

## PCA Finance Report for October 01, 2022 to October 31, 2022

### 1. Account Balances as of 31-Oct-2022:

David Keim, Treasurer

| Account           | Balance           |
|-------------------|-------------------|
| Checking          | 39,902.66         |
| Savings           | 10,894.24         |
| General Reserve   | 29,846.91         |
| Townhouse Reserve | 25,943.76         |
| <b>Total:</b>     | <b>106,587.57</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 Ledger for October 2022:

| Date        | Description  | Chk # | Disbursement    | Deposit  | Balance   |
|-------------|--|-------|-----------------|----------|-----------|
| 01 Oct      | (Incoming Balance)   |       |                 |          | 38,883.19 |
| 7-Oct-2022  | Potomac Edison; Aug->Sep electric service for Main Sign and for Club View Park.  | 2020  | 86.05           |          | 38,797.14 |
| 7-Oct-2022  | Verizon; 03-Sep and 03-Oct-2022 voice-mail invoice; September and October service.   | 2021  | 145.70          |          | 38,651.44 |
| 7-Oct-2022  | Gardner Law Firm, P.C.; 30-Sep-2022 invoice #1721, \$84.50--collections.   | 2022  | 84.50           |          | 38,566.94 |
| 7-Oct-2022  | New Generation Trash, LLC; Oct/Nov/Dec trash service at Club View Park.  | 2023  | 45.00           |          | 38,521.94 |
| 7-Oct-2022  | Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, September 2022.  | 2024  | 40.00           |          | 38,481.94 |
| 7-Oct-2022  | David J. Keim; 2 x \$37.50--monthly charge for M-S 365 Bus Std, three users, 24-Aug->23-Sep, 24-Sep->23-Oct; \$231.25--room rental for Sep/Oct/Nov/Dec meetings + Sep annual meeting; \$283.34--printing of August newsletter; \$75.68--printing of annual meeting agenda; \$75.68--printing of annual meeting ballot; \$142.54--purchase of #10 and #9 envelopes and 9x12 brown envelopes; \$19.67--BB backboard paint, key copies; \$19.58--BB backboard paint, electrical repair parts; \$18.53--electrical repair; \$4.85--tennis crank repair; \$77.19--copies HOA doc set; \$240.00--400 stamps. | 2025  | 1,263.31        |          | 37,218.63 |
| 25-Oct-2022 | Deposit Batch B12-A - Bank Mobile Deposit: \$567.00--2022-prin, \$201.87--2022 collection costs, \$172.00--2021-prin, \$30.96--2021-int, \$376.19--2021-costs, \$172.00--2020-prin, \$20.64--2020-int, \$330.16--2019-prin, \$20.85--2019-int.   |       |                 | 1,891.67 | 39,110.30 |
| 25-Oct-2022 | Deposit Batch B12-A - e-payments transferred from PayPal account: \$251.70--2022-prin, \$105.61--2021-prin, \$28.56--2021-int, \$109.50--2020-prin, \$87.66--2019-prin, \$10.32--2019-int.   |       |                 | 593.35   | 39,703.65 |
| 31 Oct      | (Ending Balance)   |       |                 |          | 39,703.65 |
|             | <b>Total Monthly Disbursements:</b>  |       | <b>1,664.56</b> |          |           |

### 3. Income Log for October 2022

| Source                        | Date        | Amount   | Product/Service  |
|-------------------------------|-------------|----------|--|
| Residential Assessment Income |             | --       | Assessment Returns, Deposit Batch #xx, bank deposit.           |
| Residential Assessment Income | 25-Oct-2022 | 1,891.67 | Assessment Returns, Deposit Batch #12-A, bank mobile deposit.  |
|                               | 25-Oct-2022 | 593.35   | Assessment Returns, Deposit Batch #12-A, electronic transfer.  |
|                               |             |          |  |
| Non-Exempt Income             |             |          |  |
| Non-Exempt Income             |             |          | Re-Sale Package Sales, Deposit Batch #xx, electronic transfer. |
| Non-Exempt Income             |             |          | Newsletter Ad Sales.   |
| Non-Exempt Income             |             |          | Field Use Fees.  |
| <b>Total Income:</b>          |             | 2,485.02 |  |

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 October 2022.
- 27-Oct-2022: Sent three accounts to collections.
- Reserve study proposals from two companies received.