

## PCA Finance Report for October 01, 2018 to October 31, 2018

### 1. Account Balances as of 31-October-2018:

David Keim, Treasurer

Account	Balance
Checking	25,694.00
Savings	6,257.86
General Reserve	16,342.86
Townhouse Reserve	14,358.08
<b>Total:</b>	<b>62,652.80</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 Cash Flow Log for October 2018:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 October	(Incoming Balance)				35,290.94
1-Oct-2018	Deposit Batch B14: \$444.00--2018, \$217.00--2017, \$100.00--2016.			761.00	36,051.94
3-Oct-2018	M&T Bank; deposit item returned.		217.00		35,834.94
8-Oct-2018	Transfer #2 to T-H Reserve Fund for 2018; 4 of 60 accounts at \$60.00 each; 49 of 60 now deposited.		240.00		35,594.94
9-Oct-2018	Pink Disposal; Nov->Jan Trash Removal at Club View Park.	1724	45.00		35,549.94
9-Oct-2018	Wolff Tree & Landscape; LLC; 21-Sep tree removal, stump grinding.	1725	3,300.00		32,249.94
9-Oct-2018	Gardner Law Firm, P.C.; 28-Sep invoice; collections costs.	1726	10.00		32,239.94
9-Oct-2018	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, September 2018.	1727	40.00		32,199.94
31-Oct-2018	Transfer from General Reserve Fund to Checking: progress payment (paving) for CV Park tennis court refurbishment (represents funding from PCA reserves).			10,000.00	42,199.94
31-Oct-2018	Transfer from Savings to Checking: progress payment (paving) for CV Park tennis court refurbishment (represents funding from carry-over funds from prior assessment years).			30,000.00	72,199.94
31-Oct-2018	All Pro Recreational Surfaces; progress payment (paving) for tennis court refurbishment.	1728	40,000.00		32,199.94
31-Oct-2018	Erie Insurance; annual policy charges; 1,488--Liability, 751--Property, 333--Commercial Crime insurance.	1729	2,572.00		29,627.94
31-Oct-2018	Damascus Enterprises, Inc.; \$1,860.00 for mowings 22 -> 24; \$81.00 for weed spraying # 4 of 5.	1730	1,941.00		27,686.94
31-Oct-2018	Verizon; 04-Oct-2018 voice-mail invoice.	1731	66.97		27,619.97
31-Oct-2018	Potomac Edison; Aug-Sep electric.	1732	78.97		27,541.00
31-Oct-2018	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, October 2018.	1733	40.00		27,501.00
31-Oct-2018	Mary Ellen Gillard; construction fencing for tennis court renovation project.	1734	29.58		27,471.42
31 October	(Ending Balance)				27,471.42
<b>Total Monthly Disbursements:</b>			<b>48,580.52</b>		

### 3. Income Log for October 2018:

Source	Date	Amount	Product/Service
Residential Assessment Income	01-Oct-2018	761.00	Assessment Returns, Deposit Batch #14
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income			Re-Sale Package Sales
Non-Exempt Income			Field Use Fees
Non-Exempt Income			Newsletter Ad Sales
<b>Total Income:</b>		761.00	

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 October 2018.