

## PCA Finance Report for August 01, 2020 to August 31, 2020

### 1. Account Balances as of 31-August-2020:

David Keim, Treasurer

Account	Balance
Checking	58,105.58
Savings	10,888.40
General Reserve	17,835.10
Townhouse Reserve	20,524.54
<b>Total:</b>	<b>107,353.62</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 August 2020:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 August	(Incoming Balance)				69,524.21
8-Aug-2020	Verizon; 03-Jul-2020 voice-mail invoice.	1848	68.87		69,455.34
8-Aug-2020	Potomac Edison; May-Jun electric.	1849	72.36		69,382.98
8-Aug-2020	Landmark Lawns & Landscaping; (\$1,914.17 * 2)--Pmts 8 & 9 of 12.	1850	3,828.34		65,554.64
8-Aug-2020	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, June & July 2020.	1851	80.00		65,474.64
8-Aug-2020	David J. Keim; \$20.13--boards for CV Park playground border repair, \$50.80--screws, receptacle lock, ladder rope, spray disinfectant for CV Park, \$66.09--lamp and ballast repair kit for CV Park pole lights, \$27.39--10 copies of re-sale package for sale, \$14.99--monthly charge for Zoom Standard Pro on-line service, 12-Jul->11-Aug; \$37.50--monthly charge for M-S 365 Business Standard, three users, 24-Jul->23-Aug.	1852	216.90		65,257.74
8-Aug-2020	Transfer from Checking to Town-House Reserve Fund; 43 of 60 properties at \$66.00 each; 43 total transfers now made.		2,838.00		62,419.74
8-Aug-2020	Transfer from Checking to General Reserve Fund; annual contribution as per 2020 budget.		6,000.00		56,419.74
31 August	(Ending Balance)				56,419.74
Total Monthly Disbursements:			13,104.47		

### 3. Income Log for August 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
<b>Total Income:</b>			

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 August 2020.