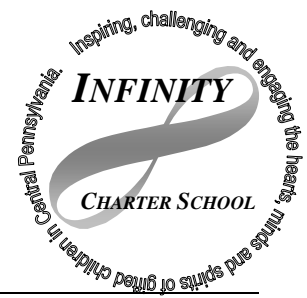


**Business Manager's Report  
Infinity Charter School**

Date: October 14, 2014

Time: 7:30 p.m.

Location: 51 Banks Street, Penbrook, PA 17103



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## **ADMINISTRATIVE SERVICES**

**Phone & Internet Services: 10/14/14: The 2013-14 E-rate reimbursement application for internet services was submitted.** 09/09/14: Nothing new to report.

**Website: 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.**

09/09/14: Nothing new to report.

**Furniture: 10/14/14: No new furniture purchases.** 09/09/14: Student desks and chairs and a teacher desk were purchased for the new K/1 classroom.

**Equipment: 10/14/14: We ordered 22 ukulele's for the middle school music classes.** 09/09/14: We have ordered a portable keyboard for music class.

**Computers: 10/14/14: Nothing new to report.** 09/09/14: The new virus/filtering package is called Untangle. We are still fine-tuning the filtering process.

**End-of-year Audit: 10/14/14: The draft financial statements were reviewed at the final audit meeting on October 7<sup>th</sup>. Final statements and the 990 tax return should be delivered by the end of the month. The State Audit is close to wrapping up.** 09/09/14: The financial auditors are working on finalizing reports/statements for fiscal year 2013-14. The State Auditor General audit is still in progress, with an anticipated completion date at the end of September/beginning of October.

**Budget: 10/14/14: The revised budget was uploaded to PDE and sent to the House and Senate, as required.** 09/09/14: A copy of the revised 2014-15 general fund budget is being presented for approval. The revised budget will need to be uploaded to PDE after approval.

**Donations: 10/14/14: No new donations were received.** 09/09/14: No donations were received since the last report.

**Payroll: 10/14/14: Bonuses for returning teachers were paid on September 19<sup>th</sup>. An FMLA request for an employee needs to be approved.** 09/09/14: Teachers received their final contract payment for the 2013-14 school year on August 22<sup>nd</sup>. The first payment for the 2014-15 contract will be on September 5<sup>th</sup>. Bonuses for returning teachers need to be approved for payment on the last payday in September. Non-contract employee pay rates need to be formally approved.

**Accounts: 10/14/14: The balance of funds in all accounts is \$1,029,154.**

09/09/14: The total balance of funds in all accounts is \$866,903.

**Cash Flow: 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.** 09/09/14: There is a balance of approximately \$18,000 due from six districts for the 2013-14 school year. Invoices for the unpaid balances have been submitted to PDE for force

payment in October. Invoices for July, August, September 2014 have been sent to the districts. The monthly billing total based on our current enrollment is approximately \$122,000 from a total of 14 districts.

**Grants: 10/14/14: The final report for 2013-2014 was filed before Sept 30<sup>th</sup>.**

**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.** 09/09/14: The Title II application was submitted. The final report for 2013-2014 funds needs to be submitted by the end of the month. We are still investigating grants to help with the wetlands educational program planned for the Locust Lane property.

**Lease: 10/14/14: The lease reimbursement of \$7,162.71 for the 2013-14 school year was received from PDE.** 09/09/14: The lease payment for 2013-14 has been processed by PDE, and we should receive it by the end of the month.

**Child Accounting: 10/14/14: Our October 1<sup>st</sup> 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.** 09/09/14: With the addition of the new K/1 class, our starting enrollment for 2014-15 is 148.

**School Policies: 10/14/14: Nothing new to report.** 09/09/14: The new policies have been posted to the website. All board policies will be reviewed and updated, as necessary, over the next few months.

**Insurances: 10/14/14: We need to review our HRA plan with respect to copay reimbursements.** 09/09/14: Commercial Package, Worker’s Comp and D&O insurance policies will renew in September. Adjustments have already been made to insure the contents now being stored at the Locust Lane property. The annual workman’s comp insurance audit by Cincinnati Insurance took place on September 3<sup>rd</sup>.

**New Facility: 10/14/14: Revised drawings have been received and are being reviewed.** 09/09/14: The board is meeting with Crabtree on a weekly basis to develop architectural drawings of the future facility. The drawings are needed to begin the Capital Campaign, as well as for the future financing package. Several theme boxes and materials that will not be needed this year have been moved to Locust Lane to free up space in the current Banks Street building.

## **PDE REPORTS**

The following reports have been submitted since the last meeting:

- **2013-2014 Interscholastic Athletic Opportunities Disclosure**
- **October 1<sup>st</sup> PIMS Enrollment Collection**