

## PCA Finance Report for May 01, 2021 to May 31, 2021

### 1. Account Balances as of 31-May-2021:

David Keim, Treasurer

Account	Balance
Checking	61,017.47
Savings	10,891.99
General Reserve	23,841.28
Townhouse Reserve	23,170.72
<b>Total:</b>	<b>118,921.46</b>

NOTE: These balances were reported by our banks as of the date shown. These balances may not include recent debits or credits that the bank has not yet applied to the PCA accounts. Refer to Section 2 to see all expenditures made during the month.

### 2. Checking Account Cash Flow Log for May 2021:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 May	(Incoming Balance)				65,731.88
6-May-2021	Deposit Batch B06, check payments made between 05-Apr & 30-Apr: \$1,118.00--2021, \$172.00--2020, \$16.63--2018, \$43.37--2017, \$28.00--2022, \$35.00--re-sale package.			1,413.00	67,144.88
17-May-2021	Deposit Batch B06, transferred from PayPal account, e-payments made between 05-Apr & 30-Apr: \$1,032.00--2021, \$81.00--2017, \$35.00--re-sale package.			1,148.00	68,292.88
11-May-2021	Potomac Edison; Mar->Apr electric.	1916	39.14		68,253.74
11-May-2021	Verizon; 03-May-2021 voice-mail invoice.	1917	66.27		68,187.47
11-May-2021	Mint Environmental Lawn and Tree, LLC; Mowings 1->3 (1,845.00), edging 1->2 (270.00), spring clean-up (810.00), tree mulching (1,150), first turf treatment (1,995), initial branch removal (650.00).	1918	6,720.00		61,467.47
11-May-2021	Wolff Tree & Landscape, LLC; take down decayed tree in ravine area (behind 24300 CV Dr).	1919	450.00		61,017.47
25-May-2021	Adeptus Partners, LLC; 2020 audit payment 1 of 3 -- engagement letter.	1920	1,250.00		59,767.47
25-May-2021	Playground Specialists, Inc.; 50% of WoodCarpet addition to playground (done once every 3 years).	1921	1,880.00		57,887.47
27-May-2021	Wolff Tree & Landscape, LLC; take down wind-damaged tree in CV Park; remove fallen branches on east side of park.	1922	1,250.00		56,637.47
31 May	(Ending Balance)				56,637.47
<b>Total Monthly Disbursements:</b>			<b>11,655.41</b>		

### 3. Income Log for May 2021

Source	Date	Amount	Product/Service
Residential Assessment Income	06-May-2021	1,378.00	Assessment Returns, Deposit Batch #6, bank deposit.
Residential Assessment Income	17-May-2021	1,113.00	Assessment Returns, Deposit Batch #6, electronic transfer.
Non-Exempt Income		70.00	Re-Sale Package Sales, Deposit Batch 06, bank deposit.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
<b>Total Income:</b>		<b>2,561.00</b>	

NOTE: Income log does not include earned interest.

#### 4. Log of Treasurer's Actions

- Processed accounts receivable and accounts payable; reconciled bank statements with PCA records.
- Maintained 2021 Property Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for May 2021.