

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

Date: January 11, 2022

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Furniture:	01/11/22: No new furniture purchases in the last month. 12/14/21: No new furniture purchases in the last month.
Equipment:	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! 12/14/21: The new copiers were delivered and are working well.
Audit:	01/11/22: The 990 has been reviewed and will be submitted electronically. 12/14/21: 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.
Budget:	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. 12/14/21: 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.
Donations:	01/11/22: A total of \$1,252.69 (including interest) was deposited to the donations account during the month of December. 12/14/21: 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.
Payroll:	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. 12/14/21: The Business Manager attended the Year-End Payroll Webinar sponsored by Brown, Shultz, Sheridan and Fritz on November 9 th . 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 st due date.
Accounts:	01/11/22: Account balances as of December 31 st were: Members 1 st FCU=\$1,569,776; PSDLAF=\$4.44. 12/14/21: Account balances as of November 30 th were: Members 1 st FCU=\$1,573,128; PSDLAF=\$4.44.
Cash Flow:	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. 12/14/21: We billed for a total of \$245,375 for 252 students for the month of December.

- Grants:**
- 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.
- 12/14/21: 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.
- School Policies:**
- 01/11/22:** We need to adopt Federal Programs Complaint Resolution Procedures.
- 12/14/21: The Federal Programs Procurement Policy has been updated.
- Insurances:**
- 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.
- 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.
- New Facility:**
- 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.
- 12/14/21: Phase 2 is scheduled to begin the week of December 13th, pending receipt of the building permits.