

**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



INFINITY CHARTER SCHOOL

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 31 st 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 31 st is included in the board packets.
Donations:	12/12/22: A total of \$397.41 (including interest) was deposited to the donations account during the 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 31 st due date. 11/08/22: Nothing new to report. We still need to update QuickBooks in the near future.
Accounts:	12/12/22: Account balances as of November 30 th were: Members 1 st FCU=\$1,583,138; PSDLAF=\$4.44. 11/08/22: Account balances as of October 31 st were: Members 1 st 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 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 invoices will be issued a little late this month.



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