

Business Manager's Report
Infinity Charter School

Date: March 14, 2023

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

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- Furniture:** **03/14/23: No new furniture purchases in the past month.**
02/14/23: No new furniture purchases in the past month.
- Equipment:** **03/14/23: No new equipment purchases in the past month.**
02/14/23: We purchased one additional Vollara air purifier for the main office area.
- Audits:** **03/14/23: Nothing to report.**
02/14/23: The 2021-2022 audit, including the 990-tax filing, has been completed.
- Budget:** **03/14/23: The first draft of the 2023-2024 budget is provided for board review. It will continue to be modified over the next few months as more information becomes available. It needs to be approved at the June board meeting.**
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.
- Donations:** **03/14/23: A total of \$151.97 (including interest) was deposited to the donations account during the month of February.**
02/14/23: A total of \$411.92 (including interest) was deposited to the donations account during the month January.
- Payroll:** **03/14/23: Additional information was requested and submitted for the ERC program.**
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 31st due date.
- Accounts:** **03/14/23: Account balances as of February 28th were: Members 1st FCU = \$1,588,825.93; PSDLAF = \$4.44.**
02/14/23: Account balances as of January 31st were: Members 1st 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.
- Cash Flow:** **03/14/23: We billed for a total of 256 students in the month of March.**
02/14/23: We billed for a total of 255 students in the month of January and 256 students in the month of February.
- Grants:** **03/14/23: The annual ESSER report was submitted to PDE. The PCCD Safety and Mental Health grant revision still needs to be completed and submitted. Quotes have been requested for exterior door alarms.**
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.



- School Policies:** **03/14/23: No new 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.
- Insurances:** **03/14/23: The Treasurer’s bond renewed this month. The Business Manager participated in an annual phone review of the benefits available through our Quest EAP plan.**
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.
- New Facility:** **03/14/23: The pay applications approved last month were processed and paid using reserve funds that were allocated to Phase 2. The following pay applications need to be approved for payment this month:**
- **Mann Plumbing and Heating #10 Plumbing \$2,250**
 - **Eci Construction #16 \$4,358.06**
- Representatives from Members 1st FCU toured the new facility on February 23rd.**
- 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
 - Eci Construction #14 \$5,771.25
 - Eci Construction #15 \$70,154.90
 - ElecTech #10 \$10,706.08
 - Mann Plumbing and Heating #7 HVAC \$24,097.50