

PCA Finance Report for January 01, 2023 to January 31, 2023

1. Account Balances as of 31-Jan-2023:

David Keim, Treasurer

Account	Balance
Checking	53,213.17
Savings	10,896.99
General Reserve	29,854.44
Townhouse Reserve	27,025.09
Total:	120,989.69

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 January 2023:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Jan	(Incoming Balance)				23,602.39
19-Jan-2023	Verizon; 03-Jan-2023 voice-mail invoice; January service.	2043	71.29		23,531.10
19-Jan-2023	Potomac Edison; Nov->Dec electric service for Main Sign and for Club View Park.	2044	48.94		23,482.16
19-Jan-2023	Damascus Enterprises, Inc.; \$195.00 for 23-Dec-2022 ice treatments.	2045	195.00		23,287.16
20-Jan-2023	Erie Insurance, annual policy charges; Liability, Property, Commercial Crime insurance; covers 01-Nov -> 31-Oct; Pmt 2 of 4.	2046	594.00		22,693.16
24-Jan-2023	Deposit Batch B01 - Bank Branch Deposit, 75 checks: \$17,759--2023-prin; \$35.00--re-sale package.			17,794.00	40,487.16
24-Jan-2023	M & T Bank; Deposit Adjustment -- Addition Error (claimed by bank). 26-Jan: Bank branch verified that their scanner missed two checks; will reverse \$414.00 debit.		414.00		40,073.16
25-Jan-2023	Bank Mobile Deposit, 1 check: \$600.00--Erie Insurance, partial claim payment.			600.00	40,673.16
27-Jan-2023	Deposit Batch B01 - E-payments xfered from PayPal account, 14 pmts: \$2,771.00--2023-prin, \$235.74--2022-prin, \$11.34--2022-int, \$23.16--2021-prin, \$35.77--2021-int.			3,077.01	43,750.17
30-Jan-2023	Deposit Batch B02 - Bank Branch Deposit, 45 checks: \$9,428.00--2023-prin; \$35.00--re-sale package.			9,463.00	53,213.17
31-Jan-2023	Deposit Batch B02 - E-payments xfered from PayPal account, 14 pmts: \$2,931.00--2023-prin.			2,931.00	56,144.17
31 Jan	(Ending Balance)				56,144.17
	Total Monthly Disbursements:		909.23		

3. Income Log for January 2023

Source	Date	Amount	Product/Service
Residential Assessment Income	24-Jan-2023	17,759.00	Assessment Returns, Deposit Batch #01, bank deposit.
Residential Assessment Income	25-Jan-2023	600.00	Proceeds of insurance claim for tree fall; debris removal.
Residential Assessment Income	27-Jan-2023	3,077.01	Assessment Returns, Deposit Batch #01, electronic transfer.
Residential Assessment Income	30-Jan-2023	9,428.00	Assessment Returns, Deposit Batch #02, bank deposit.
Residential Assessment Income			Assessment Returns, Deposit Batch #02, bank mobile deposit.
Residential Assessment Income	31-Jan-2023	2,931.00	Assessment Returns, Deposit Batch #02, electronic transfer.
Non-Exempt Income	24-Jan-2023	35.00	Re-Sale Package Sales.
Non-Exempt Income	30-Jan-2023	35.00	Re-Sale Package Sales.
Non-Exempt Income			Newsletter Ad Sales.
Non-Exempt Income			Field Use Fees.
Total Income:		33,865.01	

NOTE: Income log does not include earned interest.

4. Log of Treasurer's Actions

- Processing assessment payments; paid invoices; reconciled bank statements with PCA records.
- Maintained 2023 Member Account Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for January 2023.
- 2023 Invoicing:
 - 14-Jan: Prepared e-mailed invoices for five properties that had requested them; mailed invoices were also sent.
- Account Collections: Background -- Complaints filed for three accounts on 06-Nov; summons presented to residents by 15-Dec-2022; District Court date was 23-Jan-2023.
 - One account entered payment plan with attorney, \$100/month;
 - We are awaiting results for two of the cases.
- Reserve Study: Site visit completed on 11-Jan; on 26-Jan took call from analyst to review study parameters; on 30-Jan took call from MillerDodson principle (Peter Miller) to verify some community details; preliminary study report received 31-Jan.
- Property Sales:
 - 04-Jan: 10237 Peanut Mill Drive -- Sold re-sale package to realtor.
 - 06-Jan: Provided a W-9 form to the Maryland HAF (Homeowners Assistance Fund) for a PCA resident who has applied for assistance paying a mortgage or other housing costs. (February Preview: property now being sold "as is")
 - 09-Jan: 10237 Peanut Mill Drive -- Provided HOA information to settlement company: (sale expected 20-Jan).
 - 19-Jan: 10237 Peanut Mill Drive: Prepared revised re-sale certificate to reflect corrected ACC violations.
 - 26-Jan: 24122 Welsh Road -- Prepared re-sale package for owner.