

PCA Finance Report for May 01, 2024 to May 31, 2024

1. Account Balances as of 31-May-2024:

David Keim, Treasurer

Account	Balance
Checking	77,631.13
Savings	10,911.51
General Reserve	44,600.86
Townhouse Reserve	34,235.21
Total All Accounts:	167,378.71

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 May 2024:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 May	(Incoming Balance)				84,591.12
7-May-2024	Deposit Batch B06-A.1 - Bank Mobile Deposit, 3 pmts for 3 accounts: \$748.00--2024-prin, \$478.49--2024-int-fee, \$207.00--2023-prin, \$34.08--2023-int, \$189.00--2022-prin, \$21.66--2022-int, \$172.00-2021-prin, \$10.32--2021-int.			1,860.55	86,451.67
8-May-2024	Deposit Batch B06-A.2 - Bank Mobile Deposit, 1 pmt for 1 account: \$53.00--2021-prin.			53.00	86,504.67
8-May-2024	Deposit Batch B06-A - E-payments transferred from PayPal account, 5 pmts for 4 accounts: \$888.00--2024-prin, \$207.00--2023-prin, \$12.42--2023-int, \$35.00--re-sale package.			1,142.42	87,647.09
13-May-2024	Deposit Batch B06-B - Bank Mobile Deposit, 1 pmt for 1 account: \$76.46--2024-prin, \$23.54--2025 pre-payment.			100.00	87,747.09
19-May-2024	Potomac Edison; 20-Mar to 22-Apr electric service for Main Sign and for Club View Park.	2146	49.17		87,697.92
19-May-2024	Verizon; 03-May-2024 voice-mail invoice; May service.	2147	79.36		87,618.56
19-May-2024	Gardner Law Firm, P.C.; 30-Apr invoice #2711; \$66.92--collections (handle account pay-off).	2148	66.92		87,551.64
19-May-2024	David Keim; reimbursements for \$146.40--postage; \$62.00--toner for laser printer; \$37.09--envelopes for invoicing; \$52.98--2 HPS lamps for CV Park pole; \$21.86--hardware for WFM Park trash can; \$25.42--HPS lamp for main sign; 3x \$16.95--MS365 fee to DPR; 3x \$37.50--Microsoft 365-Mar/Apr/May 2024; \$46.25--room rental, May.	2149	555.35		86,996.29
19-May-2024	Harman's Outdoor Services, LLC; Invoice 2972, Pmt 2 of 8 - May.	2150	4,375.00		82,621.29
25-May-2024	Deposit Batch B06-C - Bank Branch Deposit, 3 pmts for 3 accounts: \$446.00--2024-prin.			446.00	83,067.29
25-May-2024	Deposit Batch B06-C - E-payments transferred from PayPal account, 9 pmts for 8 accounts: \$2,000.00--2024-prin, \$215.32--2023-prin, \$12.42--2023-int.			1,781.74	84,849.03
30-May-2024	Transfer to General Reserve Fund for 2024; budgeted annual contribution.	E-Xfer	8,700.00		76,149.03
28-May-2024	Deposit Batch B07-A - Bank Mobile Deposit, 5 pmts for 5 accounts: \$1,051.00--2024-prin, \$207.00--2023-prin, \$12.42--2023-int, \$189.00--2022-prin, \$22.68--2022-int.			1,482.10	77,631.13
31 May	(Ending Balance)				77,631.13
Total Monthly Disbursements:			13,825.80		

3. Income Log for May 2024:

Source	Date	Amount	Product/Service
Residential Assessment Income	08-May-2024	1,913.55	Assessment Returns, Deposit Batch #B06-A, Bank Mobile Deposit.
Residential Assessment Income	08-May-2024	1,142.42	Assessment Returns, Deposit Batch #B06-A, E-Pmt transfer from PayPal Account.
Residential Assessment Income	13-May-2024	100.00	Assessment Returns, Deposit Batch #B06-B, Bank Mobile Deposit.
Residential Assessment Income	25-May-2024	446.00	Assessment Returns, Deposit Batch #B06-C, Branch Deposit.
Residential Assessment Income	25-May-2024	1,781.74	Assessment Returns, Deposit Batch #B06-C, E-Pmt transfer from PayPal Account.
Residential Assessment Income	28-May-2024	1,482.10	Assessment Returns, Deposit Batch #B07-A, Bank Mobile Deposit.
Total Income:		6,865.81	

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 May 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 31-May 82% of accounts were paid for 2024.
 - The second invoice was sent out between 11-May and 15-May, with due dates of 24-May to 31-May.