Business Manager's Report Infinity Charter School



Date: December 12, 2022 Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM

Furniture: 12/12/22: No new furniture purchases in the past month. 11/08/22: No new furniture purchases in the past month. The science lab stools were adjusted and put into use. **Equipment:** 12/12/22: No new equipment purchases. 11/08/22: No new equipment purchases in the last month. **Audits:** 12/12/22: Final copies of the 2021-22 audit will be handed out at the beginning of the meeting. 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 will be sent to Central Dauphin School District and the CAIU as required. 11/08/22: Draft financial statements should be available soon. Copies will be distributed to the Board when they become available. Representatives from BSSF will present the audit reports at the December board meeting. The accountants are working on completing the 990 tax return. The 2021-22 Annual Financial Report was submitted by the October 31st due date. **Budget:** 12/12/22: An updated copy of the current year Budget vs. Actual report is included in the board packets. Trash, custodial services, utilities, building repairs, and security are all on track to be over budget this year. 11/08/22: The Budget vs. Actual report for activity through October 31st is included in the board packets. 12/12/22: A total of \$397.41 (including interest) was deposited to the donations account during the **Donations:** month of November. 11/08/22: A total of \$189.60 (including interest) was deposited to the donations account during the month of October. Donations received in the 2021-2022 school year will need to be applied to the construction loan when the project is complete. Payroll: 12/12/22: The Business Manager attended a year-end payroll webinar sponsored by Inova, the school's payroll company. Inova 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 31st due date. 11/08/22: Nothing new to report. We still need to update QuickBooks in the near future. 12/12/22: Account balances as of November 30th were: Members 1st FCU=\$1,583,138; PSDLAF=\$4.44. **Accounts:** 11/08/22: Account balances as of October 31st were: Members 1st FCU = \$1,463,369; PSDLAF = \$4.44. Cash Flow: 12/12/22: We billed a total of \$253,734 for 255 students for the month of December. 11/08/22: No cash flow issues at this time. We have received the majority of payments for September. Four

invoices will be issued a little late this month.

districts were sent for subsidy redirection. Harrisburg SD is still working on reconciling the 2021-22 SY Year-End Rec, as well as both invoices issued to date for this school year. November



Grants: 12/12/22: We still need to resubmit a revised PCCD Safety and Mental Health grant. The ESSER II grant

application budget is being revised to redirect funds from HVAC costs to instruction/mental health/student services. All ESSER grant payments are being received on a monthly basis.

11/08/22: The reviewers have asked for clarification and additional information for the PCCD grant. We

have not yet responded to the request. The Final Expenditure Report for our 2020-21 Title II

funds was submitted.

School Policies: 12/12/22: No new policies or policy updates.

11/08/22: No new policies.

Insurances: 12/12/22: Our Builder's Risk insurance will expire this month and won't need to be renewed since Phase

2 is essentially complete.

11/08/22: We are still developing the written sexual abuse response plan.

New Facility: 12/12/22: The following pay applications need to be approved for payment:

Eci Construction #11 \$124,046.82 Eci Construction #12 \$ 98,429.07

Berkshire will be completing the annual safety inspection of the alarms, fire extinguishers, and emergency light systems on Monday, December 19th. B&B Integration will be connecting the

paging system on Tuesday, December 20th.

11/08/22: The following pay applications need to be approved for payment:

Mann Plumbing & Heating #5 (plumbing) \$7,662.42

ElecTech #9 \$35,169.61

Prepared: December 8, 2022

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