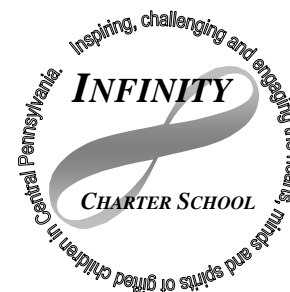


Business Manager's Report
Infinity Charter School
Date: March 14, 2017
Time: 3:30 p.m. (CANCELLED)
Location: 51 Banks Street, Penbrook, PA 17103



ADMINISTRATIVE SERVICES

Phone & Internet Services: 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. 02/14/17: We should start to discuss technology needs for the new building, so we can get the appropriate quotes for services.

Website: 03/14/17: The website is being updated as needed. 02/14/17: Enrollment forms for the 2016-17 lottery were uploaded to the website.

Furniture: 03/14/17: No new furniture purchases. 02/14/17: We purchased a rolling cart for the German teacher.

Equipment: 03/14/17: Nothing new. 02/14/17: No new purchases.

Computers: 03/14/17: Nothing new. 02/14/17: Nothing new to report.

End-of-year Audit: 03/14/17: Nothing new. 02/14/17: There will be no activity for this item until we start the 2016-17 audit in June/July.

Budget: 03/14/17: The 2017-18 budget is being updated and will be presented at the May board meeting. 02/14/17: The 2017-18 draft budget has essentially been prepared as part of the construction loan process. It will just need to be tweaked before it is presented for board approval.

Donations: 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. 02/14/17: The funds from the Lancaster County Extraordinary Give were deposited during the month of January. We also received some additional donations from Infinity families. A running list of donations is included in the board packets.

Payroll: 03/14/17: Nothing new. 02/14/17: Charter Choices prepared all W2's by January 31st, and they will file all of the appropriate paperwork with the required agencies. 1099's were prepared and distributed in-house this year.

Accounts: 03/14/17: The bank balances as of February 28th were: Mid Penn Bank = \$824,270.63 and PSDMAX = \$84,625.65. 02/14/17: The bank balances as of January 31st were: Mid Penn Bank = \$764,043 and PSDMAX = \$85,056.

Cash Flow: 03/14/17: Most districts are paid through February. March invoices went out on March 6th. 02/14/17: Cash flow is still good. February invoices were sent on the 6th. Most districts are paid through January.

Grants: 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. 02/14/17: Title I and II quarterly reports were submitted by the due date.

Lease: 03/14/17: Nothing new. 02/14/17: Nothing new to report.

Child Accounting: 03/14/17: We billed for 149 students in March. 02/14/17:
We billed for 149 students in February.

School Policies: 03/14/17: Policy #104 still needs to be finalized and approved.
02/14/17: Policy #104 Board Policies & Procedures: Background Checks and Reporting Requirements needs to be reviewed by the board. The personnel subcommittee met on January 29th to review current policies and practices.

Insurances: 03/14/17: Nothing new. 02/14/17: Nothing new.

New Facility: 03/14/17: Bi-weekly meetings are still being held. Owner's Rep meetings are occurring as needed. 02/14/17: The ground-breaking ceremony took place on January 26th. Bi-weekly construction meetings are being held with the contractors/construction team, architects, owner's rep and school representatives.

PDE REPORTS

- **Access for ELL's Accountability**
- **PVAAS Staff/Student Updates**
- **2015-16 Civil Rights Data Collection**