

PCA Finance Report for September 01, 2022 to September 30, 2022

1. Account Balances as of 30-Sep-2022:

David Keim, Treasurer

Account	Balance
Checking	48,839.32
Savings	10,893.45
General Reserve	29,844.75
Townhouse Reserve	25,943.32
Total:	115,520.84

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 Ledger for September 2022:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Sep	(Incoming Balance)				56,202.71
6-Sep-2022	Deposit Batch B11 - Bank Mobile Deposit: \$189.00--2022, \$1.70--2019, \$116.99--2018.			307.69	56,510.40
6-Sep-2022	Deposit Batch B11 - e-payments transferred from PayPal account: \$378.00--2022, \$132.39--2021, \$56.28--2020, \$35.00--re-sale package.			601.67	57,112.07
8-Sep-2022	Potomac Edison; Jun>Jul and Jul->Aug electric service for Main Sign and for Club View Park.	2011	163.28		56,948.79
8-Sep-2022	Verizon; 03-Aug-2022 voice-mail invoice; August service.	2012	73.87		56,874.92
8-Sep-2022	Gardner Law Firm, P.C.; 29-Jul-2022 invoice #1581, \$498.75--mislocated structures advice, \$324.50--collections. Also 31-Aug-2022 Invoice #1644, 202.20--collections.	2013	1,025.45		55,849.47
8-Sep-2022	Howell Brothers Lawn & Landscaping; Jul/Aug services (prmts 5->6 of 10).	2014	5,750.00		50,099.47
8-Sep-2022	Montgomery County, MD; 1 of 2, annual Water Quality Protection Charges.	2015	1,147.98		48,951.49
8-Sep-2022	Rod Ibacache; materials for temporary mounting of fallen T-H mailbox.	2016	32.17		48,919.32
8-Sep-2022	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, July and August 2022.	2017	80.00		48,839.32
29-Sep-2022	Top Notch Mailbox Company Invoice 22-853; 8-box CBU (2,051.81), 1 set trim (699.99), installation (\$287.00), new concrete pad (\$1,600.00), tax (167.33).	2018	4,806.13		44,033.19
29-Sep-2022	Wolff Tree & Landscape, LLC; Invoice 6417 -- remove 2 white pines in CV Park; prune branches out of yard in CV Park; elevate tree on Ambergate Ct; remove 2 white pines near Newbury Rd T-H's and elevate branches in roadway; remove fallen pear branch.	2019	5,150.00		38,883.19
30 Sep	(Ending Balance)				
Total Monthly Disbursements:			18,228.88		

3. Income Log for September 2022

Source	Date	Amount	Product/Service
Residential Assessment Income			Assessment Returns, Deposit Batch #11, bank deposit.
Residential Assessment Income	06-Sep-2022	566.67	Assessment Returns, Deposit Batch #11, electronic transfer.
	06-Sep-2022	307.69	Assessment Returns, Deposit Batch #11, mobile deposit.
Non-Exempt Income			
Non-Exempt Income	06-Sep-2022	35.00	Re-Sale Package Sales, Deposit Batch #11, electronic transfer.
Non-Exempt Income			Newsletter Ad Sales.
Non-Exempt Income			Field Use Fees.
Total Income:		909.36	

NOTE: Income log does not include earned interest.

4. Log of Treasurer's Actions

- Completed processing of assessment payments; paid invoices; reconciled bank statements with PCA records.
- Maintained 2022 Member Account Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for September 2022.
- 20-Sep-2022: Sent final collections notice to four properties, with full account statements; deadline for payment or entering payment plan is 12-Oct-2022.
- Requested reserve study proposals from two companies.