

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

Date: March 13, 2018

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



**INFINITY CHARTER SCHOOL**

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**ADMINISTRATIVE SERVICES**

**Furniture: 03/13/18: No new furniture purchases were made in February.** 02/13/18: No new furniture purchases in the past month.

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

02/13/18: No new equipment purchases were made during January.

**Computers: 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.**

02/13/18: No current issues.

**End-of-year Audit: 03/13/18: Nothing to report.** 02/13/18: There will be no activity for this item until we start the 2017-18 audit in June/July.

**Budget: 03/13/18: The 2018-19 budget continues to be adjusted as additional information becomes available.** 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.

**Donations: 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.** 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.

**Payroll: 03/13/18: Nothing to report.** 02/13/18: All year-end payroll tax forms and returns were completed and distributed by January 31<sup>st</sup>.

**Accounts: 03/13/18: Account balances as of February 28<sup>th</sup> were: Members 1<sup>st</sup> FCU = \$724,102; PSDMAX = \$19,418.** 02/13/18: Account balances as of January 31<sup>st</sup> were: Members 1<sup>st</sup> FCU = \$931,741; PSDMAX = \$19,401.

**Cash Flow: 03/13/18: No cash flow issues. School districts are still paying promptly.** 02/13/18: No cash flow issues.

**Grants: 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.** 02/13/18: The Title II quarterly report was filed. We received the balance of Title I funds due from 2016-17 in January.

**Child Accounting: 03/13/18: We billed for 209 students in March.** 02/13/18: We billed for 207 students in February.

**School Policies: 03/13/18: Nothing new to review/approve.** 02/13/18: Nothing new.

**Insurances: 03/13/18: Nothing new to report.** 02/13/18: Nothing new.



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***New Facility: 03/13/18: Nothing to report.*** 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.

## **PDE REPORTS**

- **PVAAS/PIMS Staff Student Subtest**
- **Spring Keystone Exam Precodes Internal Snapshot**

Prepared: March 7, 2018