

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

Date: January 10, 2023

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

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- Furniture:** **01/10/23:** No new furniture purchases in the past month.
12/12/22: No new furniture purchases in the past month.
- Equipment:** **01/10/23:** We purchased Vollara 6 air purifiers for the new classrooms.
12/12/22: No new equipment purchases in the last month.
- Audits:** **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.
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.
- Budget:** **01/10/23:** Please see the Budget vs. Actual report in the Board packets for specifics on year to date expenses.
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.
- Donations:** **01/10/23:** A total of \$136.65 (including interest) was deposited to the donations account during the month of December.
12/12/22: A total of \$397.41 (including interest) was deposited to the donations account during the month of November.
- Payroll:** **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.
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.
- Accounts:** **01/10/23:** Account balances as of December 31st were: Members 1st FCU=\$1,378,793; PSDLAF=\$4.44.
12/12/22: Account balances as of November 30th were: Members 1st FCU=\$1,583,138; PSDLAF=\$4.44.
- Cash Flow:** **01/10/23:** January school district invoices will be sent this week. No cash flow issues.
12/12/22: We billed a total of \$253,734 for 255 students for the month of December.



- Grants:**
- 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.
 - 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.
- School Policies:**
- 01/10/23:** No new policies or policy updates.
 - 12/12/22: No new policies.
- Insurances:**
- 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.
 - 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.
- New Facility:**
- 01/10/23:** The following pay application needs to be approved for payment:
Eci Construction #13 \$15,141.24
 - 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.