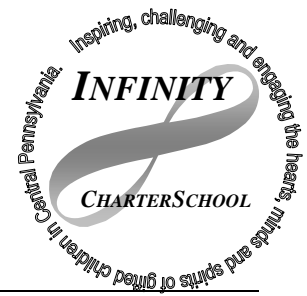


**Business Manager's Report
Infinity Charter School**

Date: April 4, 2017

Time: 3:30 p.m.

Location: 51 Banks Street, Penbrook, PA17103



ADMINISTRATIVE SERVICES

Phone & Internet Services: 04/04/17: Comcast is ready to meet and give us a quote once we know the specifics of our future service needs. 03/14/17: A meeting was held to discuss phone equipment/lines. Once we know what we need, we can set up meetings with the carriers.

Website: 04/04/17: Nothing new. 03/14/17: The website is being updated as needed.

Furniture: 04/04/17: No new furniture purchases. 03/14/17: No new furniture purchases.

Equipment: 04/04/17: Nothing new. 03/14/17: No new purchases.

Computers: 04/04/17: The teachers are evaluating a Chromebook to see if it would be a good choice for future classroom technology. 03/14/17: Nothing new to report.

End-of-year Audit: 04/04/17: Nothing new yet. 03/14/17: There will be no activity for this item until we start the 2016-17 audit in June/July.

Budget: 04/04/17: A working draft budget of the 2017-18 budget will be forwarded to the board for review prior to the May board meeting. 03/14/17: The 2017-18 budget is being updated and will be presented at the May board meeting.

Donations: 04/04/17: Over \$6,000 was donated to the new building fund since the last meeting. 03/14/17: A few more donations were received since the last meeting. IVO graciously donated the proceeds of the Valentine's Dance to the new building fund for the playground. Proceeds totaled \$1,326, and included money collected at the door, plus money raised from the basket raffle.

Payroll: 04/04/17: Nothing new to report. 03/14/17: Nothing new.

Accounts: 04/04/17: The bank balances as of March 31st were: Mid Penn Bank = \$671,336 and PSDMAX = \$34,049. 03/14/17: The bank balances as of February 28th were: Mid Penn Bank = \$824,270.63 and PSDMAX = \$84,625.65.

Cash Flow: 04/04/17: There are currently no cash flow issues. April invoices were sent on April 3rd. Most districts are paid through March. Those who aren't were sent to PDE for force payment. 03/14/17: Most districts are paid through February. March invoices went out on March 6th.

Grants: 04/04/17: Title I and II funding amendments were completed last month. Our Title I funds increased slightly, and our Title II funds decreased slightly. 03/14/17: Title I and II payments are being received on schedule. The next quarterly report is due by mid-April. We also received our full Title I payment for the 2015-16 funding year.

Lease: 04/04/17: We should contact PUCC to update them on our plans for the summer. 03/14/17: Nothing new.

Child Accounting: 04/04/17: We billed for 149 students in April. 03/14/17: We billed for 149 students in March.

School Policies: 04/04/17: The background check/clearance policy will be revisited next month. 03/14/17: Policy #104 still needs to be finalized and approved.

Insurances: 04/04/17: Nothing new. 03/14/17: Nothing new.

New Facility: 04/04/17: The financing commitment letter from Members 1st credit union needs to be approved and signed. A new appraisal is required and “is in the works.” Matt T. created a new cost spreadsheet to help us keep track of all new facility costs. 03/14/17: Bi-weekly meetings are still being held. Owner’s Rep meetings are occurring as needed.

PDE REPORTS

- **Use of Restraints – 3rd quarter 2016-2017**
- **2016-2017 School Bus Drill Reporting**