

PCA Finance Report for February 01, 2023 to February 28, 2023

1. Account Balances as of 28-Feb-2023:

David Keim, Treasurer

Account	Balance
Checking	75,384.59
Savings	10,897.83
General Reserve	29,856.73
Townhouse Reserve	27,025.50
Total:	143,164.65

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 2023:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Feb	(Incoming Balance)				56,144.17
7-Feb-2023	M & T Bank; correction to 24-Jan deposit adjustment; the branch check scanner had missed two checks.			414.00	56,558.17
8-Feb-2023	M & T Bank; Service Charge for alleged 24-Jan deposit error; charge was reversed on 21-Feb.		8.00		56,550.17
13-Feb-2023	Verizon; 03-Feb-2023 voice-mail invoice; February service.	2047	77.73		56,472.44
13-Feb-2023	(VOID)	2048	-		56,472.44
13-Feb-2023	Potomac Edison; Dec->Jan electric service for Main Sign and for Club View Park.	2049	89.95		56,382.49
13-Feb-2023	Gardner Law Firm, P.C.; 31-Jan invoice #1922; collections fees and costs for lawsuits and resident communications.	2050	371.00		56,011.49
13-Feb-2023	MillerDodson Associates; Invoice 10395, Level I Reserve Study, balance due.	2051	2,070.00		53,941.49
13-Feb-2023	Wolff Tree & Landscape, LLC; Invoice 7314 -- remove 3 white pines in CV Park; grind stumps; remove uprooted tree from tennis court.	2052	6,550.00		47,391.49
13-Feb-2023	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, January 2023.	2053	40.00		47,351.49
17-Feb-2023	Deposit Batch B03-A - Bank Branch Deposit, 32 checks: \$6,736.01--2023-prin; \$100.00--2020-prin.			6,836.01	54,187.50
19-Feb-2023	Deposit Batch B03-A - E-payments xfered from PayPal account, 5 pmts: \$1,195.00--2023-prin.			1,195.00	55,382.50
21-Feb-2023	Deposit Batch B03-B - Bank Branch Deposit, 34 checks: \$7,152.00--2023-prin; \$10.44--2022-prin; \$172.00--2021-prin; \$10.32--2021-int; \$7.24--2020-int.			7,352.00	62,734.50
21-Feb-2023	Deposit Batch B03-B - E-payments xfered from PayPal account, 3 pmts: \$701.00--2023-prin.			701.00	63,435.50
21-Feb-2023	M & T Bank; reversal of monthly charge for deposit problem.			8.00	63,443.50
23-Feb-2023	Deposit Batch B03-C - Bank Branch Deposit, 14 checks: \$2,978.00--2023-prin; \$189.00--2022-prin; \$11.34--2022-int; \$172.00--2021-prin; \$20.64--2021-int.			3,370.98	66,814.48
25-Feb-2023	Deposit Batch B03-C - E-payments xfered from PayPal account, 10 pmts: \$2,230.00--2023-prin.			2,230.00	69,044.48
27-Feb-2023	Deposit Batch B04 - Bank Branch Deposit, 30 checks + 1 cash: \$6,161.00--2023-prin; \$7.00--2022-prin; \$0.42--2022-int; \$31.15--2020-prin; \$117.61--2020-prin; \$22.93--2020-int.			6,340.11	75,384.59
28-Feb-2023	Deposit Batch B04 - E-payments xfered from PayPal account, 15 properties made pmts: \$2,564.00--2023-prin; \$392.67--2022-prin; \$11.34--2022-int; \$192.64--2021-prin; \$35.00--re-sale package.			3,195.65	78,580.24

28 Feb	(Ending Balance)				
		Total Monthly Disbursements:		9,206.68	

3. Income Log for February 2023

Source	Date	Amount	Product/Service
Residential Assessment Income		6,386.01	Assessment Returns, Deposit Batch #03-A, bank deposit.
Residential Assessment Income		1,195.00	Assessment Returns, Deposit Batch #03-A, electronic transfer.
Residential Assessment Income		7,352.00	Assessment Returns, Deposit Batch #03-B, bank deposit.
Residential Assessment Income		701.00	Assessment Returns, Deposit Batch #03-B, electronic transfer.
Residential Assessment Income		3,370.98	Assessment Returns, Deposit Batch #03-C, bank deposit.
Residential Assessment Income		2,230.00	Assessment Returns, Deposit Batch #03-C, electronic transfer.
		6,340.11	Assessment Returns, Deposit Batch #04, bank deposit.
Non-Exempt Income		3,160.65	Assessment Returns, Deposit Batch #04, electronic transfer.
Non-Exempt Income		35.00	Re-Sale Package Sales.
Non-Exempt Income			Newsletter Ad Sales.
Non-Exempt Income			Field Use Fees.
Total Income:		30,770.75	

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 2023 Member Account Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for February 2023.
- 2023 Invoicing:
 - Prepared e-mailed invoices for three properties that had requested them.
- Account Collections: No change – still waiting to hear the results of two court cases.
- Reserve Study: Preliminary study report received 31-Jan; under review by PCA Board.
- Support of Property Sales:
 - 06-Feb: 10 Tobacco Leaf Court -- Sold re-sale package to realtor.
 - 10-Feb: 10 Tobacco Leaf Court -- Provided HOA information to settlement company.
 - 22-Feb: 24122 Welsh Road -- Provided HOA information to settlement company.