

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

Date: December 14, 2021

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



**INFINITY CHARTER SCHOOL**

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| <b>Furniture:</b> | <b>12/14/21:</b> No new furniture purchases in the last month.<br><b>11/09/21:</b> No new furniture purchases in the last month.   |
| <b>Equipment:</b> | <b>12/14/21:</b> The new copiers were delivered and are working well.<br><b>11/09/21:</b> We have received a proposal to lease two new Toshiba copiers, which will replace the Kyocera copiers.  |
| <b>Audit:</b>     | <b>12/14/21:</b> Final copies of the 2020-21 audit are included in the board packets. With the exception of submitting the tax return, the audit is now complete. The auditors received an extension to file the 990 tax return. Copies of the audit report were sent to Central Dauphin School District and the CAIU as required.<br><b>11/09/21:</b> Draft financial statements were emailed to all board members, along with the monthly board reports. Representatives from BSSF will present the audit reports at this month's board meeting. The accountants are working on completing the 990 tax return. |
| <b>Budget:</b>    | <b>12/14/21:</b> An updated copy of the current year Budget vs. Actual report is included in the board packets. There are no budget concerns at this time.<br><b>11/09/21:</b> An updated copy of the current year Budget vs. Actual report is included in the board packets. There are no budget concerns at this time.   |
| <b>Donations:</b> | <b>12/14/21:</b> A total of \$345.47 (including interest) was deposited to the donations account during the month of November. We raised around \$2,500 from the Lancaster County ExtraOrdinary Give. We should receive those funds after the first of the year.<br><b>11/09/21:</b> A total of \$1,528 (including interest) was deposited to the donations account during the month of October.   |
| <b>Payroll:</b>   | <b>12/14/21:</b> The Business Manager attended the Year-End Payroll Webinar sponsored by Brown, Shultz, Sheridan and Fritz on November 9 <sup>th</sup> . Inova Payroll will take care of all year-end payroll and W-2 tax filings. 1099's will be printed in-house and mailed before the Jan 31 <sup>st</sup> due date.<br><b>11/09/21:</b> Nothing new to report.   |
| <b>Accounts:</b>  | <b>12/14/21:</b> Account balances as of November 30 <sup>th</sup> were: Members 1 <sup>st</sup> FCU=\$1,573,128; PSDLAF+\$4.44.<br><b>11/09/21:</b> Account balances as of October 31 <sup>st</sup> were: Members 1 <sup>st</sup> FCU=\$1,610,987; PSDLAF=\$4.44.  |
| <b>Cash Flow:</b> | <b>12/14/21:</b> We billed for a total of \$245,375 for 252 students for the month of December.<br><b>11/09/21:</b> All but one of the districts who pay directly are paid through October. We will request PDE payment for the others. November invoices will go out this week.   |
| <b>Grants:</b>    | <b>12/14/21:</b> The ESSER II grant was submitted before Thanksgiving break. We are still waiting for approval of all ESSER grants (ESSER II, ESSER ARP, ESSER 7% Set Asides). We are also waiting for approval of our Title I and Title II applications for 2021-22.<br><b>11/09/21:</b> Grants are still under review. We have participated in several webinars regarding using ESSER funds for construction. The ESSER II grant needs to be finished and submitted.   |

- School Policies:**      **12/14/21:** **The Federal Programs Procurement Policy has been updated.**  
11/09/21: The board needs to review the new Library Collections Policy and the Federal Programs Procurement Policy.
- Insurances:**      **12/14/21:** **United Concordia dental insurance premiums will increase January 1, 2022. This is in the middle of our plan year, but goes into effect for ALL United Concordia groups regardless of plan renewal dates. Builder's Risk Insurance coverage for Phase 2 should be finalized this week.**  
11/09/21: Nothing new to report.
- New Facility:**      **12/14/21:** **Phase 2 is scheduled to begin the week of December 13<sup>th</sup>, pending receipt of the building permits.**  
11/09/21: The bids were selected and the lawyers have reviewed the contracts.