audits:</b>	<b>07/08/25:</b> The pre-audit planning meeting was held as planned on June 24 <sup>th</sup> . The field work is scheduled for August 7 <sup>th</sup> and 8 <sup>th</sup> . Some work will be done electronically through email. <b>06/09/25:</b> The auditors will be here on June 24 <sup>th</sup> for the initial review. The board needs to approve the letter of engagement.
<b>Budget:</b>	<b>07/08/25:</b> The 2025-2026 budget was submitted to PDE before the July 15 <sup>th</sup> 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. <b>06/09/25:</b> The final draft of the 2025-2026 general budget is being presented for approval.
<b>Donations:</b>	<b>07/08/25:</b> A total of \$4.65 was deposited to the donations account during the month of June. <b>06/09/25:</b> A total of \$138.01 was deposited to the donations account during the month of May.
<b>Payroll:</b>	<b>07/08/25:</b> All 12-month employee salary increases will go into effect on the July 11 <sup>th</sup> 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. <b>06/09/25:</b> Health Insurance Waiver payments will be included with the June 13 <sup>th</sup> payroll. Retention bonuses will be paid with the June 27 <sup>th</sup> payroll. The employment contracts for next year will be distributed on June 10 <sup>th</sup> - the last teacher day.
<b>Accounts:</b>	<b>07/08/25:</b> Account balances as of June 30 <sup>th</sup> were: Members 1 <sup>st</sup> FCU=\$1,052,557; PSDLAF=\$4.44; Bancorp=\$3,170.26; AssetMark Trust=\$514,541.96. <b>06/09/25:</b> Account balances as of May 31 <sup>st</sup> were: Members 1 <sup>st</sup> FCU=\$1,175,913; PSDLAF=\$4.44; Bancorp=\$2,500; AssetMark Trust=\$510,530. We have started the process to change check signers.
<b>Cash Flow:</b>	<b>07/08/25:</b> Year-end reconciliation invoices were completed and mailed on July 1 <sup>st</sup> . The final Unipay for the 2024-25 school year was received on May 30 <sup>th</sup> . 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. <b>06/09/25:</b> I will not be sending separate invoices for the month of June. The year-end reconciliation reports will be completed and sent after July 1 <sup>st</sup> , and will include any amounts due for June.
<b>Grants:</b>	<b>07/08/25:</b> 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 15 <sup>th</sup> .

06/09/25: Title fund allocations for 2025-2026 have not been received yet. As soon as we get them, and the grant window opens, we will complete the applications. We purchased a new SEL program with the PCCD Health & Safety grant awarded at the beginning of the year.

**School Policies:**

**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.**

06/09/25: We hope to focus on completing the policy review during the summer months. We have not received any comments from the lawyers regarding the Tuition Reimbursement Policy.

**Insurances:**

**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 1<sup>st</sup>. 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.**

06/09/25: We are still waiting for the updated roof repair proposal from Houck. They are still planning to schedule the work for the month of July. In order to keep the same level of coverage for employee health insurance, we are going to keep the existing plan for the next plan year. New rates will go into effect on August 1<sup>st</sup>.

**Miscellaneous:**

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

06/09/25: Details of the 403B plan transfer to Voya are still being reviewed.