

PCA Finance Report for February 01, 2024 to February 29, 2024

1. Account Balances as of 29-February-2024:

David Keim, Treasurer

Account	Balance
Checking	79,565.95
Savings	10,908.76
General Reserve	35,891.76
Townhouse Reserve	34,233.50
Total:	160,599.97

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 February 2024:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 February	(Incoming Balance)				31,793.01
2-Feb-2024	Potomac Edison; 20-Dec to 18-Jan electric service for Main Sign and for Club View Park.	2128	59.05		31,733.96
2-Feb-2024	Verizon; 03-Jan-2024 voice-mail invoice; Jan service.	2129	77.81		31,656.15
2-Feb-2024	Gardner Law Firm, P.C.; 31-Jan invoice #2551; \$791.38--collections (2 new complaints, 1 garnishment writ).	2130	791.38		30,864.77
2-Feb-2024	Damascus Enterprises, Inc.; Invoice 4793--\$2,660.00 for 15->17 Jan snow services; Invoice 4854--\$2,414.00 for 19-Jan snow services.	2131	5,074.00		25,790.77
2-Feb-2024	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, December 2023 & January 2024; last payment.	2132	80.00		25,710.77
2-Feb-2024	David Keim; reimbursements for \$132.00--postage; \$13.77--lamps for CV Park pavilion; \$43.45--envelopes for assessment; \$123.81--printing of budget-CCOC notice; \$68.26--printing of invoice cover letter; \$185.00--room rental Jan->Apr; 2x\$37.50--Microsoft 365-Jan & Feb 2024; \$12.00--Yahoo e-mail annual fee.	2133	653.30		25,057.47
2-Feb-2024	Deposit Batch B01-B - Bank Branch Deposit, 36 checks for 36 accounts: \$8,320.00--2024-prin.			8,320.00	33,377.47
2-Feb-2024	Deposit Batch B01-B - E-payments transferred from PayPal account, 2 pmts for 2 accounts: \$444.00--2024-prin.			444.00	33,821.47
6-Feb-2024	Deposit Batch B01-C - E-payments transferred from PayPal account, 5 pmts for 4 accounts: \$970.00--2024-prin, \$261.00--2022-prin, \$31.32--2022-int.			1,262.32	35,083.79
7-Feb-2024	Deposit Batch B01-C - Bank Branch Deposit, 32 checks (38 accounts): \$6,960.00--2024-prin; \$207.00--2023-prin; \$12.42--2023-int; \$35.00--re-sale package.			7,214.42	42,298.21
15-Feb-2024	Deposit Batch B02-A - Bank Branch Deposit, 31 checks (31 accounts): \$7,292.00--2024-prin.			7,292.00	49,590.21
15-Feb-2024	Deposit Batch B02-A - E-payments transferred from PayPal account, 4 pmts for 4 accounts: \$888.00--2024-prin.			888.00	50,478.21
20-Feb-2024	Deposit Batch B02-B - Bank Branch Deposit, 8 checks (8 accounts): \$1,774.00--2024-prin.			1,774.00	52,252.21
17-Feb-2024	Deposit Batch B02-B - E-payments transferred from PayPal account, 1 pmt for 1 account: \$222.00--2024-prin.			222.00	52,474.21

20-Feb-2024	Deposit Batch B02-C - Bank Branch Deposit, 25 checks (25 accounts): \$5,328.00--2024-prin, \$5.13--2023-prin, \$94.87--2023-int.			5,428.00	57,902.21
20-Feb-2024	Deposit Batch B02-C - E-payments transferred from PayPal account, 5 pmts for 5 accounts: \$970.00--2024-prin, \$261.00--2022-prin, \$31.32--2022-int.			1,262.32	59,164.53
21-Feb-2024	Deposit Batch B03-A - Bank Branch Deposit, 17 checks (17 accounts): \$3,938.00--2024-prin.			3,938.00	63,102.53
21-Feb-2024	Deposit Batch B03-A - E-payments transferred from PayPal account, 6 pmts for 6 accounts: \$1,578.00--2024-prin.			1,578.00	64,680.53
22-Feb-2024	Deposit Batch B03-B - Bank Branch Deposit, 12 checks (12 accounts): \$2,910.00--2024-prin, \$207.00--2023-prin, \$12.42--2023-int.			3,129.42	67,809.95
22-Feb-2024	Deposit Batch B03-B - E-payments transferred from PayPal account, 4 pmts for 4 accounts: \$970.00--2024-prin.			970.00	68,779.95
23-Feb-2024	Deposit Batch B03-C - Bank Branch Deposit, 35 checks (35 accounts): \$8,098.00--2024-prin.			8,098.00	76,877.95
27-Feb-2024	Deposit Batch B03-C - E-payments transferred from PayPal account, 11 pmts for 11 accounts: \$2,688.00--2024-prin.			2,688.00	79,565.95
29-Feb-2024	Potomac Edison; 19-Jan to 20-Feb electric service for Main Sign and for Club View Park.	2134	56.97		79,508.98
29-Feb-2024	Verizon; 03-Feb-2024 voice-mail invoice; Feb service.	2135	78.37		79,430.61
29-Feb-2024	Damascus Enterprises, Inc.; Invoice 4914--\$712.00 for 17-Feb snow services.	2136	712.00		78,718.61
29 February	(Ending Balance)				
Total Monthly Disbursements:				7,582.88	

3. Income Log for February 2024:

Source	Date	Amount	Product/Service
Residential Assessment Income	02-Feb-2024	8,320.00	Assessment Returns, Deposit Batch #B01-B, Bank Branch Deposit.
Residential Assessment Income	02-Feb-2024	444.00	Assessment Returns, Deposit Batch #B01-B, E-Pmt transfer from PayPal Account.
Residential Assessment Income	07-Feb-2024	7,214.42	Assessment Returns, Deposit Batch #B01-C, Bank Branch Deposit.
Residential Assessment Income	06-Feb-2024	1,262.32	Assessment Returns, Deposit Batch #B01-C, E-Pmt transfer from PayPal Account.
Residential Assessment Income	15-Feb-2024	7,292.00	Assessment Returns, Deposit Batch #B02-A, Bank Branch Deposit.
Residential Assessment Income	15-Feb-2024	888.00	Assessment Returns, Deposit Batch #B02-A, E-Pmt transfer from PayPal Account.
Residential Assessment Income	20-Feb-2024	1,774.00	Assessment Returns, Deposit Batch #B02-B, Bank Branch Deposit.
Residential Assessment Income	17-Feb-2024	222.00	Assessment Returns, Deposit Batch #B02-B, E-Pmt transfer from PayPal Account.
Residential Assessment Income	20-Feb-2024	5,428.00	Assessment Returns, Deposit Batch #B02-C, Bank Branch Deposit.
Residential Assessment Income	21-Feb-2024	1,262.32	Assessment Returns, Deposit Batch #B02-C, E-Pmt transfer from PayPal Account.
Residential Assessment Income	21-Feb-2024	3,938.00	Assessment Returns, Deposit Batch #B03-A, Bank Branch Deposit.
Residential Assessment Income	21-Feb-2024	1,578.00	Assessment Returns, Deposit Batch #B03-A, E-Pmt transfer from PayPal Account.
Residential Assessment Income	22-Feb-2024	3,129.42	Assessment Returns, Deposit Batch #B03-B, Bank Branch Deposit.

Residential Assessment Income	22-Feb-2024	970.00	Assessment Returns, Deposit Batch #B03-B, E-Pmt transfer from PayPal Account.
Residential Assessment Income	23-Feb-2024	8,098.00	Assessment Returns, Deposit Batch #B03-C, Bank Branch Deposit.
Residential Assessment Income	27-Feb-2024	2,688.00	Assessment Returns, Deposit Batch #B03-C, E-Pmt transfer from PayPal Account.
Total Income:		54,508.48	

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.
- Created and maintained 2024 Member Account Log (contains resident contact information and assessment payment records).
- Created and maintained 2024 Checking Ledger & Budget Report.
- Prepared monthly finance report for February 2024.
- 2024 Invoicing:
 - The 2024 invoices were prepared between January 09 and 18. Most of the invoices were mailed to residents on 16-Jan, and all were mailed by 18-Jan. This year the payment deadline has been extended to 15-Feb.
 - 64% of accounts were paid by the 15-Feb-2024 deadline.
 - All payments received were processed by 05-March, with 72% of accounts paid.
- 2024 Collections: Two accounts were sent to the attorney on 19-Jan; complaints for the District Court were signed on 26-Jan.