

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

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

David Keim, Treasurer

Account	Balance
Checking	38,234.47
Savings	10,892.46
General Reserve	23,842.31
Townhouse Reserve	23,172.81
Total:	96,142.05

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 Ledger for October 2021:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Oct	(Incoming Balance)				40,183.62
11-Oct-2021	Deposit Batch B10, check payments made between 26-Aug & 07-Oct: \$549.42--2021, \$204.58--2020.			754.00	40,937.62
11-Oct-2021	Deposit Batch B10, transferred from PayPal account, e-payments made between 26-Aug & 07-Oct: \$410.00--2021, \$252.28--2020, \$35.00--re-sale package.			697.28	41,634.90
19-Oct-2021	David J. Keim; 8.50 + 55.00 + 224.15--postage; 2 x \$39.75 -- monthly charge for M-S 365 Business Standard, three users, 24-Jul->23-Aug, 24-Aug->23-Sep; 2 x \$37.00 -- meeting room rental; \$166.48--newsletter printing.	1947	607.63		41,027.27
19-Oct-2021	Potomac Edison; Aug->Sep electric service.	1948	66.58		40,960.69
19-Oct-2021	Verizon; 03-Oct-2021 voice-mail invoice; September service.	1949	70.86		40,889.83
19-Oct-2021	Mint Environmental Lawn and Tree, LLC; Invoice 1231 -- Mowings 18->20 (1,845.00), edging 11->12 (270.00), hard surface weed control 2 of 4 (135.00).	1950	2,250.00		38,639.83
19-Oct-2021	Gardner Law Firm, P.C.; 30-Sep invoice #1073; research and advice regarding laws applying to political signs.	1951	356.25		38,283.58
19-Oct-2021	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, September 2021.	1952	40.00		38,243.58
28-Oct-2021	Erie Insurance, 1 of 4 for annual policy premium; 01-Nov start date.	1953	573.00		37,670.58
28-Oct-2021	Rod Ibacache; twine, cord, stakes, and cable ties for soccer net repair.	1954	43.74		37,626.84
31 Oct	(Ending Balance)				37,626.84
Total Monthly Disbursements:			4,008.06		

3. Income Log for September 2021

Source	Date	Amount	Product/Service
Residential Assessment Income	11-Oct-2021	754.00	Assessment Returns, Deposit Batch #10, bank deposit.
Residential Assessment Income	11-Oct-2021	662.28	Assessment Returns, Deposit Batch #10, electronic transfer.
Residential Assessment Income			
Non-Exempt Income	11-Oct-2021	35.00	Re-Sale Package Sales, Deposit Batch 10.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
Total Income:		1,451.28	

NOTE: Income log does not include earned interest.

4. **Log of Treasurer's Actions**

- Processed assessment payments; paid invoices; reconciled bank statements with PCA records.
- Maintained 2021 Member Account Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for October 2021.