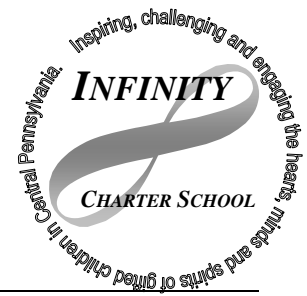


**Business Manager's Report  
Infinity Charter School**

Date: March 10, 2015

Time: 3:30 p.m.

Location: 51 Banks Street, Penbrook, PA 17103



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## **ADMINISTRATIVE SERVICES**

**Phone & Internet Services: 03/10/15: Nothing new to report.** 02/10/15: Nothing new to report.

**Website: 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.** 02/10/15: The 2015-2016 lottery paperwork has been posted on the website. The website counter does not appear to be working, so there are no statistics to report.

**Furniture: 03/10/15: No new furniture purchases.** 02/10/15: No new furniture purchases.

**Equipment: 03/10/15: No new equipment purchases.** 02/10/15: No major equipment purchases were made during the last month.

**Computers: 03/10/15: CPI continues to address computer/printer issues as they occur.** 02/10/15: Nothing new to report.

**End-of-year Audit: 03/10/15: Nothing new to report.** 02/10/15: There will be no activity for the financial audit until June/July. No formal response has been received regarding the State Auditor General's audit.

**Budget: 03/10/15: A first draft of the 2015-16 budget is ready for the finance committee to review.** 02/10/15: We should set a date to meet to begin preparation of the 2015-2016 budget.

**Donations: 03/10/15: No donations were received during the month.**

02/10/15: The matching employer donation was received and deposited since the last board meeting.

**Payroll: 03/10/15: Nothing new to report.** 02/10/15: All W-2's and 1099's were mailed by January 31<sup>st</sup>, and all corresponding reports have been filed with the Social Security Administration, State of PA and local tax agencies. Fourth quarter 2014 payroll taxes were submitted.

**Accounts: 03/10/15: The balance of funds in all accounts as of February 28<sup>th</sup> was \$667,573. (\$117,969 in PSDLAF accounts and \$549,604 in Metro Bank accounts.** 02/10/15: The balance of funds in all accounts as of January 31<sup>st</sup> was \$598,501. (\$118,116 is in PSDLAF and \$480,385 is at Metro Bank.)

**Cash Flow: 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.** 02/10/15: No cash flow issues. Most districts are paid through December, and force payment requests have been sent to PDE for February unipay for districts who are not.

**Grants: 03/10/15: We are continuing to receive monthly deposits of Title II funds.** 02/10/15: Nothing new to report.

**Lease: 03/10/15: Nothing new to report.** 02/10/15: The 2<sup>nd</sup> lease payment was paid as scheduled. We are currently paid through June 30, 2015.

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

02/10/15: The student count for February is 147.

***School Policies: 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.*** 02/10/15: All Statements of Financial Interest should be completed and returned. The Board is continuing to review and update existing and new policies.

***Insurances: 03/10/15: Nothing new.*** 02/10/15: Nothing new.

***New Facility: 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.*** 02/10/15: The architect is completing the application for the Certificate of Occupancy, and expects to have the draft ready for board approval at the March board meeting.

## **PDE REPORTS**

The following reports have been submitted since the last meeting:

- **PIMS Pre-code for Spring Keystone Exams**