

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

Date: September 12, 2017  
Time: 3:30 p.m.  
Location: 5405 Locust Lane, Harrisburg, PA 17109



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**ADMINISTRATIVE SERVICES**

**Phone & Internet Services: 09/12/17: All phone systems and internet connections are up and working.** 08/08/17: Phone lines and internet installation at Locust Lane began last week.

**Website: 09/12/17: Nothing new.** 08/08/17: Nothing new.

**Furniture: 09/12/17: All new furniture was delivered, and all used furniture from surplus was picked up.** 08/08/17: Student desks and chairs for the new classrooms have been ordered from Tanner Furniture. A number of chairs and shelving units were purchased from state/federal surplus.

**Equipment: 09/12/17: Three new LCD projectors were purchased for the 3 new classrooms.** 08/08/17: No new purchases.

**Computers: 09/12/17: New chrome books were ordered.** 08/08/17: Robert from CPI met with staff at Locust Lane to plan moving and installation of our computers. Suzanne discussed computer purchases with Robert.

**End-of-year Audit: 09/12/17: The auditors are still working on the financial statements. The MD&A needs to be reviewed by the board.** 08/08/17: Field work took place on August 2<sup>nd</sup> and 4<sup>th</sup>. Additional on-site days are scheduled for August 7<sup>th</sup> and possibly August 8<sup>th</sup>.

**Budget: 09/12/17: A report of budget to actual for the new school year is included in the board packets.** 08/08/17: The budget was submitted to PDE and we received confirmation that it was received and processed. Copies were sent to the House and Senate as required. A copy of the budget summary has been posted on our website.

**Donations: 09/12/17: A total of \$4,655 was deposited to the donations account during the month of August. All donations were for the Capital Campaign.** 08/08/17: A total of \$240 was deposited to the Capital Contributions account during the month of July.

**Payroll: 09/12/17: Contracts for part-time teachers were distributed. Teachers received their final contract payment for the 2016-17 school year on August 18<sup>th</sup>. The first payment for the 2017-18 school year was on September 1<sup>st</sup>. All payroll is being entered into the new system by the Business Manager, and Inova is handling the processing and tax payments. Non-contract employee pay rates need to be formally approved.** 08/08/17: Inova is processing and entering all payroll information now. The business manager will be entering timesheet information as soon as training is completed, and Inova will issue the checks (direct deposit) and handle payment of all taxes. Training is expected to take place as soon as the move to Locust Lane is completed. Teachers will receive one last payment on their 2016-17 contracts (8/18/17 payroll).

**Accounts: 09/12/17: Account balances as of August 31<sup>st</sup> were: Members 1<sup>st</sup> = \$557,362, PSDMAX = \$29,028.** 08/08/17: Account balances as of July 31<sup>st</sup> were: Mid Penn Bank = \$1.47 (interest payment for July), PSDMAX = \$29,831.89, and Members 1<sup>st</sup> = \$648,641.58.



**Cash Flow: 09/12/17:** All payments have been received for the 2016-17 school year. We are not experiencing any cash flow problems, although we have only received two payments for the 2017-18 school year. All schools were invoiced in mid-August for the months of July, August and September 2017. We have received 2017-18 rates from 5 districts. All show an increase in regular ed rates. Special Ed rates are roughly the same as last year. 08/08/17: All but 3 schools have paid in full for 2016-17. Two of the payments have been requested from PDE. Combined July and August invoices will be sent as soon as the enrollment numbers are final. Some 2017-18 ADM rates have been received from the districts. The initial reports show an increase over last year's final ADM rates.

**Grants: 09/12/17:** The Title II application for 2017-18 was filed and is currently under review. 08/08/17: The final expenditure report (FER) for Title I was filed, but has not been approved. The Title II application for 2017-18 will be filed this week.

**Lease: 09/12/17:** The lease reimbursement for 2016-17 was received on August 31<sup>st</sup>. Thanks to M.Blaylock - everything was cleared out of the Banks Street building by the end of August. 08/08/17: The August lease payment included the office and library/storage area. It should be our last lease payment to PUCC. The Lease Reimbursement application was submitted to PDE. We should get back \$9,971.

**Child Accounting: 09/12/17:** We billed for 212 students in July/Aug/September. 08/08/17: Final 2016-17 Child Accounting Data was submitted by the due date.

**School Policies: 09/12/17:** The new MOU with the Lower Paxton Township Police Department needs to be approved. The Immunization Administrative Guidelines need to be approved. 08/08/17: No new policies.

**Insurances: 09/12/17:** All of our commercial insurances renewed as of 9/5/17. The Statement of Values needs to be verified. The total premium for all coverages is \$28,719. 08/08/17: The Board Treasurer's Bond was renewed for another 2 years. Applications for renewal of our liability insurances were completed and sent before the end of July. We are waiting to see what our renewal rates will be.

**New Facility: 09/12/17:** The August pay applications for a total of \$708,913.16 need to be approved. All of the storage units were emptied before the end of August, so we are no longer paying rent for the units. Matt T. filed a request to have our Letter of Credit with Lower Paxton Township reduced. We will be working on updating the project cost spreadsheet this week, which should represent close to final numbers for the construction project. 08/08/17: The July pay applications for a total of \$605,683 need to be approved. As long as the occupancy permit is issued, we will be moving the office to Locust Lane at the end of the week. Trailers are scheduled to be unloaded the following week.

## PDE REPORTS

- PA Secure ID's for new students