

Business Manager's Report
Infinity Charter School

Date: March 10, 2026

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

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- Equipment:** **03/10/26:** The back door has been repaired. We are experiencing HVAC issues and discovered 2 of the fans/air units on the roof were blown off their pedestals. We are working on getting it repaired. The elevator had an electrical issue that was repaired this week.
02/12/26: The part for the back door was received but did not fit properly. A new part was ordered.
- Audits:** **03/10/26:** The 2024 Form-990 tax return was electronically submitted at the end of February, well before the May 15th due date. A copy of the return was emailed to the board for review prior to submission.
02/12/26: The 990-tax return is still being worked on and will hopefully be completed before the next board meeting.
- Budget:** **03/10/26:** The first draft of the 2026-2027 SY budget in the board packets. There are still several unknowns. It will continue to be modified over the next few months as more information becomes available. The updated 2025-2026 Budget vs. Actual report is also provided.
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.
- Donations:** **03/10/26:** A total of \$5.26 in interest was the only deposit to the donations account during the month of February.
02/12/26: A total of \$ 2,127.20 was deposited to the donations account during the month of January.
- Payroll:** **03/10/26:** We received notification that all 1099's were received and processed by the IRS and the state.
02/12/26: All 1099's and W-2's were sent and reports were filed by the end of January.
- Accounts:** **03/10/26:** Account balances as of February 28th were: Members 1st FCU=\$1,130,863.65; PSDLAF=\$4.44; Bancorp=\$3,170.26; AssetMark Trust=\$520,280.41.
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.
- Cash Flow:** **03/10/26:** Cash flow has returned to normal. March invoices for 254 students will be sent by the end of the week.
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.
- Grants:** **03/10/26:** The final annual ESSER report was submitted prior to the due date.
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.
- School Policies:** **03/10/26:** Nothing new to report. There are several policies that still need to be reviewed and updated.
02/12/26: The policies that were to be presented this month are still being reviewed and updated.



Insurances: **03/10/26:** The Business Manager has a meeting this week with National HR to discuss next year's health insurance plan/rates.

02/12/26: The Employee Assistance Program plan renewed on January 1st.

Miscellaneous: **03/10/26:** We received a proposal from Houck to address the snow/ice build-up issue on the roof. The cost to install gutter heat tape is \$19,880. The cost for an additional snow retention system is \$7,765. RR is getting a second bid from another roofing company. The project will need to be part of next year's budget.

The bi-annual roof inspection was completed on March 6th. We have not received the final inspection report.

We are investigating options to improve the acoustics in the gym.

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.

Prepared: March 10, 2026