

PCA 2023 Monthly Budget Report

December 2023

Budget Item	2023 Budgeted Amount	Amount Spent	% Spent	Amount Remaining	Comments
Professional Services	6,025	700.00	12%	5,325.00	Annual audit, Fed & MD tax prep costs, reserve study.
Administrative & Miscellaneous	556	564.57	101%	(8.27)	Toner, ink, P.O. box rental, misc office, laptop, software.
Voice-Mail Services	869	854.37	98%	14.91	Verizon voice-mail.
Electric Service	705	628.94	89%	76.30	Electric for Club View Park, main sign.
Insurance Coverage	2,356	2,675.00	114%	(319.00)	Covers 01-Nov thru 31-Oct; paid in 4 parts starting 01-Nov.
Legal Fees - Collection Services	3,895	1,079.71	28%	2,815.29	Legal fees for collections activities, as needed.
Legal Fees - General	700	-	0%	700.00	General legal fees, as needed.
Maintenance - General	8,125	11,979.43	147%	(3,854.43)	Tree pruning/removal/planting, park repairs, wood chips.
Maintenance - Landscaping Contracts	33,036	35,000.00	106%	(1,963.60)	Contract costs for mowing, clean-ups, turf treatments.
Maintenance - Snow Removal	10,500	-	0%	10,500.00	Contract costs for snow removal, 2023 calendar year.
Meeting Room Rental	490	608.75	124%	(118.50)	Rental fees for meeting rooms.
Postage & Stationary	897	657.33	73%	239.81	Postage, envelopes, paper, labels.
Printing & Copying	1,623	644.56	40%	978.27	Printing/copying for newsletter and resident mailings.
Reserve Fund Contribution - General Fund	6,000	6,000.00	100%	-	Fixed contribution, set by Board.
Reserve Fund Contribution - Town-House Fund	4,800	3,840.00	80%	960.00	Additional amt pd by T-H owners; 48 of 60 accts pd for 2023.
Staff Training	355	-	0%	355.00	Training, CAI membership, courses, expo attendance.
Taxes & Fees - County, Montgomery, MD	4,935	5,059.83	103%	(124.89)	Taxes & fees paid to Montgomery County.
Taxes - State of Maryland	48	-	0%	47.85	Taxes paid to Maryland.
Taxes - Federal	174	-	0%	174.00	Taxes paid to the IRS.
Trash Removal & Litter Clean-Up	668	575.00	86%	93.00	Trash service for CV Park; resident for litter & WFM Park.
Community Events	200	-	0%	200.00	Community clean-ups, yard sale, etc.
Data Services	1,016	978.38	96%	37.90	Internet domain, website, e-mail, data storage & security.
One-Time Adjustments	6,223	1,370.00	22%	4,853.00	Audit and Reserve Study costs not previously budgeted.
TOTALS:	94,197.51	73,215.87	78%	20,981.64	: Remaining Funds ('+' if under, '-' if over budget)
[Page Status: Final]				27,370.33	: Total of Line Item Underspending
				(6,388.69)	: Total of Line Item Overspending
Non-Budgeted Costs & Debits	Budgeted Amount	Amount Spent	Comments		
Banking Fees		-	Occasional, unplanned fees.		
Interest Paid		-			
Returned Deposit Items		-	Refunded assessment payments.		
Charged to Carryover Funds (Savings Account)		6,793.94	Expenses paid in 2023 for 2022 budget: electric; snow; tree removal.		
Charged to Carryover Funds (Savings Account)		2,590.00	2023 Expenses covered by insurance claim for tree fall in tennis courts.		
Charged to Carryover Funds (Savings Account)		1,950.00	2023 expenses that were funded by previous year's budgets.		
Charged to General Reserve Fund		-			
Charged to Town-House Reserve Fund		-			
		-			
Total Non-Budgeted Expenditures & Debits:		11,333.94			
Total Budgeted + Non-Budgeted Expenditures & Debits:		84,549.81			