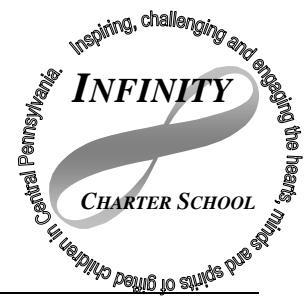


**Business Manager's Report  
Infinity Charter School**

Date: March 8, 2016

Time: 5:00 p.m.

Location: 51 Banks Street, Penbrook, PA 17103



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## **ADMINISTRATIVE SERVICES**

**Phone & Internet Services:** 03/08/16: Comcast finally picked up their equipment, so our account will hopefully be closed for good next month. No bills are being paid, although we still owe for a few days of service from December. 02/09/16: Nothing new to report.

**Website:** 03/08/16: Nothing new to report. 02/09/16: Lottery paperwork for the 2016-2017 school year was added to the website.

**Furniture:** 03/08/16: No new furniture purchases. 02/09/16: No new furniture purchases.

**Equipment:** 03/08/16: We purchased 2 new LCD projectors - one for 3/4 and one for 7/8. 02/09/16: No new equipment purchases.

**Computers:** 03/08/16: We are having trouble with some of the iPad keyboards- (2) with broken keys and several that cannot connect. Tracie is working with the keyboard company to resolve the issues. 02/09/16: No new issues.

**End-of-year Audit:** 03/08/16: Nothing new to report. 02/09/16: Everything related to the 2014-15 audit has been completed. There will be no activity for this item until we start the 2015-16 audit in June/July.

**Budget:** 03/08/16: Charter Choices is working on the first draft of the 2016-17 budget. 02/09/16: Ryan from Charter Choices contacted us with some preliminary questions related to next year's budget. They like to begin the budget process in February.

**Donations:** 03/08/16: We received a \$36.00 donation for purchases made through the Amazon Smile program. 02/09/16: No new donations were received during the past month.

**Payroll:** 03/08/16: No payroll issues at this time. 02/09/16: Payroll is going smoothly at this point. Charter Choices prepared all W2's and 1099's by January 31<sup>st</sup>, and they will file all of the appropriate paperwork with the required agencies.

**Accounts:** 03/08/16: The balance of funds in all accounts as of February 29<sup>th</sup> was \$1,018,891.56 (FNB/Metro=\$96,567, PSDMAX=\$105,957, Mid Penn Bank=\$816,368). 02/09/16: The balance of funds in all accounts as of January 31<sup>st</sup> was \$983,284. (PSDMAX= \$106,670, Metro Bank = \$96,567, Mid Penn Bank=\$780,048). The only account that remains open at Metro Bank is the general checking account. That will be closed and all remaining funds will be moved to Mid Penn as soon as we go an entire cycle without any automatic deposits/withdrawals.

**Cash Flow:** 03/08/16: No cash flow issues. We are still receiving payments from districts. Two districts who normally pay through the state Unipay have contacted us directly to make their final 2014-15 reconciliation payments. 02/09/16: No cash flow issues. We have received 2 Unipay deposits from PDE,

and most districts are paying. Please see attached report of billing/payments by district.

**Grants: 03/08/16: The Title I application is in the works. Mrs. Walker has held 2 parent meetings during the past week. We will be having a Federal Programs Consolidated Program Review on March 29<sup>th</sup>. Alisha from Charter Choices will be present at the meeting.**

**02/09/16: Title II funds are now flowing. We are waiting for the Federal Programs website to re-open, so we can submit the Title I application. It is supposed to open in February.**

**Lease: 03/08/16: Nothing new to report. 02/09/16: Nothing new to report.**

**Child Accounting: 03/08/16: We billed for 150 students in March and April.**

**Invoices are being sent out earlier in the month because of the concerns with the year-end reconciliation process.** 02/09/16: We billed for 150 students in February. Suzanne and I participated in a conference call with KAPCS on January 14<sup>th</sup> to discuss the year-end reconciliation process changes that PDE is trying to implement.

**School Policies: 03/08/16: The board needs to review and approve several policies required for Federal Programs and Title I (Conflict of Interest, Allowability of Costs, Cash Management, Travel Reimbursement, Procurement.)**

**02/09/16: The Homeless Students policy needs to be reviewed and approved. Statements of Financial Interest forms need to be completed and returned.**

**Insurances: 03/08/16: Nothing new. 02/09/16: Nothing new to report.**

**New Facility: 03/08/16: The committees are still meeting regularly. The water company inspected the water lines this week. I received an update from the bank – they are working on compiling the complete list of fees associated with the loan.** 02/09/16: The facilities and fundraising committees have been meeting regularly. The attorney reviewed and ok'ed the Mid Penn commitment letter, so it was signed and returned.

## **PDE REPORTS**

- **PSSA Pre-code ACS**
- **Precode for Spring Keystone – Internal Snapshot**
- **Deaf-Blind Child Count Census 2015-2016 School Year**