

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

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

David Keim, Treasurer

| Account | Balance |
|----------------------------|-------------------|
| Checking | 80,059.66 |
| Savings | 10,912.41 |
| General Reserve | 44,604.52 |
| Townhouse Reserve | 34,727.78 |
| Total All Accounts: | 170,304.37 |

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 June 2024:

| Date | Description | Chk # | Disbursement | Deposit | Balance |
|-------------------------------------|---|-------|-----------------|----------|-----------|
| 01 Jun | (Incoming Balance) | | | | 77,631.13 |
| 2-Jun-2024 | Deposit Batch B07-A - E-payments transferred from PayPal account, 7 pmts for 3 accounts: \$444.00--2024-prin, \$621.00--2023-prin, \$37.26--2023-int, \$378.00--2022-prin, \$45.36--2022-int. | | | 1,525.62 | 79,156.75 |
| 11-Jun-2024 | Potomac Edison; 23-Apr to 17-May electric service for Main Sign and for Club View Park. | 2151 | 37.80 | | 79,118.95 |
| 11-Jun-2024 | Verizon; 03-Jun-2024 voice-mail invoice; June service. | 2152 | 81.50 | | 79,037.45 |
| 11-Jun-2024 | Gardner Law Firm, P.C.; 31-May invoice #2761; \$13.00--collections (handle resident inquiry). | 2153 | 13.00 | | 79,024.45 |
| 11-Jun-2024 | [STOP PAYMENT ISSUED 08-Jul-- \$105.00 -- check not received by contractor] New Generation Trash, LLC; Invoice 00724; Apr/May/June trash service, both parks; 3 cans total. | 2154 | 105.00 | | 78,919.45 |
| 10-Jun-2024 | Deposit Batch B07-B - Bank Mobile Deposit, 5 pmts for 5 accounts: \$968.00--2024-prin, \$95.07--2021-prin, \$20.14--2022-prin. | | | 1,083.21 | 80,002.66 |
| 10-Jun-2024 | Deposit Batch B07-B - E-payments transferred from PayPal account, 2 pmts for 2 accounts: \$444.00--2024-prin. | | | 444.00 | 80,446.66 |
| 17-Jun-2024 | Transfer #2 to T-H Reserve Fund for 2024; 6 of 60 accounts at \$82.00 each; 47 of 60 now deposited. | | 492.00 | | 79,954.66 |
| 11-Jun-2024 | Harman's Outdoor Services, LLC; Invoice # 2985, Pmt 3 of 8 - June. | 2155 | 4,375.00 | | 75,579.66 |
| 30 Jun | (Ending Balance) | | | | 75,579.66 |
| Total Monthly Disbursements: | | | 5,104.30 | | |

3. Income Log for June 2024:

| Source | Date | Amount | Product/Service |
|-------------------------------|-------------|-----------------|---|
| Residential Assessment Income | 02-Jun-2024 | 1,525.62 | Assessment Returns, Deposit Batch #B07-A, E-Pmt transfer from PayPal Account. |
| Residential Assessment Income | 10-Jun-2024 | 1,083.21 | Assessment Returns, Deposit Batch #B07-B, Bank Mobile Deposit. |
| Residential Assessment Income | 10-Jun-2024 | 444.00 | Assessment Returns, Deposit Batch #B07-B, E-Pmt transfer from PayPal Account. |
| Total Income: | | 3,052.83 | |

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 June 2024.
- Made required HOA annual updates at Montgomery County DHCA/CCOC website.
- 2024 Asphalt Projects:
 - Modified Dominion Asphalt 14-May contract per PCA Board's direction;
 - Studied contract impact on our two reserve funds;
 - Made funds transfers between reserve funds and Checking account; wrote check for 40% deposit to Dominion Asphalt.
- 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.