

PCA Finance Report for January 01, 2025 to January 31, 2025

1. Account Balances as of 31-Jan-2025:

David Keim, Treasurer

Account	Balance
Checking	94,911.00
Savings	10,918.84
General Reserve	3,076.87
Townhouse Reserve	8,836.75
Total All Accounts:	117,743.46

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 January 2025:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Jan	(Incoming Balance)				56,113.23
8-Jan-2025	Bank Mobile Deposit: Refund from Verizon -- overpayment from voice-mail account closing.			68.83	56,182.06
9-Jan-2025	Deposit Batch B01-A - E-Payments transferred from PayPal account, 9 pmts for 8 accounts: \$1,988.00--2025-prin, \$222.00--2024-prin.			2,210.00	58,392.06
10-Jan-2025	Deposit Batch B01-A - Bank Branch Deposit, 41 checks: \$10,178.00--2025-prin.			10,178.00	68,570.06
13-Jan-2025	Potomac Edison; 02-Jan invoice; 20-Nov to 20-Dec electric service for Main Sign and for Club View Park.	2187	46.87		68,523.19
13-Jan-2025	Verizon; 21-Dec-2024 voice-mail invoice; 22-Dec to 21-Jan service.	2188	76.35		68,446.84
13-Jan-2025	New Generation Trash, LLC; Invoice 03961; Jan/Feb/Mar trash service, both parks; 3 cans total.	2189	45.00		68,401.84
13-Jan-2025	Damascus Enterprises, Inc.; Invoice 6865; snow services on 24-Dec-2024.	2190	515.00		67,886.84
13-Jan-2025	Erie Insurance, annual policy charges; Liability, Property, Commercial Crime insurance; covers 01-Jan -> 31-Dec; Pmt 1 of 1.	2191	3,767.00		64,119.84
13-Jan-2025	David Keim; reimbursements for 2025 expenses: \$152.52 for annual website hosting fee; \$159.90 for annual Zoom fee. For 2024 Expenses: 3x \$37.50--Microsoft 365-Sep/Oct/Nov invoices; 3 x \$8.00--Exchange Online license fee, Sep/Oct/Nov invoices; \$42.38 & \$47.80 for ink cartridges; \$47.66 for HPS light repair kit; \$470.32 for Dec newsletter; \$11.65 for poison ivy spray; \$11.65 rope for soccer goals; 50.82 for 2 HPS lamps; \$73.00 & \$10.45 postage.	2192	1,214.65		62,905.19
13-Jan-2025	Credit: Resolution of Disputed 11-Oct-2024 ACH debit by Harman's Outdoor Services.			4,375.00	67,280.19
13-Jan-2025	Intuit Supplies; checks and endorsement stamp.	E-Debit	198.50		67,081.69
15-Jan-2025	Deposit Batch B01-B - Bank Branch Deposit, 35 checks: \$8,414.00--2025-prin.			8,414.00	75,495.69
16-Jan-2025	Deposit Batch B01-B - E-Payments transferred from PayPal account, 5 pmts for 5 accounts: \$1,187.60--2025-prin -(\$3.83 to compensate for excess amount transferred in Batch B01-A).			1,183.77	76,679.46
21-Jan-2025	Deposit Batch B01-C - Bank Branch Deposit, 9 checks for 16 accounts: \$4,420.00--2025-prin.			4,420.00	81,099.46

22-Jan-2025	Deposit Batch B02-A - Bank Branch Deposit, 18 checks for 18 accounts: \$4,214.00--2025-prin, \$222.00--2024-prin.			4,436.00	85,535.46
22-Jan-2025	Deposit Batch B02-A - E-Payments transferred from PayPal account, 2 pmts for 2 accounts: \$475.04--2025-prin.			475.04	86,010.50
25-Jan-2025	Deposit Batch B02-B - Bank Branch Deposit, 16 checks for 16 accounts: \$3,976.00--2025-prin.			3,976.00	89,986.50
27-Jan-2025	Deposit Batch B02-C - Bank Branch Deposit, 8 checks for 8 accounts: \$1,904.00--2025-prin.			1,904.00	91,890.50
26-Jan-2025	Deposit Batch B02-C - E-Payments transferred from PayPal account, 3 pmts for 3 accounts: \$714.00--2025-prin.			714.00	92,604.50
31-Jan-2025	Deposit Batch B03-A - Mobile Deposit, 10 pmts for 10 accounts: \$2,306.50--2025-prin.			2,306.50	94,911.00
31 Jan	(Ending Balance)				94,911.00
	Total Monthly Disbursements:			5,863.37	

3. Income Log for January 2025:

Source	Date	Amount	Product/Service
Residential Assessment Income	09-Jan-2025	2,210.00	Assessment Returns, Deposit Batch #B01-A, E-Pmt transfer from PayPal Account.
Residential Assessment Income	10-Jan-2025	10,178.00	Assessment Returns, Deposit Batch #B01-A, Bank Branch Deposit.
Residential Assessment Income	15-Jan-2025	8,414.00	Assessment Returns, Deposit Batch #B01-B, Bank Branch Deposit.
Residential Assessment Income	16-Jan-2025	1,183.77	Assessment Returns, Deposit Batch #B01-B, E-Pmt transfer from PayPal Account.
Residential Assessment Income	21-Jan-2025	4,420.00	Assessment Returns, Deposit Batch #B01-C, Bank Branch Deposit.
Residential Assessment Income	22-Jan-2025	4,436.00	Assessment Returns, Deposit Batch #B02-A, Bank Branch Deposit.
Residential Assessment Income	22-Jan-2025	475.04	Assessment Returns, Deposit Batch #B02-A, E-Pmt transfer from PayPal Account.
Residential Assessment Income	25-Jan-2025	3,976.00	Assessment Returns, Deposit Batch #B02-B, Bank Branch Deposit.
Residential Assessment Income	27-Jan-2025	1,904.00	Assessment Returns, Deposit Batch #B02-C, Bank Branch Deposit.
Residential Assessment Income	26-Jan-2025	714.00	Assessment Returns, Deposit Batch #B02-C, E-Pmt transfer from PayPal Account.
Residential Assessment Income	31-Jan-2025	2,306.50	Assessment Returns, Deposit Batch #B02-C, Mobile Deposit.
Total Income:		40,217.31	

NOTE: Income log does not include earned interest, refunded utility costs, or refunded contract payments.

4. Log of Treasurer's Actions

- Processed assessment payments; paid invoices; reconciled bank statements with PCA records.
- Maintained 2025 Member Account Log (contains resident contact information and assessment payment records).
- Maintained 2025 Checking Ledger & Budget Report.
- Prepared monthly finance reports for January 2025.
- 2025 Assessment Receipts: Processed 11 deposit batches for a total of 161 assessment payments and \$40,217.31 in proceeds. This represents 152 accounts having fully paid for 2025 and for all previous years. A total of 261 payments for 2025 were received by the 31-Jan deadline.