

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

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

David Keim, Treasurer

Account	Balance
Checking	43,015.62
Savings	10,905.14
General Reserve	35,879.87
Townhouse Reserve	30,229.46
Total:	120,030.09

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

2. Checking Account Ledger for October 2023:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 October	(Incoming Balance)				42,002.02
2-Oct-2023	Deposit Batch B10-B_C - E-payments xfered from PayPal account, 8 properties made a pmt: \$1,689.00--2023-prin; \$828.00--2022-prin; \$49.68--2022-int;			2,566.68	44,568.70
11-Oct-2023	Playground Specialists, Inc.; Proposal 29728A, Pmt 2 of 2, balance after deposit, for WoodCarpet addition to playground (done once every 2 years).	2106	1,665.00		42,903.70
9-Oct-2023	Verizon; 03-Oct-2023 voice-mail invoice; Oct service.	2107	77.50		42,826.20
9-Oct-2023	Potomac Edison; Aug->Sep electric service for Main Sign and for Club View Park.	2108	62.35		42,763.85
9-Oct-2023	Gardner Law Firm, P.C.; 30-Sep invoice #2349; collections.	2109	260.55		42,503.30
19-Oct-2023	Deposit Batch B11-A - Bank Branch Deposit, 1 check + \$5.00 cash: \$47.85--2020-prin; \$7.15 --2020-int.			55.00	42,558.30
20-Oct-2023	Deposit Batch B11-A - Mobile Deposit, 2 checks: \$100.00--2022--int/fee; \$35.00--re-sale package.			135.00	42,693.30
20-Oct-2023	Deposit Batch B11-A - E-payments xfered from PayPal account, 2 properties made a pmt: \$285.73--2023-prin; \$36.59--2022-prin.			322.32	43,015.62
31 October	(Ending Balance)				43,015.62
Total Monthly Disbursements:			2,065.40		

3. Income Log for October 2023:

Source	Date	Amount	Product/Service
Residential Assessment Income	02-Oct-2023	2,566.68	Assessment Returns, Deposit Batch #10-B&C, bank branch deposit.
Residential Assessment Income	19-Oct-2023	55.00	Assessment Returns, Deposit Batch #11-A, bank branch deposit.
Residential Assessment Income	20-Oct-2023	100.00	Assessment Returns, Deposit Batch #11-A, bank mobile deposit.
Residential Assessment Income	20-Oct-2023	322.32	Assessment Returns, Deposit Batch #11-A, electronic transfer from PayPal account.
Non-Exempt Income	20-Oct-2023	35.00	Batch #11-A, proceeds from sale of Re-Sale Packages.
Non-Exempt Income			Batch xx, newsletter ad sales.
Non-Exempt Income			Batch xx, non-resident tennis use fees.
Total Income:		3,079.00	

NOTE: Income log does not include earned interest.

4. Log of Treasurer's Actions

- Processed 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 October 2023.
- 2023 Invoicing:
Followed up on the assessment invoice that was sent to delinquent accounts in late August and early September by: processing payments; responding to residents' questions; obtaining a correction to a mis-written check; sending an e-mail and an on-line invoice link to a T-H resident who used the wrong website payment button.
- Account Collections:
 - Sent reminders to the three accounts that are in PCA-run payment plans; obtained payments from all three. Prepared and sent a Statement of Account to two of the accounts that thought they were further along in their payments.
- Support of Property Sales:
 - Prepared and delivered re-sale packages for 24300 Log House Road and 24226 Newbury Road.
- Reserve Study: Spent additional time this month reviewing Version 2 of the Reserve Study report; re-sent study to Board with Treasurer's comments; created an annotated version of study and sent share-link to Board (due to large file size of scanned file); presented a plan for increasing the contributions to the two PCA reserve funds.
- 2024 Budget: Reviewed changes in expenses and prepared 2024 budget; adjusted budget to begin the process of complying with our 2023 Reserve Study recommendations; sent 2024 Budget Draft-1 to Board.
- Training: On 21-Oct attended a free, on-line webinar on collections processes and techniques (Majerle Management, Inc., <https://accessmmi.com>, and Justin Cameron, Esq. of Cameron Mericle P.A., <https://www.cameronmericle.com>).