

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

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

David Keim, Treasurer

Account	Balance
Checking	45,072.87
Savings	10,889.76
General Reserve	17,837.32
Townhouse Reserve	20,527.10
Total:	94,327.05

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 November 2020:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 November	(Incoming Balance)				48,779.42
21-Nov-2020	Verizon; 03-Nov-2020 voice-mail invoice.	1872	65.29		48,714.13
21-Nov-2020	Potomac Edison; Sep->Oct electric.	1873	42.37		48,671.76
21-Nov-2020	Landmark Lawns & Landscaping; \$1,914.13 -- Pmt 12 of 12; \$4,060.00--Invoice 21120516 for aeration & overseeding.	1874	5,974.13		42,697.63
21-Nov-2020	Wolff Tree and Landscape; \$1,700--pruning of playground trees, \$650--pruning of Ambergate Ct trees, \$1,600--raise/clwean/thin three pin oaks in Ambergate Ct field.	1875	3,950.00		38,747.63
21-Nov-2020	Gardner Law Firm, P.C.; Lines of Satisfaction filed for two accounts (Invoice 510).	1876	93.00		38,654.63
21-Nov-2020	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, October 2020.	1877	40.00		38,614.63
21-Nov-2020	David J. Keim; \$147.97--conversion to annual charge for Zoom Standard Pro on-line service, through 07-Nov-2021; \$55.00--general postage.	1878	202.97		38,411.66
30 November	(Ending Balance)				38,411.66
Total Monthly Disbursements:			10,367.76		

3. Income Log for November 2020

Source	Date	Amount	Product/Service
Residential Assessment Income			Assessment Returns, Deposit Batch #xx, bank deposit.
Residential Assessment Income			Assessment Returns, Deposit Batch #xx, electronic transfer.
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income			Re-Sale Package Sales, Deposit Batch xx.
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 November 2020.