

PCA Finance Report for January 01, 2022 to January 31, 2022

1. Account Balances as of 31-Jan-2022:

David Keim, Treasurer

Account	Balance
Checking	32,526.96
Savings	10,892.73
General Reserve	23,842.91
Townhouse Reserve	23,635.99
Total:	90,898.59

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 January 2022:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Jan	(Incoming Balance)				22,828.42
14-Jan-2022	Potomac Edison; Nov->Dec electric service.	1969	42.07		22,786.35
14-Jan-2022	Verizon; 03-Jan-2022 voice-mail invoice; January service.	1970	71.58		22,714.77
14-Jan-2022	Damascus Enterprises, Inc.; \$480.00 for 03-Jan ice treatment, \$1,759.00 for 07-Jan snow removal & treatment.	1971	2,239.00		20,475.77
14-Jan-2022	Gardner Law Firm, P.C.; 29-Dec-2021 invoice #1197; \$114.58 for two collections consultations; \$363.19/376.19/376.19 for four collections case openings and law suit filings.	1972	1,606.34		18,869.43
28-Jan-2022	Deposit Batch B00, check payments made prior to 2022 invoicing: \$2,354.00--2022, \$438.56--2021, \$252.28--2020 .			3,044.84	21,914.27
28-Jan-2022	Deposit Batch B00, transferred from PayPal account, e-payments made prior to 2022 invoicing: \$189.00--2022.			189.00	22,103.27
31-Jan-2022	Deposit Batch B01: \$10,305.00--2022, \$7.36--2018, \$111.33--2017.			10,423.69	32,526.96
31 Jan	(Ending Balance)				32,526.96
Total Monthly Disbursements:			3,958.99		

3. Income Log for January 2022

Source	Date	Amount	Product/Service
Residential Assessment Income	28-Jan-2022	3,044.84	Assessment Returns, Deposit Batch #00, bank deposit.
Residential Assessment Income	28-Jan-2022	189.00	Assessment Returns, Deposit Batch #00, electronic transfer.
Residential Assessment Income	31-Jan-2022	10,423.69	Assessment Returns, Deposit Batch #01, bank deposit.
Non-Exempt Income			Re-Sale Package Sales, Deposit Batch xx
Non-Exempt Income			Newsletter Ad Sales
Non-Exempt Income			Field Use Fees
Total Income:		13,657.53	

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 2022 Member Account Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for January 2022.
- Completed updates to 2022 Member Log; generated and mailed the 2022 assessment invoices to all residents; started processing 2022 assessment payments.