

## PCA Finance Report for March 01, 2019 to March 31, 2019

### 1. Account Balances as of 31-March-2019:

David Keim, Treasurer

Account	Balance
Checking	72,748.07
Savings	4,431.81
General Reserve	16,346.24
Townhouse Reserve	14,364.02
<b>Total:</b>	<b>107,890.14</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 March 2019:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 March	(Incoming Balance)				69,704.05
4-Mar-2019	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, February 2019.	1760	40.00		69,664.05
20-Mar-2019	Potomac Edison; Electric, Jan -> Feb electric.	1761	52.18		69,611.87
20-Mar-2019	Verizon; 04-Mar-2018 voice-mail invoice.	1762	71.30		69,540.57
20-Mar-2019	USPS--Damascus; annual post office box fee.	1763	140.00		69,400.57
20-Mar-2019	Damascus Enterprises, Inc.; \$266.00 -- chemical treatments on 11-Feb & 12-Feb; \$1,146.00 -- 5" snow on 20-Feb; \$178.00 -- chemicals on 01-Mar.	1764	1,590.00		67,810.57
21-Mar-2019	Deposit Batch 04, Checks: \$2,791.00--2019, \$164.00--2018, \$35.00--re-sale package.			2,990.00	70,800.57
24-Mar-2019	Deposit Batch 04, transferred from PayPal account, payments from 17-Feb to 10-Mar: \$1,613.12--2019, \$217.00--2018, \$114.35--2017, \$3.03--2016.			1,947.50	72,748.07
25-Mar-2019	Wolff Tree; tree clean-up after 12-Feb ice storm. \$6,000.00.	1765	6,000.00		66,748.07
31 March	(Ending Balance)				66,748.07
<b>Total Monthly Disbursements:</b>			<b>7,893.48</b>		

### 3. Income Log for March 2019:

Source	Date	Amount	Product/Service
Residential Assessment Income	21-Mar-2019	2,955.00	Assessment Returns, Deposit Batch #04, bank deposit.
Residential Assessment Income	24-Mar-2019	1,947.50	Assessment Returns, Deposit Batch #04 electronic xfer.
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income	21-Mar-2019	35.00	Re-Sale Package Sales
Non-Exempt Income			Field Use Fees
Non-Exempt Income			Newsletter Ad Sales
<b>Total Income:</b>		<b>4,937.50</b>	

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 March 2019.