

## PCA Finance Report for December 01, 2021 to December 31, 2021

### 1. Account Balances as of 31-Dec-2021:

David Keim, Treasurer

Account	Balance
Checking	28,194.21
Savings	10,892.64
General Reserve	23,842.70
Townhouse Reserve	23,635.59
<b>Total:</b>	<b>86,565.24</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 Ledger for December 2021:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Dec	(Incoming Balance)				31,231.88
5-Dec-2021	Gardner Law Firm, P.C.; 30-Nov invoice #1148; shed encroachment, re-sale certificate requirements (Legal-General).	1960	285.00		30,946.88
27-Dec-2021	Potomac Edison; Oct->Nov electric service.	1961	73.32		30,873.56
27-Dec-2021	Verizon; 03-Dec-2021 voice-mail invoice; October service.	1962	71.15		30,802.41
27-Dec-2021	New Generation Trash, LLC; Jan/Feb/Mar trash service at Club View Park.	1963	45.00		30,757.41
27-Dec-2021	Adeptus Partners, LLC; 2020 audit payment 2 of 3 -- completion of fieldwork.	1964	2,500.00		28,257.41
27-Dec-2021	Wolff Tree & Landscape, LLC; Invoice 5033 -- remove Amb Ct pin oak; remove brush and bamboo piles; remove white pine at Newbury T-Hs; grind two stumps.	1965	4,275.00		23,982.41
27-Dec-2021	Montgomery County, MD; 2 of 2, annual Water Quality Protection Charges.	1966	1,090.32		22,892.09
27-Dec-2021	David J. Keim; 232.00--postage; 3 x \$39.75--monthly charge for M-S 365 Bus Std, three users, 24-Sep->23-Oct, 24-Oct->23-Nov, 24-Nov->23-Dec; \$256.63--Dec newsletter printing; \$30.64--tennis gate closer repair; \$50.59--tennis gate hinges; \$22.42 & 33.87--pavilion frame paint; \$58.82--toner; \$11.64--display board, letter opener; \$59.15--print election agenda; \$56.10--print ballot; \$108.73--#10 & #9 envelopes for election; \$153.90--#10 & #9 envelopes for invoicing, paper, letter opener; \$149.90--Zoom annual fee; \$130.25--annual e-mail fee; \$152.52--annual web hosting fee.	1967	1,626.41		21,265.68
27-Dec-2021	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, November & December 2021.	1968	80.00		21,185.68
28-Dec-2021	Deposit Batch B12-A, check payments made between 24-Nov & 24-Dec: \$344.00 for 2021; \$182.32--2020, \$256.06 for 2018, \$118.69 for 2017, \$955.00 for 2022, \$24.67--re-sale packages.			1,880.74	23,066.42
28-Dec-2021	Deposit Batch B12-A, transferred from PayPal account, e-payments made between 08-Oct & 15-Nov: \$35.00--re-sale package.			35.00	23,101.42
31-Dec-2021	Transfer #2 to T-H Reserve Fund for 2021; 7 of 60 accounts at \$66.00 each; 47 of 60 now deposited.		462.00		22,639.42

31-Dec-2021	Deposit Batch B12-B, check payments made between 25-Dec and 31-Dec: \$189.00 for 2022.			189.00	22,828.42
31 Dec	(Ending Balance)				22,828.42
	Total Monthly Disbursements:			10,508.20	

### 3. Income Log for December 2021

Source	Date	Amount	Product/Service
Residential Assessment Income		1,856.07	Assessment Returns, Deposit Batch #12-A, bank deposit.
Residential Assessment Income		0.00	Assessment Returns, Deposit Batch #12-A, electronic transfer.
		189.00	Assessment Returns, Deposit Batch #12-B, bank deposit.
Non-Exempt Income		59.67	Re-Sale Package Sales, Deposit Batch 12-A & -B.
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
<b>Total Income:</b>		2,104.74	

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 December 2021.
- Created 2022 Member Log; started preparation of 2022 assessment invoices.