

## PCA Finance Report for April 01, 2021 to April 30, 2021

### 1. Account Balances as of 30-April-2021:

David Keim, Treasurer

Account	Balance
Checking	66,475.47
Savings	10,891.77
General Reserve	23,840.67
Townhouse Reserve	23,170.13
<b>Total:</b>	<b>124,378.04</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 April 2021:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 April	(Incoming Balance)				65,204.70
2-Apr-2021	Deposit Batch B05, check payments made between 05-Mar & 25-Mar: \$1,670.26--2021, \$172.00--2020, \$209.74--2019, \$184.42--2018, \$175.00--2017, \$151.58--2016, \$35.00--re-sale package.			2,598.00	67,802.70
6-Apr-2021	Deposit Batch B05, transferred from PayPal account, e-payments made between 05-Mar & 25-Mar: \$516.00--2021, \$172.00--duplicate 2021 pmt, \$107.64 for 2022 from Batch B03, less \$2.73 mistakenly transferred in B04.			792.91	68,595.61
11-Apr-2021	Samantha Frankel; refund of duplicate 2021 assessment payment.	1905	172.00		68,423.61
11-Apr-2021	Potomac Edison; Jan->Feb electric.	1906	47.85		68,375.76
11-Apr-2021	Verizon; 03-Mar-2021 voice-mail invoice.	1907	65.29		68,310.47
11-Apr-2021	VKV Landscaping; clean-up and removal of old dump in ravine between SC Lane and CV Drive.	1908	1,750.00		66,560.47
11-Apr-2021	New Generation Trash, LLC; Apr/May/June trash service.	1909	45.00		66,515.47
11-Apr-2021	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, March 2021.	1910	40.00		66,475.47
29-Apr-2021	Potomac Edison; Feb->Mar electric.	1911	59.65		66,415.82
29-Apr-2021	Verizon; 03-Apr-2021 voice-mail invoice.	1912	65.29		66,350.53
29-Apr-2021	The Davey Tree Expert Company; spraying 1 and 2 of two Bush Hill Ct bradford pears.	1913	450.00		65,900.53
29-Apr-2021	David J. Keim; 3 x \$37.50 -- monthly charges for M-S 365 Business Standard, three users, 24-Feb->23-Mar, 24-Mar->23-Apr, 24-Apr->23-May; \$12.00 -- Yahoo mail "Access & Forwarding" feature, \$12/year; \$4.15 -- USPS certified mail cost for Federal tax filing extension.	1914	128.65		65,771.88
29-Apr-2021	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, April 2021.	1915	40.00		65,731.88
30 April	(Ending Balance)				65,731.88
<b>Total Monthly Disbursements:</b>			<b>2,863.73</b>		

### 3. Income Log for April 2021

Source	Date	Amount	Product/Service
Residential Assessment Income	02-Apr-2021	2,563.00	Assessment Returns, Deposit Batch #5, bank deposit.
Residential Assessment Income	06-Apr-2021	792.91	Assessment Returns, Deposit Batch #5, electronic transfer.
Non-Exempt Income		35.00	Re-Sale Package Sales, Deposit Batch 05, bank deposit.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
<b>Total Income:</b>		<b>3,390.91</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 2021 Property Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for April 2021.