

PCA Finance Report for December 01, 2020 to December 31, 2020

1. Account Balances as of 31-December-2020:

David Keim, Treasurer

Account	Balance
Checking	37,196.30
Savings	10,890.22
General Reserve	17,838.08
Townhouse Reserve	20,527.97
Total:	86,452.57

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 December 2020:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 December	(Incoming Balance)				38,411.66
11-Dec-2020	Deposit Batch 10, check payments from 20-Oct to 18-Nov: 1,164.00--2020, \$666.76--2019, \$239.79--2018, \$172.00--2021, \$35.00--re-sale package.			2,277.55	40,689.21
13-Dec-2020	Deposit Batch 10, transferred from PayPal account, payments from 30-Oct to 18-Nov: \$172.00--2020, \$182.32--2021. [\$0.01 more needs to be transferred; will be done in Jan 2021]			354.32	41,043.53
18-Dec-2020	Verizon; 03-Dec-2020 voice-mail invoice.	1879	65.29		40,978.24
18-Dec-2020	Potomac Edison; Oct->Nov electric.	1880	66.87		40,911.37
18-Dec-2020	Gardner Law Firm, P.C.; skip traces for delinquent property (Invoice 565).	1881	39.00		40,872.37
18-Dec-2020	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, November & December 2020.	1882	80.00		40,792.37
18-Dec-2020	Montgomery County, MD; 2 of 2, annual Water Quality Protection Charges.	1883	1,033.65		39,758.72
18-Dec-2020	DHCA / CCOC; Annual COC Registration Fee, Prnt 1 of 1 (\$5.00/property).	1884	2,030.00		37,728.72
18-Dec-2020	New Generation Trash, LLC; Jan/Feb/Mar trash service.	1885	45.00		37,683.72
18-Dec-2020	Rod Ibacache; materials for temporary mounting of Bush Hill Ct CBUs.	1886	65.85		37,617.87
18-Dec-2020	David J. Keim; \$55.00 + 166.20--postage; \$26.49--replacement mouse; \$116.57--envelopes for annual invoice; \$58.81--toner cartridge; Nov; \$37.50--monthly charges for M-S 365 Business Standard, three users, 24-Nov->23-Dec;	1887	460.57		37,157.30
31-Dec-2020	Landmark Lawns & Landscaping; \$2,389.40 -- Invoice 21120460 for dead tree removal and stump grinding on Tobacco Leaf Lane.	1888	2,389.40		34,767.90
31-Dec-2020	Damascus Enterprises, Inc; \$2,365.00 for 16/17-Dec snow removal and follow-up ice treatment.	1889	2,365.00		32,402.90
30 December	(Ending Balance)				32,402.90
Total Monthly Disbursements:			8,640.63		

3. Income Log for December 2020

Source	Date	Amount	Product/Service
Residential Assessment Income	11-Dec-2020	2,242.55	Assessment Returns, Deposit Batch #10, bank deposit.
Residential Assessment Income	13-Dec-2020	354.32	Assessment Returns, Deposit Batch #10, electronic transfer.
Residential Assessment Income			
Residential Assessment Income			
Non-Exempt Income		35.00	Re-Sale Package Sales, Deposit Batch 10.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
Total Income:		2,631.87	

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 December 2020.