

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

Date: November 9, 2021

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



Furniture:	11/09/21: No new furniture purchases in the last month. 10/12/21: No new furniture purchases in the last month.
Equipment:	11/09/21: We have received a proposal to lease two new Toshiba copiers, which will replace the Kyocera copiers. 10/12/21: Laptops for the administrative assistant and K/1 teacher were received.
Audit:	11/09/21: 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. 10/12/21: The 2020-21 fiscal year audit is still being finalized. We are hoping to invite the auditors to present the final reports at the November board meeting.
Budget:	11/09/21: 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. 10/12/21: 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:	11/09/21: A total of \$1,528 (including interest) was deposited to the donations account during the month of October. 10/12/21: A total of \$798.08 (including interest) was deposited to the donations account during the month of September.
Payroll:	11/09/21: Nothing new to report. 10/12/21: Nothing new to report.
Accounts:	11/09/21: Account balances as of October 31 st were: Members 1 st FCU=\$1,610,987; PSDLAF=\$4.44. 10/12/21: Account balances as of September 30 th were: Members 1 st FCU=\$1,180,111; PSDMAX=\$4.44.
Cash Flow:	11/09/21: 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. 10/12/21: We have started to receive payments for this school year. October invoices will go out this week.
Grants:	11/09/21: 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. 10/12/21: Our Title I, II and ESSER ARP grants are still under review. The final expenditure report for our 2019-2020 Title II funds was submitted and accepted.
School Policies:	11/09/21: The board needs to review the new Library Collections Policy and the Federal Programs Procurement Policy. 10/12/21: Nothing new to report.



INFINITY CHARTER SCHOOL

Insurances:

11/09/21: Nothing new to report.

10/12/21: The annual worker's comp audit was completed at the beginning of September. The final reports showed higher than estimated payroll. Since the Worker's Comp Insurance premium is based on estimated payroll, the audit determines the actual payroll for the prior year, and results in an additional premium or a refund of premium.

New Facility:

11/09/21: The bids were selected and the lawyers have reviewed the contracts.

10/12/21: Bids have been received and reviewed. The Board needs to take action.

Prepared: November 7, 2021

[Business Manager Report 2021.11.09.doc](#)