

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

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

David Keim, Treasurer

Account	Balance
Checking	72,632.56
Savings	10,899.53
General Reserve	11,833.42
Townhouse Reserve	17,683.47
Total:	113,048.98

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 May 2020:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 May	(Incoming Balance)				75,376.23
10-May-2020	Transfer from Checking to Savings; periodic funds transfer, and to avoid monthly service fees.		5,000.00		70,376.23
10-May-2020	Deposit Batch 06, check and cash payments from 04-Apr to 05-May: \$1,333.06--2020, \$172.00--2019, \$164.94--2018, \$25.00--2017.			1,695.00	72,071.23
11-May-2020	Deposit Batch 06, transferred from PayPal account, payments from 04-Apr to 05-May: \$561.33; includes \$35 for a re-sale package.			561.33	72,632.56
27-May-2020	Verizon; 03-May-2020 voice-mail invoice.	1836	66.72		72,565.84
27-May-2020	Potomac Edison; Mar-Apr electric.	1837	37.84		72,528.00
27-May-2020	Landmark Lawns & Landscaping; \$1,914.17--June payment; \$574.80--pick-up of four stick piles; \$312.64--Bush Hill Ct turf repair.	1838	2,801.61		69,726.39
27-May-2020	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, Apr 2020.	1839	40.00		69,686.39
27-May-2020	David J. Keim; \$14.99--monthly charge for Zoom Standard Pro on-line service, 12-May->11-Jun; \$37.50--monthly charge for M-S 365 Business Standard, three users, 25-Apr->24-May.	1840	52.49		69,633.90
31 May	(Ending Balance)				69,633.90
	Total Monthly Disbursements:		7,998.66		

3. Income Log for May 2020

Source	Date	Amount	Product/Service
Residential Assessment Income	10-May-2020	1,660.00	Assessment Returns, Deposit Batch #06, bank deposit.
Residential Assessment Income	11-May-2020	561.33	Assessment Returns, Deposit Batch #06, electronic transfer.
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income	10-May-2020	35.00	Re-Sale Package Sales, Deposit Batch 06.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
Total Income:		2,256.33	

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 May 2020.