

PCA Finance Report for February 01, 2022 to February 28, 2022

1. Account Balances as of 28-Feb-2022:

David Keim, Treasurer

Account	Balance
Checking	61,571.83
Savings	10,892.81
General Reserve	23,843.09
Townhouse Reserve	23,636.35
Total:	119,944.08

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 February 2022:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Feb	(Incoming Balance)				32,526.96
2-Feb-2022	Top Notch Mailbox Company; 16-box CBU (1,966), 2 sets trim (1,238), installation (\$324), removal of old concrete (\$300), tax (196.68).	1973	4,024.68		28,502.28
2-Feb-2022	Erie Insurance, 2 of 4 for annual policy premium; 01-Nov start date.	1974	578.00		27,924.28
2-Feb-2022	Mint Environmental Lawn and Tree, LLC; Invoice 1313 -- Mowing 24 (615.00), storm water area mowing 3 of 6 (270.00), leaf clean-up 1 of 1 (1,995.00), branch pile removal 3 and 4 of 4 (500.00).	1975	3,380.00		24,544.28
2-Feb-2022	Damascus Enterprises, Inc.; \$1,852.00 for 16/17-Jan snow removal and ice treatment.	1976	1,852.00		22,692.28
2-Feb-2022	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, January 2022.	1977	40.00		22,652.28
2-Feb-2022	Gardner Law Firm, P.C.; 31-Jan-2022 invoice #1247; \$21.67 for collections communications.	1978	21.67		22,630.61
3-Feb-2022	Deposit Batch B01, e-payments transferred from PayPal account: \$1,134.00--2022.			1,134.00	23,764.61
7-Feb-2022	Deposit Batch B02: \$8,046.96--2022.			8,046.96	31,811.57
7-Feb-2022	Deposit Batch B02, e-payments transferred from PayPal account: \$1,584.00--2022.			1,584.00	33,395.57
8-Feb-2022	M&T Bank Service Charge - Audit Confirmation Fee		45.00		33,350.57
14-Feb-2022	Deposit Batch B03-A: \$12,249.00--2022, \$192.64--2021, \$182.32--2020, \$0.99--2023.			12,624.95	45,975.52
18-Feb-2022	Deposit Batch B03-B: \$4,536.00--2022, \$636.35--2021, \$182.32--2020, \$192.64--2019.			5,547.31	51,522.83
18-Feb-2022	Deposit Batch B03-A & 3-B, e-payments transferred from PayPal account: \$1,656.00--2022.			1,656.00	53,178.83
28-Feb-2022	Potomac Edison; Dec->Jan electric service.	1979	81.21		53,097.62
28-Feb-2022	Verizon; 03-Feb-2022 voice-mail invoice; February service.	1980	71.29		53,026.33
28-Feb-2022	Damascus Enterprises, Inc.; \$445.00 for 29-Jan snow removal and ice treatment; \$141.00 for 13-Feb parking lot salting.	1981	586.00		52,440.33
28-Feb-2022	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, February 2022.	1982	40.00		52,400.33
28-Feb-2022	Deposit Batch B04: \$8,393.00--2022.			8,393.00	60,793.33
28 Feb	(Ending Balance)				60,793.33
Total Monthly Disbursements:			10,719.85		

3. Income Log for February 2022

Source	Date	Amount	Product/Service
Residential Assessment Income	03-Feb-2022	1,134.00	Assessment Returns, Deposit Batch #01, electronic transfer.
Residential Assessment Income	07-Feb-2022	8,046.96	Assessment Returns, Deposit Batch #02, bank deposit.
Residential Assessment Income	07-Feb-2022	1,584.00	Assessment Returns, Deposit Batch #02, electronic transfer.
Residential Assessment Income	14-Feb-2022	12,624.95	Assessment Returns, Deposit Batch #03A, bank deposit.
Residential Assessment Income	18-Feb-2022	5,547.31	Assessment Returns, Deposit Batch #03B, bank deposit.
Residential Assessment Income	18-Feb-2022	1,656.00	Assessment Returns, Deposit Batch #03, electronic transfer.
Residential Assessment Income	28-Feb-2022	8,393.00	Assessment Returns, Deposit Batch #04, bank deposit.
Non-Exempt Income		0	Re-Sale Package Sales, Deposit Batch xx
Non-Exempt Income		0	Newsletter Ad Sales
Non-Exempt Income		0	Field Use Fees
Total Income:		38,986.22	

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 February 2022.
- Continued processing 2022 assessment payments.
- On 22-Feb responded to additional accountant questions for the 2020 audit.