

PCA Finance Report for January 01, 2020 to January 31, 2020

1. Account Balances as of 31-January-2020:

David Keim, Treasurer

Account	Balance
Checking	41,768.33
Savings	5,948.41
General Reserve	11,831.46
Townhouse Reserve	17,678.32
Total:	77,226.52

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 2020:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 January	(Incoming Balance)				29,330.41
13-Jan-2020	Verizon; 03-Jan-2020 voice-mail invoice.	1819	68.01		29,262.40
13-Jan-2020	Potomac Edison; Nov->Dec electric.	1820	39.07		29,223.33
13-Jan-2020	Damascus Enterprises, Inc.; \$1,275.00 for common area leaf removal.	1821	1,275.00		27,948.33
21-Jan-2020	Deposit Batch 01, check and cash payments from 30-Dec to 04-Jan: \$12,550.00--2020; \$582.00--2019.			13,132.00	41,080.33
21-Jan-2020	Deposit Batch 01, transferred from PayPal account, payments from 30-Dec to 04-Jan: \$688.00--2020.			688.00	41,768.33
31 January	(Ending Balance)				41,768.33
Total Monthly Disbursements:			1,382.08		

3. Income Log for January 2020

Source	Date	Amount	Product/Service
Residential Assessment Income	21-Jan-2020	13,132.00	Assessment Returns, Deposit Batch #01, bank deposit.
Residential Assessment Income	21-Jan-2020	688.00	Assessment Returns, Deposit Batch #01, electronic transfer.
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income			Re-Sale Package Sales, Deposit Batch 01
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
Total Income:		13,820.00	

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 2020 Property Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for January 2020.