

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

Date: July 12, 2022

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



**INFINITY CHARTER SCHOOL**

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| <b>Furniture:</b> | <b>07/12/22:</b> Tanner Furniture has provided a quote for new furniture needed for the new classrooms.<br><b>06/13/22:</b> No new furniture purchases.   |
| <b>Equipment:</b> | <b>07/12/22:</b> No new equipment purchases during the past month. We are planning to order back-up Chromebooks.<br><b>06/13/22:</b> We ordered a new laptop for the German teacher.  |
| <b>Audits:</b>    | <b>07/12/22:</b> The on-site audit is scheduled for August 9-11, 2022.<br><b>06/13/22:</b> Auditors will be on-site 6/22/22 to review and plan for the 2021-22 audit.   |
| <b>Budget:</b>    | <b>07/12/22:</b> 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.<br><b>06/13/22:</b> The 3 <sup>rd</sup> and final draft of the 2022-2023 budget is being presented for approval.  |
| <b>Donations:</b> | <b>07/12/22:</b> A total of \$271.54 (including interest) was deposited to the donations account during the month of June.<br><b>06/13/22:</b> A total of \$298.38 (including interest) was deposited to the donations account during the month of May.   |
| <b>Payroll:</b>   | <b>07/12/22:</b> 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).<br><b>06/13/22:</b> Mentor stipends and Health Insurance Waiver payments were included with the June 3 <sup>rd</sup> payroll. Retention bonuses will be paid with the June 17 <sup>th</sup> payroll.  |
| <b>Accounts:</b>  | <b>07/12/22:</b> Account balances as of June 30 <sup>th</sup> were: Members 1 <sup>st</sup> FCU=\$1,289,190.58; PSDLAF=\$4.44.<br><b>06/13/22:</b> Account balances as of May 31 <sup>st</sup> were: Members 1 <sup>st</sup> FCU = \$1,587,262.64; PSDLAF=\$4.44.   |
| <b>Cash Flow:</b> | <b>07/12/22:</b> 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.<br><b>06/13/22:</b> I will not be sending separate invoices for the month of June. The year-end reconciliation reports will be completed and sent by July 1 <sup>st</sup> , and will include any amounts due for June. |
| <b>Grants:</b>    | <b>07/12/22:</b> 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.<br><b>06/13/22:</b> Egrants is open for 2022-23 applications. We will be completing Title I and Title IIA applications. Our initial allocations are similar to 2021-22 amounts.  |

- School Policies:**      **07/12/22: No new policies.**  
06/13/22: The Leave Policy is ready for final review and approval.
- Insurances:**      **07/12/22: July is open enrollment month for health insurance for eligible employees. Coverage for new employees will begin 9/1/22. W 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.**  
06/13/22: The health insurance options for next year still need to be reviewed. Cincinnati Insurance will conduct a virtual safety inspection next week.
- New Facility:**      **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.**  
06/13/22: Pay application 4 from eciConstruction, pay app 3 from ElecTech, and pay app 4 from Mann Plumbing need to be approved for payment.