

PCA Finance Report for January 01, 2019 to January 31, 2019

1. Account Balances as of 31-January-2019:

David Keim, Treasurer

Account	Balance
Checking	59,464.27
Savings	4,431.45
General Reserve	16,344.92
Townhouse Reserve	14,361.70
Total:	94,602.34

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 January 2019:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 January	(Incoming Balance)				22,557.25
10-Jan-2019	Deposit Batch 00, Checks: \$5,398.00--2019, \$35.00--re-sale package, \$9.00--newsletter ad.			5,442.00	27,999.25
16-Jan-2019	Deposit Batch 00, transferred from PayPal account, payments from 12-Dec to 28-Dec: \$515.25--2019; \$228.86--2017.			744.11	28,743.36
23-Jan-2019	Deposit Batch 01-A, Checks: \$10,294.00--2019, \$150.00--2018.			10,444.00	39,187.36
26-Jan-2019	Deposit Batch 01-A, transferred from PayPal account, payments from 04-Jan to 13-Jan: \$687.40--2019.			687.40	39,874.76
31-Jan-2019	Potomac Edison; Electric, Oct-Nov & Nov-Dec electric.	1749	54.05		39,820.71
31-Jan-2019	Verizon; 04-Jan-2018 voice-mail invoice.	1750	65.76		39,754.95
31-Jan-2019	Pink Disposal; Feb->Apr Trash Removal at Club View Park.	1751	45.00		39,709.95
31-Jan-2019	Damascus Enterprises, Inc.; \$2,240.00 -- 12/13/14-Jan lot and sidewalk clearing (12" snow); \$160.00--18-Jan salting of lots (dusting of snow, ice).	1752	2,400.00		37,309.95
31-Jan-2019	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, January 2019.	1753	40.00		37,269.95
31-Jan-2019	David J. Keim; \$148.00--meeting room rental.	1754	148.00		37,121.95
31-Jan-2019	Deposit Batch 01-B, Checks: \$9,618.00--2019, \$35.00--re-sale package.			9,653.00	46,774.95
31 January	(Ending Balance)				46,774.95
Total Monthly Disbursements:			2,752.81		

3. Income Log for January 2019:

Source	Date	Amount	Product/Service
Residential Assessment Income	10-Jan-2019	5,398.00	Assessment Returns, Deposit Batch #00, bank deposit.
Residential Assessment Income	16-Jan-2019	744.11	Assessment Returns, Deposit Batch #00, electronic xfer.
Residential Assessment Income	23-Jan-2019	10,444.00	Assessment Returns, Deposit Batch #01A, bank deposit.
Residential Assessment Income	26-Jan-2019	687.40	Assessment Returns, Deposit Batch #01A, electronic xfer.
Residential Assessment Income	31-Jan-2019	9,618.00	Assessment Returns, Deposit Batch #01B, bank deposit.
Non-Exempt Income	10-Jan & 31-Jan	70.00	Re-Sale Package Sales
Non-Exempt Income			Field Use Fees
Non-Exempt Income	10-Jan-2019	9.00	Newsletter Ad Sales
Total Income:		26,970.51	

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 2019 Property Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for January 2019.