

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

Date: November 11, 2014

Time: 3:30 p.m.

Location: 51 Banks Street, Penbrook, PA 17103



ADMINISTRATIVE SERVICES

Phone & Internet Services: 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. 10/14/14: The 2013-14 E-rate reimbursement application for internet services was submitted.

Website: 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. 10/14/14: There were 41,736 hits on the website during the month of September. The revised 2014-15 budget has been posted to the website.

Furniture: 11/11/14: No new furniture purchases were made during the last month. 10/14/14: No new furniture purchases.

Equipment: 11/11/14: We ordered an additional LCD projector for classroom use. 10/14/14: We ordered 22 ukulele's for the middle school music classes.

Computers: 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. 10/14/14: Nothing new to report.

End-of-year Audit: 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. 10/14/14: The draft financial statements were reviewed at the final audit meeting on October 7th. Final statements and the 990 tax return should be delivered by the end of the month. The State Audit is close to wrapping up.

Budget: 11/11/14: We received notification that the revised budget was received. The 2015-2016 budget process will begin in February. 10/14/14: The revised budget was uploaded to PDE and sent to the House and Senate, as required.

Donations: 11/11/14: No donations were received during the past month. 10/14/14: No new donations were received.

Payroll: 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. 10/14/14: Bonuses for returning teachers were paid on September 19th. An FMLA request for an employee needs to be approved.

Accounts: 11/11/14: The balance of funds in all accounts as of October 31st was \$1,069,014. 10/14/14: The balance of funds in all accounts is \$1,029,154.

Cash Flow: 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. 10/14/14: All outstanding balances from the 2013-14 school year have been received. There is approximately \$55,000 due from July/Aug/Sept 2014 invoices. October invoices were sent on 10/13/14.

Grants: 11/11/14: Our 2014-2015 Title II application is still under review by PDE. 10/14/14: The final report for 2013-2014 was filed before Sept 30th. We are still waiting to receive notice that our 2014-2015 application was approved. Representatives from the Division of Federal Programs made their annual visit to the school on October 9th to review our 2014-15 enrollment numbers and income surveys.

Lease: 11/11/14: No activity during the past month. 10/14/14: The lease reimbursement of \$7,162.71 for the 2013-14 school year was received from PDE.

Child Accounting: 11/11/14: We will bill for 147 students in November. 10/14/14: Our October 1st count is 148. This enrollment number will be our “official” enrollment for several PDE reports. We billed for 148 students in the month of October.

School Policies: 11/11/14: By-laws and policies will continue to be reviewed/updated over the next several months. 10/14/14: Nothing new to report.

Insurances: 11/11/14: We received the new bond for the board Treasurer. 10/14/14: We need to review our HRA plan with respect to copay reimbursements.

New Facility: 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. 10/14/14: Revised drawings have been received and are being reviewed.

PDE REPORTS

The following reports have been submitted since the last meeting:

- **PDE-2057 Annual Financial Report for 2013-2014**
- **PIMS October 1, 2014 Staff Snapshot and Staff Assignment data upload**
- **Special Education Act 16 Services cost per student**