

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

Date: November 8, 2022

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Furniture:	11/08/22: No new furniture purchases in the past month. The science lab stools were adjusted and put into use. 10/11/22: No new furniture purchases in the past month.
Equipment:	11/08/22: No new equipment purchases. 10/11/22: No new equipment purchases in the last month.
Audits:	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. 10/11/22: The 2021-22 fiscal year audit is still being finalized. We are hoping to invite the auditors to present the final reports at the November or December board meeting.
Budget:	11/08/22: The Budget vs. Actual report for activity through October 31 st is included in the board packets. 10/11/22: An updated copy of the current year Budget vs. Actual report is included in the board packets. There are no budget concerns at this time; however, utility costs are expected to exceed budget before the end of the school year.
Donations:	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. 10/11/22: A total of \$1,408.77 (including interest) was deposited to the donations account during the month of September.
Payroll:	11/08/22: Nothing new to report. We still need to update QuickBooks in the near future. 10/11/22: Our QuickBooks needs to be updated to the latest version.
Accounts:	11/08/22: Account balances as of October 31 st were: Members 1 st FCU = \$1,463,369; PSDLAF = \$4.44. 10/11/22: Account balances as of September 30 th were: Members 1 st FCU=\$1,053.835; PSDLAF=\$4.44.
Cash Flow:	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. 10/11/22: We have started to receive payments for this school year. October invoices will go out this week. Our October 3 rd student count was 254.
Grants:	11/08/22: The reviewers have asked for clarification and additional information for the PCCD grant. We have not yet responded to the request. The Final Expenditure Report for our 2020-21 Title II funds was submitted.

- 10/11/22: Our PCCD Mental Health & Safety and Security grant application is still under review. The quarterly reports for our ESSER grants, Title I and Title II funds were submitted.
- School Policies:**
- 11/08/22: **No new policies.**
- 10/11/22: The Board needs to complete the annual review of Policy 506 – Title I Parent and Family Engagement.
- Insurances:**
- 11/08/22: **We are still developing the written sexual abuse response plan.**
- 10/11/22: We are working on developing a written sexual abuse response plan to address risk management recommendations for our commercial insurance policy. The annual worker's comp audit was completed at the beginning of September. The final reports showed higher than estimated payroll. Since the Worker's Comp Insurance premium is based on estimated payroll, the audit determines the actual payroll for the prior year, and results in an additional premium or a refund of premium. We had a \$303 increase in premium.
- New Facility:**
- 11/08/22: **The following pay applications need to be approved for payment:**
Mann Plumbing & Heating #5 (plumbing) \$7,662.42
ElecTech #9 \$35,169.61
- 10/11/22: The following pay applications need to be approved for payment:
Eci Construction #9 \$396,832.29 and #10 \$161,534.29
ElecTech #8 \$20,839.72
Mann Plumbing & Heating #9 \$5,850.00