

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

Date: June 11, 2018

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

ADMINISTRATIVE SERVICES

Furniture: 06/11/18: No new furniture purchases in the month of May, but we will be looking at purchasing furniture for the new classroom over the summer, as well as possibly replacing the green middle school chairs. The green chairs could then be stored and used for school events. 05/08/18: No new furniture purchases in the month of April.

Equipment: 06/11/18: Approval of the proposal for a new copier for the computer lab is requested. 05/08/18: No new equipment purchases in the month of April. Office staff met with representatives from a new copier company to discuss possible upgrades to the library printer/copier.

Computers: 06/11/18: The new copier proposal includes 5 hrs of technical support for all computers/devices. 05/08/18: Nothing new to report.

End-of-year Audit: 06/11/18: The pre-audit planning meeting is scheduled for June 20th. 05/08/18: The auditors would like to schedule an initial meeting in June to review the year's financial audit procedures before the business manager transition takes place.

Budget: 06/11/18: The 2018-19 General Fund Budget is being presented for approval. 05/08/18: As soon as the health insurance information is available, the budget will be ready. Approval will take place at the June 11th board meeting. The budget will need to be submitted to PDE by the end of the month.

Donations: 06/11/18: A total of \$8,630 (including interest earned) was deposited to the donations account during the month of May. The majority of the funds were from the Ignite the Future event. 05/08/18: Donations totaling \$11,813 were deposited in April.

Payroll: 06/11/18: The 2018-2019 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 22nd pay check. Staff retention bonuses will be paid with the June 22nd payroll. 05/08/18: A list of staff retention bonuses is included in the board packets. Approval is requested, so they can be included with the last payroll in June.

Accounts: 06/11/18: Account balances as of May 31st were: members 1st FCU = \$794,007; PSDMAX = \$19,486. 05/08/18: Account balances as of April 30th were: Members 1st FCU = \$898,217; PSDMAX = \$19,462.

Cash Flow: 06/11/18: No cash flow issues. 05/08/18: Cash flow is still good.

Grants: 06/11/18: No activity during the past month. The Title II application for the 2018-19 school year will need to be filed over the summer. 05/08/18: The Title II report and application were filed on time. Based on the report, Title II payments have been suspended for the next month.

Child Accounting: 06/11/18: We ended the year with 208 students. School district reconciliations will be sent by the 15th of the month. Tracie is processing all paperwork for new students entering in 2018-19. 05/08/18: We billed for 209 students in May. The PDE-363 process is changing. We are waiting for direction from KAPCS.



School Policies: 06/11/18: The Bullying policy needs to be reviewed and accepted as per the Safe School Reporting requirements. The Right-to-Know policy/procedure needs to be approved. 05/08/18: The Employee Leave policy needs to be reviewed.

Insurances: 06/11/18: Our current group health plan has been discontinued for the new plan year, but it was replaced with a comparable plan. Premiums are age-rated, so there were different rates of increase again this year. The overall premium increase is around 2% based on existing enrollees. I am requesting approval for the new plan, Premier Balance PPO \$500-A. Dental and vision rates will not increase for 2018-19. 05/08/18: Health insurance renewal rates have not been provided yet.

New Facility: 06/11/18: CRA will be sending a request to LPT to release the remaining funds being held for the improvement guarantee. The funds, totaling \$7,106, are in our Members 1st money market account, but they are not available to use. The Grounds Committee had their first meeting last month to plan for improvements to be completed over the summer months. 05/08/18: The March 2018 pay application from MidState Mechanical – HVAC in the amount of \$32,324.61 needs to be approved. We have names of two other elevator maintenance companies. We will contact them to obtain quotes for annual maintenance. The building sign was installed last week.

PDE REPORTS

- **Career Standards Benchmarks (PIMS)**
- **Safe Schools Fire Drill Template and ACS**
- **Safe Schools AED Template (ACS is part of the July School Safety Reporting)**
- **ACCESS for ELL's Accountability**
- **Spring Keystone Reporting**
- **ELRS – English Language Reporting System**