

Business Manager's Report
Infinity Charter School

Date: August 13, 2019

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



ADMINISTRATIVE SERVICES

Furniture: **08/13/19: No updates at this time.**

07/23/19: New desks, chairs, bookshelves and worktables have been purchased for the new school year.

Equipment: **08/13/19: No new equipment purchases were made in the past month.**

07/23/19: No new equipment purchases were made in the past month.

Computers: **08/13/19: No updates at this time.**

07/23/19: No updates at this time.

Audit: **08/13/19: Auditors will be here August 22nd and 23rd.**

07/23/19: The auditors were here for a preliminary audit on Thursday, June 13, 2019. Everything went well. The auditors will be on campus for the main audit on August 22 and 23.

Budget: **08/13/19: no updates at this time.**

07/23/19: The budget for 2019-20 has been submitted to PDE. Electronic copies will be e-mailed to the State House and State Senate as soon as the necessary signatures are obtained from the CEO, Board President & Secretary. The budget will be posted on the website as soon as the submission process is completed.

Donations: **08/13/19: A total of \$644.43 was deposited.**

07/23/19: A total of \$1,535 (including interest earned) was deposited to the donations account during the month of June.

Payroll: **08/13/19: No updates at this time**

07/23/19: Pay increases for all 12-month employees will go into effect on the July 19 payroll.

Accounts: **08/13/19: Account balance as of July 31 was Members 1st FCU \$641,676.64**

07/23/19: Account balances as of June 30 were: Members 1st FCU = \$1,,002,725; PSDMAX = \$4.44.

Cash Flow: **08/13/19: No cash flow issues.**

07/23/19: No cash flow issues.



INFINITY CHARTER SCHOOL

Grants: **8/13/19: No update at this time.**
 7/23/19: No update at this time.

Child Accounting: **08/13/19: The first invoices for FY 19/20 will go out before the end of the month.**
 07/23/19: The final reporting for PIMS will be filed in July. We will be starting the 2019-20 school year with 256 students. All returning students have been rolled over to the new year and all new students have been entered into the student database. June invoicing and year-end reconciliations were mailed out the last week in June.

School Policies: **08/13/19: No update at this time.**
 07/23/19: No update at this time.

Insurances: **08/13/19: All insurance policies (except group insurance) will be with a new provider.**
 07/23/19: The storage building has been added to the insurance policy as of July 9, 2019 (date of settlement).

New Facility: **8/13/19: LPT is still holding approximately \$7,000 as an improvement guarantee. There are still some items that need to be checked before we are able to have this money returned to us. Suzanne has been working with all involved to resolve this issue.**
 07/23/19: LPT is still holding approximately \$7,000 as an improvement guarantee. There are still some items that need to be checked before we are able to have this money returned to us. Suzanne has been working with all involved to resolve this issue.

Prepared: August 13, 2019