

## PCA Finance Report for February 01, 2020 to February 29, 2020

### 1. Account Balances as of 29-February-2020:

David Keim, Treasurer

Account	Balance
Checking	68,577.75
Savings	5,936.14
General Reserve	11,831.93
Townhouse Reserve	17,679.73
<b>Total:</b>	<b>104,025.55</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 February 2020:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 February	(Incoming Balance)				41,768.33
2-Feb-2020	Damascus Enterprises, Inc.; \$745.00--07-Jan parking lot salting, sidewalk clearing and treating; \$1,020.00--23-Dec-2019 turf treatment, lime.	1822	1,765.00		40,003.33
2-Feb-2020	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, Jan 2020.	1823	40.00		39,963.33
2-Feb-2020	David J. Keim; \$55.00--postage; \$30.00--Room Rental, Apr meeting.	1824	85.00		39,878.33
3-Feb-2020	Deposit Batch 02, check and cash payments from 06-Jan to 13-Jan: \$11,852.00--2020; \$444.00--2019; \$166.42--2018; \$105.00--re-sale package sales.			12,567.42	52,445.75
7-Feb-2020	Deposit Batch 02, transferred from PayPal account, payments from 06-Jan to 13-Jan: \$1,204.00--2020.			1,204.00	53,649.75
14-Feb-2020	Deposit Batch 03, check and cash payments from 06-Jan to 13-Jan: \$13,330.00--2020; \$172.00--2019; \$50.00--2017.			13,552.00	67,201.75
14-Feb-2020	Deposit Batch 03, transferred from PayPal account, payments from 13-Jan to 28-Jan: \$1,376.00--2020.			1,376.00	68,577.75
10-Feb-2020	Verizon; 03-Feb-2020 voice-mail invoice.	1825	68.01		68,509.74
29 February	(Ending Balance)				68,509.74
Total Monthly Disbursements:			1,958.01		

### 3. Income Log for February 2020

Source	Date	Amount	Product/Service
Residential Assessment Income	03-Feb-2020	12,462.42	Assessment Returns, Deposit Batch #02, bank deposit.
Residential Assessment Income	03-Feb-2020	1,204.00	Assessment Returns, Deposit Batch #02, electronic transfer.
Residential Assessment Income	14-Feb-2020	13,552.00	Assessment Returns, Deposit Batch #03, bank deposit.
Residential Assessment Income	14-Feb-2020	1,376.00	Assessment Returns, Deposit Batch #03, electronic transfer.
Non-Exempt Income	03-Feb-2020	105.00	Re-Sale Package Sales, Deposit Batch 02
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
<b>Total Income:</b>		28,804.42	

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 February 2020.