

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

Date: August 17, 2021

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Furniture:	08/17/21: No new furniture purchases in the past month. 07/13/21: No new furniture purchases in the past month.
Equipment:	08/17/21: We ordered Brightlink Interactive Projectors for each classroom. 07/13/21: We purchased additional Chromebooks to be used as replacements.
Audit:	08/17/21: Auditors were onsite August 10 th & 11 th . Additional work is being completed offsite and by email. 07/13/21: The Letter of Engagement from BSSF needs to be approved. The onsite audit fieldwork is scheduled to begin on August 10 th .
Budget:	08/17/21: The 2021-22 General Fund Budget was uploaded and accepted by PDE. It has been posted on ICS's website. 07/13/21: The 2021-2022 School Year Budget has been submitted to PDE. The Accuracy Certification Statement needs to be signed and uploaded. The budget will be posted to the ICS website as soon as the submission process is completed.
Donations:	08/17/21: A total of \$628.92 (including interest) was deposited to the donations account during the month of July. The additional principal payment of \$39,500 was made on 8/2/21. 07/13/21: A total of \$315.17 (including interest) was deposited to the donations account during the month of June. An additional mortgage principal payment, using building our future funds received in 2020-21 will be made in July.
Payroll:	08/17/21: Pay for the 2020-2021 teacher contracts ended with the August 13 th payroll. Pay increases for all teachers/support staff will go into effect on the August 27 th payroll, along with the increases for health insurance premium deductions. 07/13/21: All 12-month employee salary increases will go into effect for the July 16 th pay. Full-time teachers have 2 remaining pays on the 2020-21 contracts. All supplemental pay (bonuses, insurance opt-out) was paid in June.
Accounts:	08/17/21: Account balances as of July 31 st were: Members 1 st FCU = \$1,613,416; PSDMAX = \$4.44. 07/13/21: Account balances as of June 30 th were: Members 1 st FCU = \$1,865,407 ; PSDMAX = \$4.44.
Cash Flow:	08/17/21: 2020-2021 Year-End billing/reconciliations were completed and sent 7/31/21. We have received final payments from 2 districts. 07/13/21: The June Unipay was received. We are still waiting for PDE to release the 2020-21 Reconciliation Templates, so we can complete the final billing for the school year.
Grants:	08/17/21: The Title I and Title II grant applications have been submitted. We are continuing to work on the ESSER II and ESSER ARP grant applications. We hope to have them submitted by Sept 1 st . 07/13/21: We are continuing to work on the grants for next year.

- School Policies:**
- 08/17/21:** Nothing new.
 - 07/13/21:** Nothing new.
- Insurances:**
- 08/17/21:** The new group health insurance plan went into effect August 1st. The annual review of our commercial insurance policies is scheduled for August 23rd. We are working with our insurance agent and Crabtree to make sure the appropriate insurance limits are in place for our Builder's Risk policy, needed for the construction project.
 - 07/13/21:** July is open enrollment month for health insurance for eligible employees. We will be meeting with the insurance agent within the next month to review our commercial insurance package, which renews in early September.
- New Facility:**
- 08/17/21:** The appraisal has been delivered to the bank and is currently being reviewed. The ad for bids has been posted. It will run in the Patriot News for 3 straight weeks. Members 1st has sent a list of items needed for the loan.
 - 07/13/21:** The project is moving along as scheduled. The appraisal should be completed in the next 2-3 weeks.