

PCA Finance Report for November 01, 2018 to November 30, 2018

1. Account Balances as of 30-November-2018:

David Keim, Treasurer

Account	Balance
Checking	26,968.52
Savings	4,431.07
General Reserve	16,343.53
Townhouse Reserve	14,359.26
Total:	62,102.38

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 Cash Flow Log for November 2018:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 November	(Incoming Balance)				27,471.42
2-Nov-2018	Calco Fence & Deck: Payment 2 of 3 for CV Park fencing work.	1735	1,827.00		25,644.42
8-Nov-2018	M&T Bank; service fee for returned deposit check.		20.00		25,624.42
13-Nov-2018	David J. Keim; \$19.99 - annual Yahoo Mail Pro e-mail renewal, \$3.16 - key copies, \$83.88 - annual renewal of DPR (Go Daddy) e-mail service, \$119.88 - annual fee for new DPR website, \$118.30 - printing of November newsletter.	1736	345.21		25,279.21
13-Nov-2018	Damascus Enterprises, Inc.; \$485.00 for fall maintenance at PCA main sign.	1737	485.00		24,794.21
13-Nov-2018	Potomac Edison; Electric, Sep-Oct electric.	1738	51.71		24,742.50
13-Nov-2018	Verizon; 04-Nov-2018 voice-mail invoice.	1739	70.62		24,671.88
14-Nov-2018	Transfer from Savings to Checking: Pmt 3 of 3 for tennis court fence repair (represents funding from carry-over funds from prior assessment years).			1,827.00	26,498.88
16-Nov-2018	Deposit Batch B15: \$346.00--2018, \$59.06--2016, \$35.00--re-sale package.			440.06	26,938.94
30 November	(Ending Balance)				26,938.94
Total Monthly Disbursements:			2,799.54		

3. Income Log for November 2018:

Source	Date	Amount	Product/Service
Residential Assessment Income	16-Nov-2018	405.06	Assessment Returns, Deposit Batch #15
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income		35.00	Re-Sale Package Sales
Non-Exempt Income			Field Use Fees
Non-Exempt Income			Newsletter Ad Sales
Total Income:		440.06	

NOTE: Income log does not include earned interest.

4. Log of Treasurer's Actions

- Processed accounts receivable and accounts payable; reconciled bank statements with PCA records.
- Maintained 2018 Property Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for November 2018.