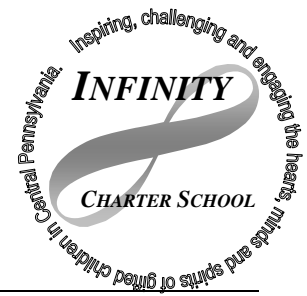


Business Manager's Report
Infinity Charter School

Date: April 14, 2015

Time: 3:30 p.m.

Location: 51 Banks Street, Penbrook, PA 17103



ADMINISTRATIVE SERVICES

Phone & Internet Services: 04/14/15: Nothing new to report. 03/10/15: Nothing new to report.

Website: 04/14/15: We had 43.8% new, and 56.2% returning, visitors to the website for the month of March. 03/10/15: The website counter shows 59.5% of our visitors for the month of February were new visitors – most likely because of the lottery.

Furniture: 04/14/15: No new furniture purchases. 03/10/15: No new furniture purchases.

Equipment: 04/14/15: No new equipment purchases. 03/10/15: No major equipment purchases were made during the last month.

Computers: 04/14/15: We are still experiencing problems with the OKI printer. 03/10/15: CPI continues to address computer/printer issues as they occur. .

End-of-year Audit: 04/14/15: The final audit review meeting was held for the State Auditor General's audit. Our management response to the finding and observation will be included in the final report, which should be issued in the next few months. 03/10/15: Nothing new to report.

Budget: 04/14/15: A second draft of the 2015-16 budget is included in the board packets. The final budget will need to be approved in June and submitted to PDE within 15 days of approval. 03/10/15: A first draft of the 2015-16 budget is ready for the finance committee to review.

Donations: 04/14/15: No donations were received during the last month. 03/10/15: No donations were received during the month.

Payroll: 04/14/15: 1st quarter payroll taxes need to be submitted by the end of the month. Our QuickBooks payroll subscription is scheduled to renew at the beginning of May. 03/10/15: Nothing new to report.

Accounts: 04/14/15: The balance of funds in all accounts as of March 31st was \$683,112 (\$117,129 in PSDLAF accounts and \$565,983 in Metro Bank accounts.) 03/10/15: The balance of funds in all accounts as of February 28th was \$667,573. (\$117,969 in PSDLAF accounts and \$549,604 in Metro Bank accounts.

Cash Flow: 04/14/15: No cash flow issues. The total outstanding from all districts is \$40,922, not counting April invoices, which will be mailed by April 10th. 03/10/15: February unipay was received. All districts are currently paid through January. A few still owe for February. There are no cash flow issues.

Grants: 04/14/15: All Title II funds for 2014-15 have been spent. A final report will need to be submitted next month. 03/10/15: We are continuing to receive monthly deposits of Title II funds.

***Lease:* 04/14/15: We received a letter from PUCC's finance committee indicating they are still working on the 2015-16 lease, and we should receive it sometime in mid-April. 03/10/15: Nothing new to report.**

***Child Accounting:* 04/14/15: The student count for April billing is 146. 03/10/15: The student count for March billing is 146.**

***School Policies:* 04/14/15: The Bullying policy needs to be reviewed, and updated, if necessary, as part of the School Safety Reporting requirements. 03/10/15: The Board is continuing to update policies. A reminder went out to everyone who still needs to return Statement of Financial Interest forms.**

***Insurances:* 04/14/15: Our insurance broker will be meeting with us within the next month to review our current liability insurance coverage. This is expected to be an annual event. 03/10/15: Nothing new.**

***New Facility:* 04/14/15: The RFQ for financing was sent and posted before spring break. Responses were requested to be received by April 10th. 03/10/15: An attempt was made to hand-deliver the application to the township building the last week of February. Additional information is required, so a representative of the Township is working with CRA to finalize the necessary documentation.**

PDE REPORTS

The following reports have been submitted since the last meeting:

- **PIMS PVAAS Voluntary Submission**
- **PDE-4101, Certification of Fulfillment of Fire Drill and School Bus Emergency Evacuation Drill Requirements**
- **LEP – Limited English Proficiency Report for 2014-2015**
- **PIMS Final Precode ACS for Spring Keystone Exams**