

Business Manager's Report
Infinity Charter School

Date: October 08, 2019

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109



INFINITY CHARTER SCHOOL

ADMINISTRATIVE SERVICES

Furniture: 10/08/19: no updates at this time
 09/10/19: \$ 8,084.52 in new desks and chairs were purchased from Tanner.

Equipment: 10/08/19: no updates at this time
 09/10/19: The final Lobar bill came in for the parking lot.

Computers: 10/08/19: no updates at this time
 09/10/19: 50 Acer Chromebooks were purchased in the amount of \$10,850.50.

Audit: 10/08/19: I received the adjusting entries and will finish all by tomorrow. Then it is just a matter of reconciling our books.
 09/10/19: Auditors have finished their field work. We have one pending item, cash receipts for 3 school districts, which will be pushed through Force Pay today.

Budget: 10/08/19: no updates at this time.
 09/10/19: no updates at this time.

Donations: 10/08/19: \$1,114.50 were received.

 09/10/19: We received a total of \$200.

Payroll: 10/08/19: No updates at this time
 09/10/19: No updates at this time

Accounts: 10/08/19: Account balance on September 30, 2019 was Members 1st FCU \$300,714.40 checking. Received a check from CD school district in the amount of \$502 K. It was deposited today.
 09/10/19: Account balance as of August 31 was Members 1st FCU \$545,152.16 checking.

Cash Flow: 10/08/19: No cash flow issues.
 09/10/19: No cash flow issues.



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Grants: 10/08/19: \$12,644.07 in Title IV and PASmart monies were received.
09/10/19: \$ 5,062.12 in Title IV and PASmart monies were received.

Child Accounting: 10/08/19: Anthony submitted September invoices.
09/10/19: School invoicing has been migrated to Anthony Boyer

School Policies: 10/08/19: No update at this time.
09/10/19: No update at this time.

Insurances: 10/08/19: Matt Blaylock and Suzanne Gausman approved that part-time employees will be able to purchase health benefits with a minimum of 10 hours/week worked.
09/10/19: New employees who chose ICS's health insurance have been added to the policy.

New Facility: 10/08/19: 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.
09/10/19: 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: September 10, 2019