

Business Manager's Report
Infinity Charter School

Date: July 13 2021

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Furniture:	07/13/21: No new furniture purchases in the past month. 06/07/21: No new furniture purchases in the past month.
Equipment:	07/13/21: We purchased additional Chromebooks to be used as replacements. 06/07/21: No new equipment purchases in the past month.
Audit:	07/13/21: The Letter of Engagement from BSSF needs to be approved. The onsite audit fieldwork is scheduled to begin on August 10th. 06/07/21: Auditors were here today to review and plan for the August audit.
Budget:	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. 06/07/21: The final draft of the proposed 2021-2022 budget has been provided in advance of the meeting and needs to be reviewed and approved. Health insurance premiums increased by almost 9%. The budget has been updated to reflect that increase.
Donations:	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. 06/07/21: A total of \$1,216.06 (including interest) was deposited to the donations account during the month of May.
Payroll:	07/13/21: All 12-month employee salary increases will go into effect for the July 16th pay. Full-time teachers have 2 remaining pays on the 2020-21 contracts. All supplemental pay (bonuses, insurance opt-out) was paid in June. 06/07/21: COVID bonuses were included with the June 4 th payroll. Staff retention bonuses will be included in the final June payroll.
Accounts:	07/13/21: Account balances as of June 30th were: Members 1st FCU = \$1,865,407 ; PSDMAX = \$4.44. 06/07/21: Account balances as of May 31 st were: Members 1 st FCU = \$2,040,463 ; PSDMAX = \$4.44.
Cash Flow:	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. 06/07/21: All districts that pay directly are paid through May. All others were sent for payment through Unipay at the end of June. Year-end billing reconciliations will be completed once the templates are available.
Grants:	07/13/21: We are continuing to work on the grants for next year. 06/07/21: Egrants is open for 2021-22 applications. We will be completing Title I, Title IIA and ESSR funding applications.

- School Policies:** **07/13/21: Nothing new.**
06/07/21: The Bullying Policy has been circulated for review. The MOU with Lower Paxton Township Police was hand delivered to the police station and is in the process of being reviewed.
- Insurances:** **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.**
06/07/21: The employee health insurance renewal came in higher than expected. Alternate plans are being reviewed.
- New Facility:** **07/13/21: The project is moving along as scheduled. The appraisal should be completed in the next 2-3 weeks.**
06/07/21: The commitment letter was returned to Members 1st FCU. Proposed plans, costs and timelines were forwarded to the insurance company and Members 1st.