

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

Date: October 11, 2022

Time: 3:30 p.m.

Location: 5405 Locust Lane, Harrisburg, PA 17109

And by ZOOM



INFINITY CHARTER SCHOOL

Furniture:	10/11/22: No new furniture purchases in the past month. 09/13/22: Most of the furniture has been received.
Equipment:	10/11/22: No new equipment purchases. 09/13/22: No new equipment purchases in the last month.
Audits:	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. 09/13/22: We continue to work on finalizing the audit by email. The MD&A will be completed in the next few weeks and circulated to the board for review. Reports should be finalized in October.
Budget:	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. 09/13/22: A copy of the first 2022-2023 Budget vs. Actual report is included in the board packets.
Donations:	10/11/22: A total of \$1,408.77 (including interest) was deposited to the donations account during the month of September. 09/13/22: A total of \$636.55 (including interest) was deposited to the donations account during the month of August.
Payroll:	10/11/22: Our QuickBooks needs to be updated to the latest version. 09/13/22: All payroll records have been updated with new pay rates, deductions and PSERS employer contribution rate.
Accounts:	10/11/22: Account balances as of September 30 th were: Members 1 st FCU=\$1,053,835; PSDLAF=\$4.44. 09/13/22: Account balances as of August 31 st were: Members 1 st FCU=\$1,233,600; PSDLAF=\$4.44.
Cash Flow:	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. 09/13/22: All but four districts have paid their final balances for 2021-22. We will send a subsidy redirection request to PDE for October force payment for those districts. The first invoices for the 2022-23 school year were mailed. We billed for 256 students.
Grants:	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. 09/13/22: We submitted the Mental Health & Safety and Security grant applications prior to the due date. Other than a confirmation of receipt, we have not received any follow up information on the grant.

- School Policies:** **10/11/22:** **The Board needs to complete the annual review of Policy 506 – Title I Parent and Family Engagement.**
09/13/22: No new policies.
- Insurances:** **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.**
09/13/22: The Director and Business Manager participated in a Zoom call with our Arthur Hall agent to review our current commercial insurance package. We kept all coverages the same based on recommendations from the agent. All policies renewed on 9/6/22.
- New Facility:** **10/11/22:** **The following pay application needs 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
- 09/13/22: The following contractor pay applications need to be approved for payment:
ElecTech #6 \$19,770.75
ElecTech #7 \$79,169.00
Mann Plumbing & Heating #6 \$13,027.77
Mann Plumbing & Heating #7 \$5,535.00
Mann Plumbing & Heating #8 \$23,946.21
Mann Plumbing & Heating HVAC #3 \$16,274.97
Mann Plumbing & Heating HVAC #4 \$24,043.43
Mann Plumbing & Heating HVAC #5 \$97,839.09
Mann Plumbing & Heating HVAC #6 \$24,525.00