

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

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

David Keim, Treasurer

Account	Balance
Checking	47,980.04
Savings	10,888.85
General Reserve	17,835.83
Townhouse Reserve	20,525.38
Total:	97,230.10

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 September 2020:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 September	(Incoming Balance)				56,419.74
2-Sep-2020	Deposit Batch 08, check payments from 09-Jul to 28-Aug: \$582.00--2020, \$238.00--2019, \$50.00--2018, \$70.00--re-sale packages [checks deposited using M&T Mobile Banking].			940.00	57,359.74
2-Sep-2020	Deposit Batch 08, cash payments from 09-Jul to 28-Aug: \$70.00--re-sale packages [deposited at M&T Bank branch].			70.00	57,429.74
3-Sep-2020	Deposit Batch 08, transferred from PayPal account, payments from 09-Jul to 28-Aug: \$410.00--2020, \$175.84--2018, \$70.00--re-sale packages, \$20.00--park rental.			675.84	58,105.58
18-Sep-2020	Verizon; 03-Aug-2020 and 03-Sept voice-mail invoices.	1853	142.05		57,963.53
18-Sep-2020	Potomac Edison; Jun->Jul electric (reduced by previous overpmt) & Jul->Aug electric.	1854	33.66		57,929.87
18-Sep-2020	Landmark Lawns & Landscaping; \$1,914.17 -- Pmt 10 of 12.	1855	1,914.17		56,015.70
18-Sep-2020	Gardner Law Firm, P.C.; advice re: holding virtual election, and community name change.	1856	304.17		55,711.53
18-Sep-2020	New Generation Trash, LLC (formerly Pink Disposal); Oct/Nov/Dec trash service.	1857	45.00		55,666.53
18-Sep-2020	Rodrigo Ibacache; for 2 pcs Hercules Diamond Basketball System, from Pro Dunk Hoops, Inc.	1858	4,935.36		50,731.17
18-Sep-2020	Montgomery County, MD; 1 of 2, annual Water Quality Protection Charges.	1859	1,033.65		49,697.52
18-Sep-2020	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, August 2020.	1860	40.00		49,657.52
18-Sep-2020	David J. Keim; \$14.99--monthly charge for Zoom Standard Pro on-line service, 12-Aug->11-Sep; \$14.99--monthly charge for Zoom Standard Pro on-line service, 12-Sep->11-Oct; \$37.50--monthly charge for M-S 365 Business Standard, three users, 24-Aug->23-Sep.	1861	67.48		49,590.04
25-Sep-2020	Norvel Dutton; removal of two basketball goals.	1862	100.00		49,490.04
25-Sep-2020	United Services Experts, Inc.; Pmt 1 of 2, installation of two basketball goals.	1863	1,550.00		47,940.04
30 September	(Ending Balance)				47,940.04
	Total Monthly Disbursements:		10,165.54		

3. Income Log for September 2020

Source	Date	Amount	Product/Service
Residential Assessment Income	02-Sep-2020	870.00	Assessment Returns, Deposit Batch #08, bank deposit.
Residential Assessment Income	02-Sep-2020	585.84	Assessment Returns, Deposit Batch #08, electronic transfer.
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income	02-Sep-2020	210.00	Re-Sale Package Sales, Deposit Batch 08.
Non-Exempt Income	02-Sep-2020	20.00	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 September 2020.