

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

Date: June 8, 2020

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109 and by ZOOM



INFINITY CHARTER SCHOOL

Furniture:	06/08/20: Nothing new to report. 05/12/20: No new furniture purchases were made in the past month.
Equipment:	06/08/20: Nothing new to report. 05/12/20: No new equipment purchases were made in the past 2 months.
Audit:	06/08/20: The initial planning meeting is scheduled for June 24th. A date for the actual on-site audit will be set during the meeting. 05/12/20: As expected, the Federal Programs audit has been postponed. The initial planning meeting for the 2019-2020 financial audit has been tentatively scheduled for June 24 th . If we are still in the yellow phase for returning to work, we will either reschedule or handle everything remotely. The board needs to approve the Letter of Engagement from BSSF.
Budget:	06/08/20: The third draft of the 2020-2021 budget is included and needs to be approved. Updates were made based on new information received regarding health insurance rates and 2020-2021 ADM rates. A copy of the Budget vs. Actual for month ending 5/31/20 has been provided for review. 05/12/20: The 2020-21 budget has been updated to include additional hours for the nurse, as well as additional funds for cleaning and cleaning supplies. We are still waiting for information on health insurance premiums for next year.
Donations:	06/08/20: A total of \$501.76 (including interest earned) was deposited to the Donations account during the month of May. 05/12/20: A total of \$1,236.38 was deposited to the Donations account during the month of April.
Payroll:	06/08/20: The 2020-21 teacher contracts will be emailed to teachers next week. Employees who chose to opt out of the ICS group health insurance for 2019-20 will receive their \$1,000 opt out payment with June 19th payroll. Retention bonuses need to be approved by the board, and will also be paid with the June 19th payroll. 05/12/20: All employees, both salaried and hourly, are still being paid their regular salaries during the COVID-19 closure.
Accounts:	06/08/20: Account balances as of May 31st were: Members 1st FCU = \$1,431,007.34; PSDLAF = \$4.44. 05/12/20: Account balances as of April 30 th were: Members 1 st FCU = \$1,525,802; PSDLAF = \$4.44.
Cash Flow:	06/08/20: No cash flow issues. June Reconciliation invoices will be completed this month and sent to districts beginning July 1st. The April Unipay request was paid as scheduled on June 1st. 05/12/20: May invoices were sent to school districts. A Unipay request was submitted by the April 25 th deadline for payment June 1 st .

- Grants:**
- 06/08/20:** Our preliminary allocation for 2020-21 Title II funds is \$7,796. The application can be submitted beginning July 1st.
- 05/12/20: Our Title II application for the 2019-20 school year has been approved in the amount of \$6,762.
- School Policies:**
- 06/08/20:** The attorney reviewed the proposed Employee Leave Policy and made some comments about the FMLA section that should be reviewed.
- 05/12/20: The Employee Leave Policy needs to reviewed.
- Insurances:**
- 06/08/20:** Health insurance rates increased approximately 3% for next school year.
- 05/12/20: We should have next year's health insurance rates by the end of the month. They go into effect August 1st.
- New Facility:**
- 06/08/20:** We are having issues with the alarm system. Shearer, Comcast and Berkshire are all involved in trying to resolve the issue.
- 05/12/20: Nothing new to report.