

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

Date: February 13, 2018

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

ADMINISTRATIVE SERVICES

Furniture: 02/13/18: No new furniture purchases in the past month. 01/09/18: No new furniture purchases were made in December.

Equipment: 02/13/18: No new equipment purchases were made in the past month.

01/09/18: No new equipment purchases were made during October.

Computers: 02/13/18: No current issues. 01/09/18: We have had some printer issues, but everything seems to be working now.

End-of-year Audit: 02/13/18: There will be no activity for this item until we start the 2017-18 audit in June/July. 01/09/18: The tax return has been completed and approved for submission. The AFR certification report was filed by the 12/31/17 deadline.

Everything related to the 2016-17 audit is now complete.

Budget: 02/13/18: An initial draft of the 2018-19 budget is included in the board packets. This is for board review only at this point, as we will continue to tweak it over the next few months. 01/09/18: The 2018-2019 budget process should begin next month. The majority of the first draft is complete. See attached budget vs. actual report for specific 2017-2018 budget details.

Donations: 02/13/18: A total of \$11,698.08 was deposited to the donations account in January, including interest earned and web fees paid out. A total of \$884.50 was specifically designated for the playground. 01/09/18: A total of \$10,905.51 was deposited to the donations account in December, including interest earned and web fee paid out. \$1,873.20 was designated for the playground fund.

Payroll: 02/13/18: All year-end payroll tax forms and returns were completed and distributed by January 31st. 01/09/18: W-2's and 1099's will go out by the end of the month.

Accounts: 02/13/18: Account balances as of January 31st were: Members 1st FCU = \$931,741; PSDMAX = \$19,401. 01/09/18: Account balances as of December 31st were: Members 1st FCU = \$826,776; PSDMAX = \$19,383.

Cash Flow: 02/13/18: No cash flow issues. School districts are still paying promptly. 01/09/18: No cash flow issues.

Grants: 02/13/18: The Title II quarterly report was filed. We received the balance of Title I funds due from 2016-17 in January. 01/09/18: The Title II quarterly report needs to be filed this month.

Child Accounting: 02/13/18: We billed for 207 students in February. 01/09/18: Invoices for January were sent yesterday (after the holiday break.)

School Policies: 02/13/18: Nothing new to review/approve. 01/09/18: Nothing new.

Insurances: 02/13/18: Nothing new. 01/09/18: SF met with the loss control rep from Cincinnati Insurance last month. Specific safety requirements concerning the playground were discussed and information was forwarded to the playground committee.



New Facility: 02/13/18: SG met with a representative from the elevator company to discuss maintenance agreements and required third-party inspections. Any maintenance agreement would start in August 2018, after the initial warranty expires. The January pay application from Lobar for \$153,621.37 needs to be approved. 01/09/18: All but \$7,106 of the improvement guarantee has released by LPT. Matt Twomey is working with MidState regarding HVAC issues.

PDE REPORTS

- **PVAAS staff and student updates (Internal snapshot)**
- **Restraint Information System Collection (RISC) for second quarter 2017-18**
- **Title II Quarterly Report**

Prepared: February 5, 2018