

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

Date: September 13, 2022  
Time: 3:30 p.m.  
Location: 5405 Locust Lane, Harrisburg, PA 17109  
And by ZOOM



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<b>Furniture:</b>	<b>09/13/22: Most of the furniture has been received.</b> 08/16/22: Classroom furniture has been ordered – 50% down payment was required.
<b>Equipment:</b>	<b>09/13/22: No new equipment purchases in the last month.</b> 08/16/22: 75 Chromebooks were ordered and received and will be inventoried before students return.
<b>Audits:</b>	<b>09/13/22: We continue to work on finalizing the audit by email. The MD&amp;A will be completed in the next few weeks and circulated to the board for review. Reports should be finalized in October.</b> 08/16/22: Auditors were on-site August 9 & 10. Additional work is being completed offsite and by email.
<b>Budget:</b>	<b>09/13/22: A copy of the first 2022-2023 Budget vs. Actual report is included in the board packets.</b> 08/16/22: The 2022-23 budget was posted to Infinity's website. It has been submitted and approved by PDE.
<b>Donations:</b>	<b>09/13/22: A total of \$636.55 (including interest) was deposited to the donations account during the month of August.</b> 08/16/22: A total of \$436.55 (including interest) was deposited to the donations account during the month of July.
<b>Payroll:</b>	<b>09/13/22: All payroll records have been updated with new pay rates, deductions and PSERS employer contribution rate.</b> 08/16/22: Pay for the 2021-2022 teacher contracts ended with the August 12 <sup>th</sup> payroll. Pay increases for all teachers/support staff will go into effect on the August 26 <sup>th</sup> payroll, along with the increases for health insurance premium deductions.
<b>Accounts:</b>	<b>09/13/22: Account balances as of August 31<sup>st</sup> were: Members 1<sup>st</sup> FCU=\$1,233,600; PSDLAF=\$4.44.</b> 08/16/22: Account balances as of July 30 <sup>th</sup> were: Members 1 <sup>st</sup> FCU=\$1,332,610; PSDLAF=\$4.44.
<b>Cash Flow:</b>	<b>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.</b> 08/16/22: Final payments for the 2021-22 school year have been received from most districts.
<b>Grants:</b>	<b>09/13/22: We submitted the Mental Health &amp; 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.</b> 08/16/22: Title I and II grants were submitted. We have received information regarding School Mental Health & Safety and Security Grants being offered through PCCD (PA Commission on Crime and Delinquency), which is the same department that distributed the initial COVID-19 grant. The allocation for all charter schools is \$70,000 for each grant (\$140,000 total). The application needs to be submitted by 8/31/22.

**School Policies:**      **09/13/22: No new policies.**  
08/16/22: No new policies.

**Insurances:**      **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.**  
08/16/22: The new group health insurance plan went into effect August 1<sup>st</sup>. The annual review of our commercial insurance policies will take place next month. The virtual safety inspection was done in July. The Loss Control Specialist recommends we include a sexual abuse and molestation crisis management and response plan (SAM) to our existing crisis plan. The insurance company provides free resources to do this.

**New Facility:**      **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  
08/16/22: The following pay applications need to be approved for payment:  
eciConstruction #7 \$405,985.08 and #8 \$74,727.13.