

PCA Finance Report for February 01, 2021 to February 28, 2021

1. Account Balances as of 28-February-2021:

David Keim, Treasurer

Account	Balance
Checking	74,582.22
Savings	10,891.10
General Reserve	17,839.52
Townhouse Reserve	20,529.03
Total:	123,841.87

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 February 2021:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 February	(Incoming Balance)				49,819.07
3-Feb-2021	Deposit Batch B02-A, check payments made between 13-Jan & 16-Jan: \$5,821.00--2021.			5,821.00	55,640.07
4-Feb-2021	Deposit Batch B02-A, transferred from PayPal account, e-payments made between 13-Jan & 16-Jan: \$582.00--2021, \$175.84--2018.			757.84	56,397.91
6-Feb-2021	Potomac Edison; Nov->Dec electric.	1892	39.69		56,358.22
6-Feb-2021	Damascus Enterprises, Inc; Invoice 20080, salting of townhouse lots after small snow/ice deposits.	1893	195.00		56,163.22
6-Feb-2021	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, January 2021.	1894	40.00		56,123.22
6-Feb-2021	David J. Keim; \$55.00--postage; \$37.50--monthly charges for M-S 365 Business Standard, three users, 24-Dec->23-Jan; \$37.50--monthly charges for M-S 365 Business Standard, three users, 24-Jan->23-Feb; \$94.11--set of 5 ink cartridges for printer; \$116.64--printing of invoice mailing cover letter, budget and CCOC notice.	1895	340.75		55,782.47
8-Feb-2021	Debit -- M&T Bank -- \$20.00 service charge for 22-Jan returned check.		20.00		55,762.47
8-Feb-2021	Deposit Batch B02-B, check payments made between 17-Jan & 23-Jan: \$6,906.00--2021, \$99.99--2019, \$44.01--2018, \$20.00--2017.			7,070.00	62,832.47
11-Feb-2021	Deposit Batch B02-B, transferred from PayPal account, e-payments made between 17-Jan & 23-Jan: \$344.00--2021.			344.00	63,176.47
16-Feb-2021	Deposit Batch B02-C, check payments made between 24-Jan & 27-Jan: \$3,294.00--2021.			3,294.00	66,470.47
20-Feb-2021	Deposit Batch B02-C, transferred from PayPal account, e-payments made between 24-Jan & 27-Jan: \$688.00--2021.			688.00	67,158.47
20-Feb-2021	Potomac Edison; Dec->Jan electric.	1896	84.53		67,073.94
20-Feb-2021	Verizon; 03-Feb-2021 voice-mail invoice.	1897	65.29		67,008.65
20-Feb-2021	Damascus Enterprises, Inc; \$2,250.00 - Invoice 20116 - snow services on 31-Jan & 01-Feb - 3" snow with ice; \$1,700.00 - Invoice 20160 - snow services on 02-Feb - 2" snow; \$565.00 - Invoice 20231 - snow services on 07-Feb - 2" snow, icy walks; \$1,070.00 - Invoice 20291 - snow services on 11-Feb - 2" snow;	1898	5,585.00		61,423.65
20-Feb-2021	Gardner Law Firm, P.C.; 29-Jan invoice; Skip tracing costs.	1899	5.00		61,418.65
26-Feb-2021	Deposit Batch B03, check payments made between 27-Jan & 05-Feb: \$7,083.00--2021.			7,083.00	68,501.65

28-Feb-2021	Deposit Batch B03, transferred from PayPal account, e-payments made between 27-Jan & 05-Feb: \$2,326.36--2021.			2,326.36	70,828.01
28 February	(Ending Balance)				70,828.01
Total Monthly Disbursements:				6,375.26	

3. Income Log for February 2021

Source	Date	Amount	Product/Service
Residential Assessment Income	03-Feb-2021	5,821.00	Assessment Returns, Deposit Batch #2A, bank deposit.
Residential Assessment Income	04-Feb-2021	757.84	Assessment Returns, Deposit Batch #2A, electronic transfer.
Residential Assessment Income	08-Feb-2021	7,070.00	Assessment Returns, Deposit Batch #2B, bank deposit.
Residential Assessment Income	11-Feb-2021	344.00	Assessment Returns, Deposit Batch #2B, electronic transfer.
Residential Assessment Income	16-Feb-2021	3,294.00	Assessment Returns, Deposit Batch #2C, bank deposit.
Residential Assessment Income	20-Feb-2021	688.00	Assessment Returns, Deposit Batch #2C, electronic transfer.
Residential Assessment Income	26-Feb-2021	7,083.00	Assessment Returns, Deposit Batch #3, bank deposit.
Residential Assessment Income	28-Feb-2021	2,326.36	Assessment Returns, Deposit Batch #3, electronic transfer.
Non-Exempt Income			Re-Sale Package Sales, Deposit Batch xx.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
Total Income:		27,384.20	

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 2021 Property Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for February 2021.