

PCA Finance Report for November 01, 2021 to November 30, 2021

1. Account Balances as of 01-Nov-2021:

David Keim, Treasurer

Account	Balance
Checking	37,946.89
Savings	10,892.55
General Reserve	23,842.50
Townhouse Reserve	23,173.19
Total:	95,855.13

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 November 2021:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Nov	(Incoming Balance)				37,626.84
18-Nov-2021	Deposit Batch B11, check payments made between 08-Oct & 15-Nov: \$172.00 for 2021; \$120.71--2020, \$35.00--re-sale package.			327.71	37,954.55
18-Nov-2021	Deposit Batch B11, transferred from PayPal account, e-payments made between 08-Oct & 15-Nov: \$35.00--re-sale package.			35.00	37,989.55
23-Nov-2021	Potomac Edison; Sep->Oct electric service.	1955	42.66		37,946.89
23-Nov-2021	Verizon; 03-Nov-2021 voice-mail invoice; October service.	1956	73.01		37,873.88
23-Nov-2021	Mint Environmental Lawn and Tree, LLC; Invoice 1233 -- Mowings 21->23 (1,845.00), storm water area mowing 1->2 of 6 (540.00), hard surface weed control 3rd of 4 (135.00), aerate & seed 1 of 1 (3,875.00).	1957	6,395.00		31,478.88
23-Nov-2021	Gardner Law Firm, P.C.; 29-Oct invoice #1098; follow-up re: political signs (Legal-General--\$57), collections and court schedules (\$150).	1958	207.00		31,271.88
23-Nov-2021	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, October 2021.	1959	40.00		31,231.88
30 Nov	(Ending Balance)				31,231.88
Total Monthly Disbursements:			6,757.67		

3. Income Log for November 2021

Source	Date	Amount	Product/Service
Residential Assessment Income	18-Nov-2021	292.71	Assessment Returns, Deposit Batch #11, bank deposit.
Residential Assessment Income	18-Nov-2021		Assessment Returns, Deposit Batch #11, electronic transfer.
Non-Exempt Income		70.00	Re-Sale Package Sales, Deposit Batch 11.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
Total Income:		362.71	

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 November 2021.
- Started PCA response to auditor's additional document requests for our 2020 audit.