

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

Date: May 8, 2018

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

ADMINISTRATIVE SERVICES

Furniture: 05/08/18: No new furniture purchases in the month of April. 04/10/18: No new furniture purchases during the past month.

Equipment: 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. 04/10/18: No new equipment purchases were made in the past month.

Computers: 05/08/18: Nothing new to report. 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.

End-of-year Audit: 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. 04/10/18: There won't be any activity for this item until the end of the fiscal year.

Budget: 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. 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.

Donations: 05/08/18: Donations totaling \$11,813 were deposited in April. 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.

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. 04/10/18: Staff retention bonuses need to be discussed.

Accounts: 05/08/18: Account balances as of April 30th were: Members 1st FCU = \$898,217; PSDMAX = \$19,462. 04/10/18: Account balances as of March 31st were: Members 1st FCU = \$852,704; PSDMAX = \$19,439.

Cash Flow: 05/08/18: No cash flow issues. 04/10/18: Cash flow is still good.

Grants: 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. 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.

Child Accounting: 05/08/18: We billed for 209 students in May. The PDE-363 process is changing. We are waiting for direction from KAPCS. 04/10/18: We billed for 209 students in April.

School Policies: 05/08/18: The Employee Leave policy needs to be reviewed. 04/10/18: The health room certification policy/procedure needs to be reviewed and approved.



Insurances: 05/08/18: Health insurance renewal rates have not been provided yet.

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.

New Facility: 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. 04/10/18: No contractor pay applications were received in March. Based on the contracts, we still owe an estimated \$100,000.

PDE REPORTS

- **Course, Course Instructor, Student Course Enrollment**
- **PSSA Accountability**