

Business Manager's Report
Infinity Charter School

Date: February 8, 2022

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



Furniture:	02/08/22: No new furniture purchases in the last month. 01/11/22: No new furniture purchases in the last month.
Equipment:	02/08/22: No new equipment purchases in the last month. 01/11/22: We received the lease buyout check from Toshiba for the old copiers. Final payment was sent to Toshiba, and the copiers were returned. No more GEM!
Audit:	02/08/22: The 2020-2021 audit, including the tax filing, is totally completed. 01/11/22: The 990 has been reviewed and will be submitted electronically.
Budget:	02/08/22: The first draft of the 2022-2023 budget is still a work in progress. It will be presented at the March board meeting. 01/11/22: An updated copy of the Budget vs Actual report is included in the board packets. Additional lines have been added to the last page to indicate non-budgeted revenue that will be used to cover expenses throughout the year. We may have to submit a revised budget to account for the ESSER funds we will be receiving.
Donations:	02/08/22: A total of \$17,975.68 (including interest) was deposited to the donations account during the month of January. This included the proceeds from the Lancaster ExtraOrdinary Give (\$2,609.67). 01/11/22: A total of \$1,252.69 (including interest) was deposited to the donations account during the month of December.
Payroll:	02/08/22: All 2021 calendar year tax information was completed and submitted by the January 31 st deadline. 01/11/22: W-2's and 1099's will be sent out by the end of the month. Inova Payroll will take care of all year-end payroll and W-2 tax filings. However, 1099's will be completed in-house.
Accounts:	02/08/22: Account balances as of January 31 st were: Members 1 st FCU=\$1,840,354; PSDLAF=\$4.44. 01/11/22: Account balances as of December 31 st were: Members 1 st FCU=\$1,569,776; PSDLAF=\$4.44.
Cash Flow:	02/08/22: We billed for a total of \$244,998 for 253 students for the month of February. No cash flow issues. The PDE Force Pay (subsidy redirection) process will change to an electronic submission at the end of the month. 01/11/22: We billed for a total of \$247,007 for 253 students for the month of January. No cash flow issues. We received the December Unipay, so most districts are current in payments.

- Grants:**
- 02/08/22:** The ESSER II grant was approved, and we have received our first payment. Quarterly reports will need to be filed beginning in April.
 - 01/11/22: Title I and Title II applications for the 2021-22 funding have been approved, and we have received our first monthly payment for both. We modified and resubmitted the ESSER II grant application and are still waiting for approval on all ESSER grants.
- School Policies:**
- 02/08/22:** No new policies.
 - 01/11/22: We need to adopt Federal Programs Complaint Resolution Procedures.
- Insurances:**
- 02/08/22:** The Treasurer's Bond renews next month.
 - 01/11/22: Builder's Risk coverage was finalized before break. The Employee Assistance Program plan renewed on January 1st. We received a Medical Loss Ratio Rebate check from Highmark in the amount of \$6,560.10.
- New Facility:**
- 02/08/22:** The Trim Line building furnace was fixed.
 - 01/11/22: The building permit was received, and site work began before Christmas break. The furnace at the Trim Line building needed to be serviced.