

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

Date: May 10, 2022

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>05/10/22:</b> No new furniture purchases. <b>04/12/22:</b> No new furniture purchases.
<b>Equipment:</b>	<b>05/10/22:</b> We ordered a new laptop for the German teacher. <b>04/12/22:</b> No new equipment purchases.
<b>Audits:</b>	<b>05/10/22:</b> The initial planning meeting for the 2021-2022 financial audit will take place next month. <b>04/12/22:</b> We completed a Non-Criminal Justice Agency Audit for the PA State Police. The audit included an online questionnaire and on-site visit reviewing our procedures for collecting, storing and destroying PA Criminal History Record Information.
<b>Budget:</b>	<b>05/10/22:</b> The 2nd draft of the proposed 2022-2023 budget is included in the board packets. Updates were made to ADM rates to reflect current year's income. No ADM increase was budgeted for next year. I used a weighted average of the current year's rates. Expenses were tweaked for line items where actual amounts for next year are known. Debt service lines were adjusted to projected new loan payments. Initial health insurance rates for next year were just received. Those changes are included in the new draft. The budget will need to be approved at the June board meeting. <b>04/12/22:</b> No changes have been made to the budget since the last board meeting. We continue to modify the 2022-2023 budget. The next draft will be presented at the May board meeting.
<b>Donations:</b>	<b>05/10/22:</b> A total of \$136.44 (including interest) was deposited to the donations account during the month of April. <b>04/12/22:</b> A total of \$346.06 (including interest) was deposited to the donations account during the month of March.
<b>Payroll:</b>	<b>05/10/22:</b> Mentor stipends for the 2021-22 school year need to be reviewed and approved. <b>04/12/22:</b> Nothing new to report.
<b>Accounts:</b>	<b>05/10/22:</b> Account balances as of April 30 <sup>th</sup> were: Members 1 <sup>st</sup> FCU=\$1,258,405; PSDLAF=\$4.44. <b>04/12/22:</b> Account balances as of March 31 <sup>st</sup> were: Members 1 <sup>st</sup> FCU=\$1,515,475; PSDLAF=\$4.44.
<b>Cash Flow:</b>	<b>05/10/22:</b> May invoices for 255 students totaled \$253,905.40. The April Unipay was received on April 28 <sup>th</sup> . The next Unipay will be submitted next week. It will be the last one for this fiscal year. <b>04/12/22:</b> April invoices for 255 students totaled \$250,143.35. The April Unipay was submitted using the new CFRS system. Payment should occur at the end of the month.
<b>Grants:</b>	<b>05/10/22:</b> The first ESSER reporting for expenses incurred in 2020-21 was submitted to PDE by the April 29 <sup>th</sup> deadline. Quarterly reports for all Title and ESSER funds were submitted prior to the April 14 <sup>th</sup> due date. Funding adjustment applications for Title IA and IIA funds are due this week.

- 04/12/22:** The final Title I and II allocations were released last week. Our Title II funding increased by \$1, and our Title I funding increased by \$128. A funding adjustment application needs to be submitted by mid-May. Reporting for ESSER funds begins this month. We were notified that we will be received an additional \$4,695.41 in ARP Supplemental IDEA-Part B funds through the CAIU. We will use the funds for speech & language services provided by the CAIU.
- School Policies:** **05/10/22:** **The revised Leave Policy is ready for review and discussion, and can be approved at this time. The revision will not go into effect until the 2022-23 school year.**  
**04/12/22:** A draft of the revised Leave Policy is provided for review and discussion.
- Insurances:** **05/10/22:** **Insurance renewal rates for the plan year starting 8/1/22 have been received from Highmark. If we keep the same plan, we will see a 5% increase. Our broker is also investigating possible HSA plans through Highmark and Capital Blue Cross.**  
**04/12/22:** A worker's comp claim was filed last month for an employee injury that occurred during recess.
- New Facility:** **05/10/22:** **Pay application 3 from eciConstruction for work completed through 3/31/22 needs to be approved for payment.**  
**04/12/22:** Pay applications were received from eci and Mann Heating & Plumbing for work completed through 2/28/22, and from ElecTech for work completed through 3/31/22. Board approval is needed to issue payment using allocated reserve funds.  
 Loan closing for the new construction funds and existing loan refinancing is scheduled for April 11<sup>th</sup>.