

PCA Finance Report for December 01, 2023 to December 31, 2023

1. Account Balances as of 31-December-2023:

David Keim, Treasurer

Account	Balance
Checking	31,882.68
Savings	10,906.97
General Reserve	35,885.86
Townhouse Reserve	30,870.48
Total:	109,545.99

NOTE: These balances were reported by our bank as of the date shown. These balances may not include recent debits or credits that the bank has not yet processed. Refer to Section 2 to see all transactions made during the month.

2. Checking Account Ledger for December 2023:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 December	(Incoming Balance)				37,514.41
3-Dec-2023	Potomac Edison; Sep->Oct & Oct->Nov electric service for Main Sign and for Club View Park.	2114	118.12		37,396.29
3-Dec-2023	Verizon; 03-Nov-2023 voice-mail invoice; Nov service.	2115	78.21		37,318.08
3-Dec-2023	Harman's Outdoor Services, LLC; Invoice 2855, Pmt 8 of 8 - November.	2116	4,375.00		32,943.08
3-Dec-2023	Gardner Law Firm, P.C.; 31-Oct invoice #2395 & 30-Nov Invoice #2447; collections.	2117	26.00		32,917.08
3-Dec-2023	Montgomery County, MD; 1 of 2, annual Water Quality Protection Charges.	2118	1,210.40		31,706.68
3-Dec-2023	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, November 2023.	2119	40.00		31,666.68
3-Dec-2023	David J. Keim; \$37.50--monthly charge for M-S 365 Bus Std, three users, Dec; \$149.90--annual charge for Zoom account; \$24.05--5 reams copy paper, 750 address labels.	2120	211.45		31,455.23
6-Dec-2023	Deposit Batch B12-A - Mobile Deposit, 4 checks: \$514.00--2023 prin, \$35.00--re-sale package.			549.00	32,004.23
6-Dec-2023	Transfer #2 to T-H Reserve Fund for 2023; 8 of 60 accounts at \$80.00 each; 48 of 60 now deposited.		640.00		31,364.23
18-Dec-2023	Deposit Batch B13 - Mobile Deposit, 2 checks: \$307.00--2023 prin.			307.00	31,671.23
31 December	(Ending Balance)				31,671.23
Total Monthly Disbursements:			6,699.18		

3. Income Log for December 2023:

Source	Date	Amount	Product/Service
Residential Assessment Income	06-Dec-2023	549.00	Assessment Returns, Deposit Batch #12-A, bank mobile deposit.
Residential Assessment Income	18-Dec-2023	307.00	Assessment Returns, Deposit Batch #13, bank mobile deposit.
Total Income:		856.00	

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).
- Maintained 2023 Checking Ledger & Budget Report.
- Prepared monthly finance report for December 2023.
- 2023 Invoicing:
 - On 16-Dec sent final warning notices to three accounts that were past due for three years. The accounts are scheduled to be sent to the attorney for collections if the residents do not pay the amount due or enter a payment plan by 09-Jan-2024. One account paid in full on 23-Dec.
- 2024 Budget Development:
 - Draft-1 of the 2024 Budget was sent to the Board on 10-Nov.
 - Questions to Attorney: On 01-Dec the Treasurer sent a request to the PCA attorney asking for interpretation of Covenants – clarify the rules for applying the 10% assessment increase limit, and determine what part of the town-house asphalt areas are the responsibility of the T-H Reserve Fund. We learned that the attorney is away until 14-Dec.
 - The Board voted to adopt Draft-1 of the 2024 Budget on 11-Dec-2023.
- 2024 Invoicing:
 - The 2024 invoices will not be prepared and mailed until January, because the budget was approved late, and the Treasurer will be away 19-Dec through 03-Jan.