

# PCA 2025 Operating Budget -- Monthly Report

January 2025

Budget Item	2025 Budgeted Amount	Amount Spent	% Spent	Amount Remaining	Comments
Professional Services	6,025.00	-	0%	6,025.00	Annual audit, Fed & MD tax prep costs, reserve study.
Administrative & Miscellaneous	597.00	198.50	33%	398.50	Toner, ink, P.O. box rental, misc office, laptop, software.
Voice-Mail Services	96.00	76.35	80%	19.65	Verizon voice-mail.
Electric Service	696.60	46.87	7%	649.73	Electric for Club View Park, main sign.
Insurance Coverage	3,895.00	3,767.00	97%	128.00	Covers calendar year.
Legal Fees - Collection Services	5,105.00	-	0%	5,105.00	Legal fees for collections activities, as needed.
Legal Fees - General	700.00	-	0%	700.00	General legal fees, as needed.
Maintenance - General	7,864.92	-	0%	7,864.92	Tree pruning/removal/planting, park repairs, wood chips.
Maintenance - Landscaping Contracts	39,900.03	-	0%	39,900.03	Contract costs for mowing, clean-ups, turf treatments.
Maintenance - Snow Removal	8,500.00	515.00	6%	7,985.00	Contract costs for snow removal, 2023 calendar year.
Meeting Room Rental	601.25	-	0%	601.25	Rental fees for meeting rooms.
Postage & Stationary	992.88	-	0%	992.88	Postage, envelopes, paper, labels.
Printing & Copying	1,918.30	-	0%	1,918.30	Printing/copying for newsletter and resident mailings.
Reserve Fund Contribution - General Fund	12,615.00	-	0%	12,615.00	Fixed contribution, set by PCA Board.
Reserve Fund Contribution - Town-House Fund	5,040.00	-	0%	5,040.00	Additional amt pd by T-H owners; 0 of 60 accts pd for 2024.
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Taxes & Fees - County, Montgomery, MD	5,261.56	-	0%	5,261.56	Taxes & fees paid to Montgomery County.
Taxes - State of Maryland	47.85	-	0%	47.85	Taxes paid to Maryland.
Taxes - Federal	174.00	-	0%	174.00	Taxes paid to the IRS.
Trash Removal & Litter Clean-Up	420.00	45.00	11%	375.00	Trash service for CV Park and WFM Park.
Community Events	200.00	-	0%	200.00	Community clean-ups, yard sale, etc.
Data Services	904.03	312.42	35%	591.61	Internet domain, website, e-mail, data storage & security.
One-Time Adjustments	-	-			(no one-time adjustments in 2024)
<b>TOTALS:</b>	101,554.42	4,961.14	5%	96,593.28	: Remaining Funds ( '+' if under, '-' if over budget )
[ Page Status: Final ]				96,593.28	: Total of Line Item Underspending
				-	: Total of Line Item Overspending
Non-Budgeted Costs & Debits	Budgeted Amount	Amount Spent	Comments		
Banking Fees		-	Occasional, unplanned fees (e.g., low-balance and stop payment fees).		
Interest Paid		-			
Returned Deposit Items		-	Refunded assessment payments.		
Charged to Carryover Funds (Savings Acct)		902.23	Expenses incurred in 2024 (Dec Newsletter, MS365 licensing, maintenance, postage).		
Charged to Carryover Funds (Savings Acct)		-	Expenses incurred in 2024 (legal costs).		
Charged to Carryover Funds (Savings Acct)		-	2025 expenses paid with funds from previous year's budgets.		
Charged to General Reserve Fund		-			
Charged to Town-House Reserve Fund		-			
		-			
Total Non-Budgeted Expenditures & Debits:		902.23			
Total Budgeted + Non-Budgeted Expenditures & Debits:		5,863.37			