

PCA Finance Report for July 01, 2021 to July 31, 2021

1. Account Balances as of 31-July-2021:

David Keim, Treasurer

Account	Balance
Checking	47,904.36
Savings	10,892.18
General Reserve	23,841.71
Townhouse Reserve	23,171.64
Total:	105,809.89

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 July 2021:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 July	(Incoming Balance)				51,406.75
14-Jul-2021	Potomac Edison; May->Jun electric.	1930	34.88		51,371.87
14-Jul-2021	Verizon; 03-Jul-2021 voice-mail invoice.	1931	68.86		51,303.01
14-Jul-2021	Montgomery County DHCA; DHCA / CCOC Annual COC Registration Fee, Jul-2021 -> Jun-2022.	1932	2,030.00		49,273.01
14-Jul-2021	Mint Environmental Lawn and Tree, LLC; Invoice 1138 -- Mowings 8->11 (2,460.00), edging 5->6 (270.00), small stick removal 1 of 4 (250.00). Invoice 1150 -- Upgrade to Club View Park South Drain (\$895.00).	1933	3,875.00		45,398.01
14-Jul-2021	Rodrigo Ibacache; soccer nets (two) and mounting supplies.	1934	140.91		45,257.10
14-Jul-2021	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, June 2021.	1935	40.00		45,217.10
14-Jul-2021	David J. Keim; postage--\$59.80 + 3.75 + 7.95; repair and upgrade of tennis court gate and lock--\$24.77 + 30.72 + 37.85 + 111.61; pavilion maintenance--\$20.73; envelopes and cash receipt log--\$50.86; copies--\$46.92 doc sets, 206.54 newsletter; laptop security software (annual)--\$63.59; Internet domain name fee (annual)--\$57.51; 2 x \$39.75 -- monthly charge for M-S 365 Business Standard, three users, 24-May->23-Jun, 24-Jun->23-Jul.	1936	802.10		44,415.00
16-Jul-2021	Deposit Batch B07-B, transferred from PayPal account, e-payments made between 18-Jun & 24-Jun: \$344.00--2021, \$76.84--2018, \$4.42--2017.			425.26	44,840.26
19-Jul-2021	Deposit Batch B08, check payments made between 30-Jun & 11-Jul: \$1,746.00--2021.			1,746.00	46,586.26
17-Jul-2021	Deposit Batch B08, transferred from PayPal account, e-payments made between 30-Jun & 11-Jul: \$516.00--2021.			516.00	47,102.26
31 July	(Ending Balance)				47,102.26
Total Monthly Disbursements:			6,991.75		

3. Income Log for July 2021

Source	Date	Amount	Product/Service
Residential Assessment Income	16-Jul-2021	425.26	Assessment Returns, Deposit Batch #7B, electronic transfer.
Residential Assessment Income	19-Jul-2021	1,746.00	Assessment Returns, Deposit Batch #8, bank deposit.
Residential Assessment Income	17-Jul-2021	516.00	Assessment Returns, Deposit Batch #8, electronic transfer.
Non-Exempt Income			Re-Sale Package Sales, Deposit Batch 08.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
Total Income:		2,687.26	

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 July 2021.
- Worked on preparing documents for the 2020 audit.
- Complied with MoCo DHCA/CCOC requirements by providing the annual update of HOA Board information, and list of rental properties. The updates are done using the MoCo "AccessMCG Extranet Portal".