

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

Date: August 16, 2022

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



**INFINITY CHARTER SCHOOL**

- 
- Furniture:**           **08/16/22:** Classroom furniture has been ordered – 50% down payment was required.  
07/12/22: Tanner Furniture has provided a quote for new furniture needed for the new classrooms.
- Equipment:**       **08/16/22:** 75 Chromebooks were ordered and received and will be inventoried before students return.  
07/12/22: No new equipment purchases during the past month. We are planning to order back-up Chromebooks.
- Audits:**           **08/16/22:** Auditors were on-site August 9 & 10. Additional work is being completed offsite and by email.  
07/12/22: The on-site audit is scheduled for August 9-11, 2022.
- Budget:**           **08/16/22:** The 2022-23 budget was posted to Infinity's website. It has been submitted and approved by PDE.  
07/12/22: The 2022-2023 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.
- Donations:**       **08/16/22:** A total of \$436.55 (including interest) was deposited to the donations account during the month of July.  
07/12/22: A total of \$271.54 (including interest) was deposited to the donations account during the month of June.
- Payroll:**           **08/16/22:** Pay for the 2021-2022 teacher contracts ended with the August 12<sup>th</sup> payroll. Pay increases for all teachers/support staff will go into effect on the August 26<sup>th</sup> payroll, along with the increases for health insurance premium deductions.  
07/12/22: All 12-month employee salary increases will go into effect on the July 15<sup>th</sup> pay. Full-time teachers have 3 pays remaining on their 2021-22 contracts. All supplemental pay was paid in June (bonuses, insurance opt-out, mentor stipends).
- Accounts:**       **08/16/22:** Account balances as of July 30<sup>th</sup> were: Members 1<sup>st</sup> FCU=\$1,332,610; PSDLAF=\$4.44.  
07/12/22: Account balances as of June 30<sup>th</sup> were: Members 1<sup>st</sup> FCU=\$1,289,190.58; PSDLAF=\$4.44.
- Cash Flow:**       **08/16/22:** Final payments for the 2021-22 school year have been received from most districts.  
07/12/22: Year-end reconciliation invoices were sent on July 1<sup>st</sup>. The total amount due for the 2021-22 school year is approximately \$257,700. The final Unipay for the 2021-22 school year was received on June 30<sup>th</sup>. Any reconciliation payments requested through Unipay will be issued in the next school year.
- Grants:**           **08/16/22:** Title I and II grants were submitted. We have received information regarding School Mental Health & Safety and Security Grants being offered through PCCD (PA Commission on Crime and Delinquency), which is the same department that distributed the initial COVID-19 grant. The allocation for all charter schools is \$70,000 for each grant (\$140,000 total). The application needs to be submitted by 8/31/22.



07/12/22: We continue to work on filing the grants for next year. All 2<sup>nd</sup> quarter reporting for Title and ESSER funds received in 2021-22 were completed before the July 15<sup>th</sup> due date.

**School Policies:**      **08/16/22: No new policies.**

07/12/22: No new policies.

**Insurances:**      **08/16/22: The new group health insurance plan went into effect August 1<sup>st</sup>. The annual review of our commercial insurance policies will take place next month. The virtual safety inspection was done in July. The Loss Control Specialist recommends we include a sexual abuse and molestation crisis management and response plan (SAM) to our existing crisis plan. The insurance company provides free resources to do this.**

07/12/22: July is open enrollment month for health insurance for eligible employees. Coverage for new employees will begin 9/1/22. We will be meeting with the insurance agent within the next month to review our commercial insurance package, which renews in early September. We are still trying to schedule the virtual safety inspection.

**New Facility:**      **08/16/22: The following pay applications need to be approved for payment:**

**eciConstruction #7 \$405,985.08 and #8 \$74,727.13.**

07/12/22: The following pay applications need to be approved for payment: eciConstruction #5 \$158,134.73, eciConstruction #6 \$95,605.63, Mann Heating & Plumbing HVAC #2 \$49,950, ElecTech #4 \$43,374.06, and ElecTech #5 \$26,186.62.

Prepared: August 12, 2022

[Business Manager Report 2022.08.16.doc](#)