

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

Date: April 10, 2018

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



**INFINITY CHARTER SCHOOL**

---

## **ADMINISTRATIVE SERVICES**

**Furniture: 04/10/18: No new furniture purchases during the past month.** 03/13/18: No new furniture purchases were made in February.

**Equipment: 04/10/18: No new equipment purchases were made in the past month.** 03/13/18: No new equipment purchases were made during January.

**Computers: 04/10/18: The nurse's computer is up and running. Health information will be entered as time allows. The goal is to go fully electronic by next school year.** 03/13/18: We are in the process of setting up a computer for the nurse's office, so the nurses can convert to an electronic tracking system. Our current student software has a health module, so there are no additional fees involved.

**End-of-year Audit: 04/10/18: There won't be any activity for this item until the end of the fiscal year.** 03/13/18: Nothing to report.

**Budget: 04/10/18: A draft of the 2018-19 budget is included in the board packets. There have been some minor adjustments since the initial draft.** 03/13/18: The 2018-19 budget continues to be adjusted as additional information becomes available

**Donations: 04/10/18: A total of \$13,429 was deposited to the Donations account in the month of March. The breakdown was \$6,706 for the playground, and \$6,723 for the building fund.** 03/13/18: A total of \$3,304.08 was deposited to the donations account in February. This total takes into account interest earned, as well as a deduction for web fees paid out for electronic transactions. I moved all playground funds to a separate bank account.

**Payroll: 04/10/18: Staff retention bonuses need to be discussed.** 03/13/18: Nothing to report.

**Accounts: 04/10/18: Account balances as of March 31<sup>st</sup> were: Members 1<sup>st</sup> FCU = \$852,704; PSDMAX = \$19,439.** 03/13/18: Account balances as of February 28<sup>th</sup> were: Members 1<sup>st</sup> FCU = \$724,102; PSDMAX = \$19,418.

**Cash Flow: 04/10/18: Cash flow is still good.** 03/13/18: No cash flow issues. School districts are still paying promptly.

**Grants: 04/10/18: The Title II quarterly report is due by the end of the week, and the funding adjustment application is due next week.** 03/13/18: Title II funds are coming in monthly. We just received notification that our allocation has been increased to \$6,610 (from \$4,788), so we need to do a funding adjustment on our application.

**Child Accounting: 04/10/18: We billed for 209 students in April.** 03/13/18: We billed for 209 students in March.

**School Policies: 04/10/18: The health room certification policy/procedure needs to be reviewed and approved.** 03/13/18: Nothing new to review/approve.

**Insurances: 04/10/18: Health insurance renewal information will be available next month. A 10% increase has been initially budgeted for next year. Alternative options are also being explored. We received a premium refund for our Commercial Package policy. The refund was primarily the result of cancellation of the Builder's Risk policy and deletion of the Banks Street location.** 03/13/18: Nothing new.



INFINITY CHARTER SCHOOL

***New Facility: 04/10/18: No contractor pay applications were received in March. Based on the contracts, we still owe an estimated \$100,000. 03/13/18: Nothing to report.***

## **PDE REPORTS**

- **Safe Schools – 2017-2018 Bus Drills**

Prepared: April 6, 2018