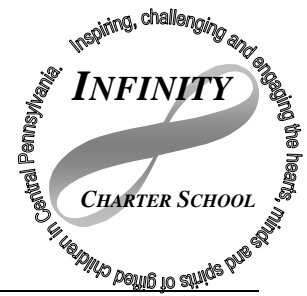


**Business Manager's Report  
Infinity Charter School**

Date: July 12, 2016

Time: 3:30 p.m.

Location: 51 Banks Street, Penbrook, PA 17103



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## **ADMINISTRATIVE SERVICES**

**Phone & Internet Services:** 07/12/16: CPI temporarily installed an additional wireless internet hub in the 6/7 classroom, and will move it to the 7/8 classroom at the end of the summer. It is hoped the additional unit will improve internet connections for the iPads. 06/14/16: Nothing new.

**Website:** 07/12/16: Nothing new to report.. 06/14/16: The website is being updated as needed.

**Furniture:** 07/12/16: No new purchases. 06/14/16: No new furniture purchases.

**Equipment:** 07/12/16: We purchased 2 new LCD projectors – one for the 1/2 classroom and the other for the 6/7 classroom. 06/14/16: No new purchases.

**Computers:** 07/12/16: Robert from CPI will be coming in on a regular basis throughout the summer to update, clean and test all of the computers. We will need to purchase an additional laptop for employee use. 06/14/16: The replacement keyboards were received. We have budgeted for an additional iPad lab for next year.

**End-of-year Audit:** 07/12/16: The pre-planning meeting was held on July 7<sup>th</sup>. Fieldwork for the audit is scheduled for August 1<sup>st</sup> – 3<sup>rd</sup>. 06/14/16: Pre-planning meeting documents/requests have been received and distributed to the appropriate people.

**Budget:** 07/12/16: The budget will be submitted to PDE by the July 15<sup>th</sup> deadline. Hard copies will be mailed as soon as the necessary signatures are obtained from the CEO, President and Secretary. The budget will be posted on the website as soon as the submission process is completed. 06/14/16: The 2016-17 proposed budget is being presented for review and approval. Once approved, it will need to be submitted to PDE by July 15<sup>th</sup>.

**Donations:** 07/12/16: No new donations were received during the past month. 06/14/16: We received donations totaling \$347.61 from Infinity parents Valerie Wormley and Miranda Metz through their employers' United Way giving programs. The funds were designated for the new building project.

**Payroll:** 07/12/16: All full-time teacher contracts for the 2016-17 school year were distributed. Teachers will receive the balance of their 2015-16 contracts over the next 4 pays. Charter Choices/Pay USA will continue to process payroll, even though all other accounting tasks will be handled in-house now. We have updated our QuickBooks software to the 2016 version. 06/14/16: The 2016-2017 teacher contracts will be distributed before the teachers leave for summer break. Employees who chose to opt out of our health insurance benefit will receive their \$1,000 opt out payment in their June 24<sup>th</sup> pay check. We will need to renew our QuickBooks subscription if we are bringing payroll and AP back in house.

**Accounts: 07/12/16: The balance of funds in all accounts as of June 30<sup>th</sup> was \$943,633 (Mid Penn Bank = \$841,900, PSDMAX = \$101,732) 06/14/16: The balance of funds in all accounts as of May 31<sup>st</sup> was \$951,022 (Mid Penn Bank = \$847,643, PSDMAX=\$103,379).**

**Cash Flow: 07/12/16: A summary of the 2015-16 school district billing is included in the board packets. Only 2 districts owed money as of June 30<sup>th</sup>. We owe refunds to several districts due to the year-end reconciliation. 06/14/16: No cash flow issues.**

**Grants: 07/12/16: Our Title I allocation for next school year is \$23,000. We will need to complete the Title I and Title II grant application before the end of the month. 06/14/16: Our Title II allocation for the 2016-2017 school year is \$2,907.**

**Lease: 07/12/16: We have not received our final lease reimbursement percentage yet, so we can't file for our 2015-16 reimbursement. The first lease payment of \$48,042 for the months of July – December 2016 was made on July 5<sup>th</sup>. 06/14/16: The signed lease was delivered to PUCC following the May board meeting. We just received the 2015-2016 Application for Charter School Lease Reimbursement, which needs board certification before it can be submitted.**

**Child Accounting: 07/12/16: The final reporting window for PIMS will open on July 15<sup>th</sup>, so all final child accounting data for the 2015-16 school year will need to be submitted by the end of the month. We will be starting the 2016-17 school year with 150 students. All returning students have been rolled over to the new year, and all new students have been entered in the student database. 06/14/16: We ended the school year with 151 students (billed for 150).**

**School Policies: 07/12/16: The Memorandum of Understanding was signed by the Penbrook Police representative, and a copy is on file at the school and police station. We are not required to submit it to PDE this year. 06/14/16: The new Memorandum of Understanding is in the board packets. The only change was the date of the document. It has to be renewed every 2 years.**

**Insurances: 07/12/16: New health insurance rates will go into effect 8/1/16. Employees were advised of the new plan and elimination of the HRA for the 2016-17 school year. They will have until September 15<sup>th</sup> to submit HRA reimbursement requests for the 2015-16 plan year. 06/14/16: Health insurance renewal rates have been received. Premiums are age-rated so there were different rates of increase again this year.**

**New Facility: 07/12/16: The fundraising committee met the first week of July. The parent mailing was discussed. We will be renting storage space at the facility located next door to our property. The contents of the building will need to be moved to storage by August 1<sup>st</sup>. 06/14/16: The fundraising committee met last week to discuss the next steps in the Capital Campaign. A representative from TFEC also participated in the meeting. We submitted a new service application to Suez for water service at Locust Lane. We will be requesting a Letter of Credit from Mid Penn Bank for required site improvements, once Lower Paxton Township approves the amount submitted by the engineers.**

## **PDE REPORTS**

- **Special Ed Year-End Submission (Exits)**
- **PDE-2028 Annual Budget for 2016-17**
- **LEP Program Survey**
- **2015-16 Safe School Report**
- **2015-16 Driver Ed Program Report**
- **AED (Automatic External Defibrillator) Location Report**
- **Winter /Spring Keystone Exam Accountability Update ACS**