

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

Date: February 14, 2023

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Furniture:	02/14/23: No new furniture purchases in the past month. 01/10/23: No new furniture purchases in the past month.
Equipment:	02/14/23: We purchased one additional Vollara air purifier for the main office area. 01/10/23: We purchased Vollara 6 air purifiers for the new classrooms.
Audits:	02/14/23: The 2021-2022 audit, including the 990 tax filing, has been completed. 01/10/23: Copies of the audit report were sent to CDS and the CAIU as required. The 990-tax return is still being prepared by the auditors.
Budget:	02/14/23: The first draft of the 2023-2024 school year budget has been started. The updated Budget vs. Actual report is included in the board packets. Utility expenses continue to increase; however, we were able to lock-in a better electricity rate beginning with the next billing cycle. 01/10/23: Please see the Budget vs. Actual report in the Board packets for specifics on year to date expenses.
Donations:	02/14/23: A total of \$411.92 (including interest) was deposited to the donations account during the month January. 01/10/23: A total of \$136.65 (including interest) was deposited to the donations account during the month of December.
Payroll:	02/14/23: All information for the ERC program has been submitted and is currently under review. We are scheduled to receive a status report in April. All year-end tax forms/returns were completed and submitted by the January 31 st due date. 01/10/23: We are investigating whether or not we might qualify for an ERC (Employee Retention Credit). The ERC is a refundable tax credit designed for businesses who continued paying employees while shutdown due to the COVID-19 pandemic. W-2's and 1099's will be sent out by the end of the month. Inova Payroll will take care of all year-end payroll and W-2 tax filings. However, 1099's will be completed in-house.
Accounts:	02/14/23: Account balances as of January 31 st were: Members 1 st FCU = \$1,433,652; PSDLAF = \$4.44. The interest-only construction loan was termed out and has been converted to a permanent loan as of the end of January. 01/10/23: Account balances as of December 31 st were: Members 1 st FCU=\$1,378,793; PSDLAF=\$4.44.
Cash Flow:	02/14/23: We billed for a total of 255 students in the month of January and 256 students in the month of February. 01/10/23: January school district invoices will be sent this week. No cash flow issues.

- Grants:**
- 02/14/23:** All quarterly federal funding reports were filed by the due date. A budget revision for the ESSER II grant was submitted. The PCCD Safety and Mental health grant revision needs to be completed. Annual reporting for all ESSER grants needs to be completed by the beginning of March.
- 01/10/23: The PCCD Safety and Mental Health grant revision still needs to be finished. Quarterly reports for all Federal funds are due next week.
- School Policies:**
- 02/14/23:** Our existing Policy #449 – Child Abuse Reporting satisfies the insurance company’s previous request for a written sexual abuse crisis response plan. The request was the result of a risk management assessment conducted by our insurance carrier in Fall 2022.
- 01/10/23: No new policies.
- Insurances:**
- 02/14/23:** The business manager participated in a worker’s compensation insurance audit with the Pennsylvania Compensation Rating Bureau (PCRB). The purpose of the audit was to determine if our insurance carrier has applied the appropriate rates and classifications for our school’s WC coverage.
- 01/10/23: The Employee Assistance Program plan renewed on January 1st. We just received notification that our Worker’s Comp premium will increase due to our estimated payroll for the year being higher than last year.
- New Facility:**
- 02/14/23:** The board needs to approve the ElecTech proposal for Cabling for Door Access and Pole Light Cameras and the W.C. Eshenaur proposal for heating system repairs.
- Lower Paxton Twp engineers performed a site inspection on January 25th to determine if the financial security improvement guarantee could be released. They determined there are still some outstanding issues that need to be completed before the guarantee will be released in full; however, they did reduce the guarantee to \$11,300.
- The following pay applications need to be approved for payment:**
- Eci Construction #13 \$15,141.24**
- Mann Plumbing and Heating #7 HVAC \$24,097.50**
- 01/10/23: The following pay application needs to be approved for payment:
- Eci Construction #13 \$15,141.24