

PCA Finance Report for February 01, 2019 to February 28, 2019

1. Account Balances as of 28-February-2019:

David Keim, Treasurer

Account	Balance
Checking	69,704.05
Savings	4,431.62
General Reserve	16,345.55
Townhouse Reserve	14,362.80
Total:	104,844.02

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 February 2019:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 February	(Incoming Balance)				46,774.95
4-Feb-2019	Deposit Batch 02-A, Checks: \$8,831.32--2019.			8,831.32	55,606.27
5-Feb-2019	Deposit Batch 02-A & -B, transferred from PayPal account, payments from 15-Jan to 31-Jan: \$1,270.00--2019.			1,270.00	56,876.27
5-Feb-2019	Calco Fence & Deck: Payment 3 of 3 for CV Park fencing work.	1740	1,827.00		55,049.27
11-Feb-2019	Deposit Batch 02-B, Checks: \$8,364.00--2019.			8,364.00	63,413.27
16-Feb-2019	Potomac Edison; Electric, Dec->Jan electric.	1755	89.38		63,323.89
16-Feb-2019	Verizon; 04-Feb-2018 voice-mail invoice.	1756	71.84		63,252.05
16-Feb-2019	Damascus Enterprises, Inc.; \$958.00 -- 29-Jan snow/ice (2"); \$726.00--01-Feb snow/ice (1->2" of snow, ice).	1757	1,684.00		61,568.05
16-Feb-2019	Calco Fence & Deck: Payment of reduced permit fee CV Park fencing work.	1758	85.00		61,483.05
16-Feb-2019	Gardner Law Firm, P.C.; notification of County collections and rental registration requirements.	1759	45.00		61,438.05
21-Feb-2019	Deposit Batch 03, Checks: \$6,574.00--2019, \$374.00--2018, \$35.00--re-sale package.			6,983.00	68,421.05
26-Feb-2019	Deposit Batch 03, transferred from PayPal account, payments from 01-Feb to 16-Feb: \$1,283.00--2019.			1,283.00	69,704.05
28 February	(Ending Balance)				69,704.05
Total Monthly Disbursements:			3,802.22		

3. Income Log for February 2019:

Source	Date	Amount	Product/Service
Residential Assessment Income	04-Feb-2019	8,831.32	Assessment Returns, Deposit Batch #02A, bank deposit.
Residential Assessment Income	05-Feb-2019	1,270.00	Assessment Returns, Deposit Batch #02A&B, electronic xfer.
Residential Assessment Income	11-Feb-2019	8,364.00	Assessment Returns, Deposit Batch #02B, bank deposit.
Residential Assessment Income	21-Feb-2019	6,948.00	Assessment Returns, Deposit Batch #03, bank deposit.
Residential Assessment Income	26-Feb-2019	1,283.00	Assessment Returns, Deposit Batch #03, electronic xfer.
Non-Exempt Income	21-Feb-2019	35.00	Re-Sale Package Sales
Non-Exempt Income			Field Use Fees
Non-Exempt Income			Newsletter Ad Sales
Total Income:		26,731.32	

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 February 2019.