

PCA Finance Report for April 01, 2024 to April 30, 2024

1. Account Balances as of 30-April-2024:

David Keim, Treasurer

Account	Balance
Checking	84,624.12
Savings	10,910.58
General Reserve	35,897.76
Townhouse Reserve	34,234.63
Total:	165,667.09

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 April 2024:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 April	(Incoming Balance)				84,470.45
1-Apr-2024	Deposit Batch B05-B - Bank Mobile Deposit, 2 pmts for 2 accounts: \$526.00--2024-prin, \$444.49--2024-court & legal costs, \$287.00--2023-prin, \$47.16--2023-int, \$261.00--2022-prin, \$29.94--2022-int, \$237.92--2021-prin, \$14.28--2021-int.			1,847.79	86,318.24
2-Apr-2024	Deposit Batch B05-B - Bank Branch Deposit, 1 pmt for 1 account: \$222.00--2024-prin.			222.00	86,540.24
8-Apr-2024	Potomac Edison; 21-Feb to 19-Mar electric service for Main Sign and for Club View Park.	2139	39.98		86,500.26
8-Apr-2024	Verizon; 03-Mar-2024 voice-mail invoice; Mar service.	2140	80.51		86,419.75
8-Apr-2024	Chris Kiron; reimbursement for materials for WFM Park trash can painting.	2141	30.71		86,389.04
8-Apr-2024	Gardner Law Firm, P.C.; 29-Mar invoice #2657; \$217.56--collections (handle account pay-off; cost of process serving to two properties).	2142	217.56		86,171.48
14-Apr-2024	Deposit Batch B05-C - Bank Mobile Deposit, 6 pmts for 6 accounts: \$988.00--2024-prin, \$207.00--2023-prin, \$12.42--2023-int, \$16.57--2021-prin, \$33.43--2020-int.			1,257.42	87,428.90
17-Apr-2024	Deposit Batch B05-C - E-payments transferred from PayPal account, 4 pmts for 4 accounts: \$970.00--2024-prin.			970.00	88,398.90
16-Apr-2024	Federal business income tax 2023; paid via EFTPS.	E-Xfer	120.00		88,278.90
22-Apr-2024	Comptroller of Maryland; MD business income tax 2023.	2143	33.00		88,245.90
25-Apr-2024	Harman's Outdoor Services, LLC; Invoice 2883, Pmt 1 of 8 - April; \$4,375 discounted by \$800 for missed second mulching in 2023.	2144	3,575.00		84,670.90
25-Apr-2024	Verizon; 03-Apr-2024 voice-mail invoice; Apr service.	2145	79.78		84,591.12
30 April	(Ending Balance)				84,591.12
	Total Monthly Disbursements:		4,176.54		

3. Income Log for April 2024:

Source	Date	Amount	Product/Service
Residential Assessment Income	01-Apr-2024	1,847.79	Assessment Returns, Deposit Batch #B05-B, Bank Mobile Deposit.
Residential Assessment Income	02-Apr-2024	222.00	Assessment Returns, Deposit Batch #B05-B, Branch Deposit.
Residential Assessment Income	14-Apr-2024	1,257.42	Assessment Returns, Deposit Batch #B05-C, Bank Mobile Deposit.
Residential Assessment Income	17-Apr-2014	970.00	Assessment Returns, Deposit Batch #B05-C, E-Pmt transfer from PayPal Account.
Total Income:		4,297.21	

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 2024 Member Account Log (contains resident contact information and assessment payment records).
- Maintained 2024 Checking Ledger & Budget Report.
- Prepared monthly finance report for April 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; as of 30-Apr 76% of accounts were paid for 2024.
 - Most of the second invoice has been mailed out, and the remainder will be mailed this week.