

## PCA Finance Report for April 01, 2020 to April 30, 2020

### 1. Account Balances as of 30-April-2020:

David Keim, Treasurer

Account	Balance
Checking	80,177.62
Savings	5,911.64
General Reserve	11,832.92
Townhouse Reserve	17,682.97
<b>Total:</b>	<b>115,605.15</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 April 2020:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 April	(Incoming Balance)				83,515.58
1-Apr-2020	Landmark Lawns & Landscaping; first three months of twelve.	1830	5,745.00		77,770.58
6-Apr-2020	Deposit Batch 05, check and cash payments from 29-Feb to 09-Apr: \$1,865.00--2020, \$172.00--2019, \$25.00--2017, \$107.04-2021.			2,169.04	79,939.62
9-Apr-2020	Deposit Batch 05, transferred from PayPal account, payments from 29-Feb to 09-Apr: \$238.00.			238.00	80,177.62
28-Apr-2020	Verizon; 03-Mar-2020 and 03-Apr-2020 voice-mail invoices.	1831	139.30		80,038.32
28-Apr-2020	Potomac Edison; Feb->Mar electric.	1832	52.97		79,985.35
28-Apr-2020	Landmark Lawns & Landscaping; April and May payments.	1833	3,825.85		76,159.50
28-Apr-2020	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, Mar 2020.	1834	40.00		76,119.50
28-Apr-2020	David J. Keim; \$27.23--copies of PCA document set; \$133.56--printing of Feb-Mar newsletter; \$14.99--monthly charge for Zoom Standard Pro on-line service; \$529.99--new laptop computer for PCA (replaces 2008 laptop); \$37.50--monthly charge for Microsoft 365 Business Standard on-line services for three users.	1835	743.27		75,376.23
30 April	(Ending Balance)				75,376.23
<b>Total Monthly Disbursements:</b>			10,546.39		

### 3. Income Log for April 2020

Source	Date	Amount	Product/Service
Residential Assessment Income	06-Apr-2020	2,169.04	Assessment Returns, Deposit Batch #05, bank deposit.
Residential Assessment Income	09-Apr-2020	238.00	Assessment Returns, Deposit Batch #05, electronic transfer.
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income			Re-Sale Package Sales, Deposit Batch 05.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
<b>Total Income:</b>		2,407.04	

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 April 2020.