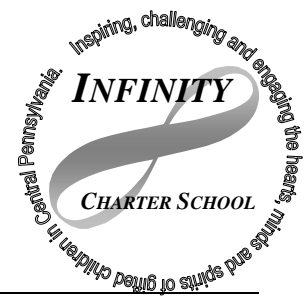


**Business Manager's Report
Infinity Charter School**

Date: December 9, 2014

Time: 6:30 p.m.

Location: 51 Banks Street, Penbrook, PA 17103



ADMINISTRATIVE SERVICES

Phone & Internet Services: 12/09/14: E-rate refund for 2013-14 internet services was received. 11/11/14: E-rate refund was approved by Comcast, so we should be receiving a check soon. We were contacted by Verizon to inform us that FIOS is now available in our area, so we will investigate to see if it really is, and if it would improve our internet connections.

Website: 12/09/14: We contacted our webmaster (Zumu) to inquire about updating our website, and we were informed that we are due for a major overhaul of our site that will be done at no charge. We just have to let them know what we want. 11/11/14: There were 57,105 hits on the website during the month of October. We have added a password protected board member tab to enable the board to share documents.

Furniture: 12/09/14: No new purchases. 11/11/14: No new furniture purchases were made during the last month.

Equipment: 12/09/14: No major equipment purchases were made during the last month. 11/11/14: We ordered an additional LCD projector for classroom use.

Computers: 12/09/14: CPI continues to trouble-shoot random issues with printing, laptops, etc. 11/11/14: A system board was replaced in a 6/7 computer, and a failed hard drive was replaced in the server. CPI continues to trouble-shoot random issues as they occur.

End-of-year Audit: 12/09/14: We are still waiting for the final written report of the results of the State Audit. BSSF reviewed the submitted 2013-2014 FR and found it to be materially consistent with the audited financial statements, so the AFR Audit Certification Form needs to be signed and submitted by 12/31/14. The board also needs to vote on a resolution to move funds from assigned to committed classification. 11/11/14: The final audit statements are included in the board packets. John Bonawitz, CPA, from Brown Shultz Sheridan & Fritz will give a short presentation of the statements during the regularly scheduled board meeting. The 990 tax return was mailed this week. Copies of the audit were sent to Central Dauphin School District. The State Auditor finished his on-site work on October 30th. We should be receiving a written report in the next few weeks. We will need to provide a written response to the report.

Budget: 12/09/14: All income/expenses for the 2014-15 school year are currently within budget. Tuition income is coming in on a regular basis. 11/11/14: We received notification that the revised budget was received. The 2015-2016 budget process will begin in February.

Donations: 12/09/14: No donations were received during the past month. 11/11/14: No new donations were received.

Payroll: 12/09/14: The Business Manager attended the annual year-end Payroll Seminar sponsored by Brown, Schultz, Sheridan and Fritz. 11/11/14:

All 3rd quarter taxes were filed by October 31st. The Learning Specialist began her 12-week leave of absence on October 31st.

Accounts: 12/09/14: The balance of funds in all accounts as of November 30th was 4663,598.18. 11/11/14: The balance of funds in all accounts as of October 31st was \$1,069,014.

Cash Flow: 12/09/14: There are no cash flow issues. The total outstanding from all districts is \$51,063, which does not include December invoices.

Force payments were issued in November, for payment at the end of December. 11/11/14: There is currently \$41,033 outstanding from all districts for this year (July-Oct). Nov invoices will go out by November 7th.

Grants: 12/09/14: We received notice that our Title II application was approved and funds can be obligated as of August 20, 2014. 11/11/14: Our 2014-2015 Title II application is still under review by PDE.

Lease: 12/09/14: The lease payment for the second half of the school year (Jan – June) will be made when we return from the winter break Week of Jan 5th). 11/11/14: No activity during the past month.

Child Accounting: 12/09/14: We will bill for 146 students in December. We are in the process of converting our child accounting data to an on-line version, which will give us access to more features, on-line offsite backup, and will allow us to access the database from anywhere. The company was no longer going to support our version of the software, so we had to make the change. 11/11/14: We will bill for 147 students in November.

School Policies: 12/09/14: The board has received several new policies and updates to our existing policies that need to be reviewed. 11/11/14: By-laws and policies will continue to be reviewed/updated over the next several months.

Insurances: 12/09/14: All new commercial insurance policies for the new policy year have been received. Coverage was adjusted for the additional K/1 classroom and personal property values at the Banks Street and Locust Lane locations. 11/11/14: We received the new bond for the board Treasurer.

New Facility: 12/09/14: The loan was paid off by the due date. We have received a proposal from Reliance Environmental to conduct an environmental study on the new property. We have also been in contact with Lower Paxton Township and Crabtree about obtaining a Certificate of Occupancy to begin using the building for meetings, game night, clubs, and office space. Architectural plans will need to be submitted as part of the process. 11/11/14: The payoff amount was received for the land loan, and payment will be issued by November 10th. The Board President and CEO attended the Dauphin County Board of Assessment Appeals hearing on October 30th, and we have received official notice that we were granted a real estate tax exemption effective 7/1/14.

PDE REPORTS

The following reports have been submitted since the last meeting:

- **PIMS Special Education December 1st Snapshot upload**
- **PIMS Pre-Codes PSSA (11/21/14 Snapshot)**