

PCA Finance Report for March 01, 2021 to March 31, 2021

1. Account Balances as of 31-March-2021:

David Keim, Treasurer

Account	Balance
Checking	65,204.70
Savings	10,891.44
General Reserve	17,840.09
Townhouse Reserve	23,169.56
Total:	117,105.79

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 March 2021:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 March	(Incoming Balance)				70,828.01
8-Mar-2021	Deposit Batch B04, check payments made between 04-Feb & 04-Mar: \$5,244.72--2021, \$344.00--2020, \$182.32--2019, \$35.00--re-sale package.			5,806.04	76,634.05
12-Mar-2021	Deposit Batch B04, transferred from PayPal account, e-payments made between 04-Feb & 04-Mar: \$860.00--2021, \$172.00--2020, 182.32--2019, 83.73--2017 (should have been \$81.00).			1,298.05	77,932.10
9-Mar-2021	Top Notch Mailbox Company; concrete pad and installation of two mailbox CBUs on Bush Hill Ct; payment 2 of 2.	1900	996.40		76,935.70
9-Mar-2021	U.S. Postal Service; Apr-2021 -> Mar-2022 post office box rental (#222).	1901	176.00		76,759.70
9-Mar-2021	Damascus Enterprises, Inc; \$630.00 - Invoice 20437 - snow services on 13/14-Feb - ice accumulation; \$1,890.00 - Invoice 20388 - snow services on 18/19-Feb - 1.5" snow with ice; \$320.00 - Invoice 20452 - snow services on 22-Feb - 0.5" snow (salt on parking lots only).	1902	2,840.00		73,919.70
9-Mar-2021	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, February 2021.	1903	40.00		73,879.70
12-Mar-2021	24236 Club View Drive; reimbursement for NSF bank fee.	1904	35.00		73,844.70
28-Mar-2021	Transfer to General Reserve Fund for 2021; budgeted annual contribution.		6,000.00		67,844.70
28-Mar-2021	Transfer #1 to T-H Reserve Fund for 2021; 40 of 60 accounts at \$66.00 each; 40 of 60 now deposited.		2,640.00		65,204.70
31 March	(Ending Balance)				65,204.70
	Total Monthly Disbursements:		12,727.40		

3. Income Log for March 2021

Source	Date	Amount	Product/Service
Residential Assessment Income	08-Mar-2021	5,771.04	Assessment Returns, Deposit Batch #4, bank deposit.
Residential Assessment Income	12-Mar-2021	1,298.05	Assessment Returns, Deposit Batch #4, electronic transfer.
Non-Exempt Income		35.00	Re-Sale Package Sales, Deposit Batch 04.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
Total Income:		7,104.09	

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 March 2021.