

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

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

David Keim, Treasurer

Account	Balance
Checking	55,020.60
Savings	10,889.31
General Reserve	17,836.59
Townhouse Reserve	20,526.25
<b>Total:</b>	<b>104,252.75</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 October 2020:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 October	(Incoming Balance)				47,940.04
5-Oct-2020	United Services Experts, Inc.; Pmt 2 of 2, installation of two basketball goals.	1864	400.00		47,540.04
26-Oct-2020	Deposit Batch 09, check payments from 02-Sep to 24-Oct: \$3,099.29--2020, \$1,190.03--2019, \$527.12--2018, \$172.00--2021, \$35.00--re-sale packages-checks, \$40.00--re-sale packages-cash. [\$270.00 deposited at bank, \$4,793.44 via Mobile Banking]			5,063.44	52,603.48
26-Oct-2020	Deposit Batch 09, transferred from PayPal account, payments from 02-Sep to 24-Oct: \$1,680.00--2020, \$546.99--2019, \$175.84--2018, \$14.29--2021.			2,417.12	55,020.60
28-Oct-2020	Verizon; 03-Oct-2020 voice-mail invoice.	1865	66.72		54,953.88
28-Oct-2020	Potomac Edison; Aug->Sep electric.	1866	55.50		54,898.38
28-Oct-2020	Landmark Lawns & Landscaping; \$1,914.17 -- Pmt 11 of 12; \$1,533.05--Invoice 21120461 for various pruning.	1867	3,447.22		51,451.16
28-Oct-2020	Erie Insurance, annual Ultraflex policy charges; includes coverage for general liability, property, directors & officers, and employee dishonesty.	1868	2,284.00		49,167.16
28-Oct-2020	Gardner Law Firm, P.C.; review of open collections accounts (Invoice 451).	1869	39.00		49,128.16
28-Oct-2020	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, September 2020.	1870	40.00		49,088.16
28-Oct-2020	David J. Keim; \$14.99--monthly charge for Zoom Standard Pro on-line service, 12-Oct->11-Nov; \$37.50 + \$37.50--monthly charges for M-S 365 Business Standard, three users, 24-Sep->23-Oct and 24-Oct->23-Nov; \$119.88--annual fee for PCA website; \$98.87--annual fee for PCA e-mail accounts.	1871	308.74		48,779.42
31 October	(Ending Balance)				48,779.42
<b>Total Monthly Disbursements:</b>			<b>6,641.18</b>		

### 3. Income Log for October 2020

Source	Date	Amount	Product/Service
Residential Assessment Income	26-Oct-2020	4,988.44	Assessment Returns, Deposit Batch #09, bank deposit.
Residential Assessment Income	26-Oct-2020	2,417.12	Assessment Returns, Deposit Batch #09, electronic transfer.
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income	26-Oct-2020	75.00	Re-Sale Package Sales, Deposit Batch 09.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
<b>Total Income:</b>		<b>7,480.56</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 October 2020.
- Updated the PCA's records with the Montgomery County CCOC / DHCA using the MCG Portal. Updated information included Board member's names, property rental list, and budgetary information.