

PCA Finance Report for June 01, 2020 to June 30, 2020

1. Account Balances as of 30-June-2020:

David Keim, Treasurer

Account	Balance
Checking	69,686.39
Savings	10,887.48
General Reserve	11,833.91
Townhouse Reserve	17,684.63
Total:	110,092.41

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 June 2020:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 June	(Incoming Balance)				69,633.90
28-Jun-2020	Verizon; 03-Jun-2020 voice-mail invoice.	1841	67.44		69,566.46
28-Jun-2020	Potomac Edison; Apr-May electric.	1842	40.51		69,525.95
28-Jun-2020	Wolff Tree and Landscape; removal of damaged white pine in Club View Park; reduced charge.	1843	800.00		68,725.95
28-Jun-2020	Pink Disposal; Jun->Aug Trash Removal at Club View Park.	1844	60.00		68,665.95
28-Jun-2020	Landmark Lawns & Landscaping; \$1,914.17--Pmt 7 of 12.	1845	1,914.17		66,751.78
28-Jun-2020	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, May 2020.	1846	40.00		66,711.78
28-Jun-2020	David J. Keim; \$14.99--monthly charge for Zoom Standard Pro on-line service, 12-Jun->11-Jul; \$37.50--monthly charge for M-S 365 Business Standard, three users, 24-Jun->23-Jul; \$54.51--annual Web domain fees; \$59.99--security software for PCA laptop.	1847	166.99		66,544.79
30 June	(Ending Balance)				66,544.79
Total Monthly Disbursements:			3,089.11		

3. Income Log for June 2020

Source	Date	Amount	Product/Service
Residential Assessment Income			Assessment Returns, Deposit Batch #0x, bank deposit.
Residential Assessment Income			Assessment Returns, Deposit Batch #0x, electronic transfer.
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income			Re-Sale Package Sales, Deposit Batch 0x.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
Total Income:			

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 June 2020.