

PCA Finance Report for February 01, 2025 to February 28, 2025

1. Account Balances as of 28-Feb-2025:

David Keim, Treasurer

Account	Balance
Checking	119,853.38
Savings	10,919.67
General Reserve	3,076.91
Townhouse Reserve	8,836.88
Total All Accounts:	142,686.84

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 2025:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Feb	(Incoming Balance)				94,911.00
1-Feb-2025	M & T Bank Fee -- transaction charges for Checking Account; deposits/checks over 100/month.		67.00		94,844.00
3-Feb-2025	Deposit Batch B03-B - Bank Branch Deposit, 14 checks for 14 accounts: \$3,178.00--2025-prin, \$92.58--2024-prin, \$7.00--2023-prin, \$0.42--2023-int.			3,278.00	98,122.00
3-Feb-2025	Deposit Batch B03-B - E-Payments transferred from PayPal account, 8 pmts for 8 accounts: \$1,988.00--2025-prin.			1,988.00	100,110.00
5-Feb-2025	Damascus Enterprises, Inc.; Invoice 6896; snow services on 06-07 Jan 2025.	2193	4,274.00		95,836.00
5-Feb-2025	Verizon; 21-Jan-2025 voice-mail invoice; 22-Jan to 21-Feb service.	2194	75.78		95,760.22
5-Feb-2025	Gardner Law Firm, P.C.; 31-Jan invoice; advice re: statute of limitations for collections activities.	2195	71.25		95,688.97
6-Feb-2025	Deposit Batch B03-C - Bank Branch Deposit, 15 checks for 15 accounts: \$3,570.00--2025-prin, \$1.00--2026-prin.			3,571.00	99,259.97
6-Feb-2025	Deposit Batch B03-C - E-Payments transferred from PayPal account, 7 pmts for 7 accounts: \$1,740.37--2025-prin.			1,740.37	101,000.34
11-Feb-2025	Deposit Batch B04-A - Bank Branch Deposit, 14 checks for 14 accounts: \$3,416.00--2025-prin.			3,416.00	104,416.34
12-Feb-2025	Deposit Batch B04-A - E-Payments transferred from PayPal account, 7 pmts for 7 accounts: \$1,750.00--2025-prin.			1,750.00	106,166.34
14-Feb-2025	Deposit Batch B04-B - Bank Branch Deposit, 21 checks for 21 accounts: \$5,334.00--2025-prin.			5,334.00	111,500.34
15-Feb-2025	Deposit Batch B04-C - Bank Branch Deposit, 7 checks for 7 accounts: \$1,834.00--2025-prin.			1,834.00	113,334.34
15-Feb-2025	Deposit Batch B04-C - E-Payments transferred from PayPal account, 4 pmts for 4 accounts: \$952.00--2025-prin.			952.00	114,286.34
18-Feb-2025	Deposit Batch B05 - Bank Branch Deposit, 11 checks for 11 accounts: \$2,786.00--2025-prin.			2,786.00	117,072.34
19-Feb-2025	Potomac Edison; 30-Jan invoice; 21-Dec to 23-Jan electric service for Main Sign and for Club View Park; \$98.16 + 0.50 e-pmt fee.	E-Pmt	98.66		116,973.68

19-Feb-2025	Deposit Batch B05 - E-Payments transferred from PayPal account, 12 pmts for 12 accounts: \$2,879.70--2025-prin.			2,879.70	119,853.38
28 Feb	(Ending Balance)				119,853.38
Total Monthly Disbursements:			4,586.69		

3. Income Log for February 2025:

Source	Date	Amount	Product/Service
Residential Assessment Income	03-Feb-2025	3,278.00	Assessment Returns, Deposit Batch #B03-B, Bank Branch Deposit.
Residential Assessment Income	03-Feb-2025	1,988.00	Assessment Returns, Deposit Batch #B03-B, E-Pmt transfer from PayPal Account.
Residential Assessment Income	06-Feb-2025	3,571.00	Assessment Returns, Deposit Batch #B03-C, Bank Branch Deposit.
Residential Assessment Income	06-Feb-2025	1,740.37	Assessment Returns, Deposit Batch #B03-C, E-Pmt transfer from PayPal Account.
Residential Assessment Income	11-Feb-2025	3,416.00	Assessment Returns, Deposit Batch #B04-A, Bank Branch Deposit.
Residential Assessment Income	12-Feb-2025	1,750.00	Assessment Returns, Deposit Batch #B04-A, E-Pmt transfer from PayPal Account.
Residential Assessment Income	14-Feb-2025	5,334.00	Assessment Returns, Deposit Batch #B04-B, Bank Branch Deposit.
Residential Assessment Income	15-Feb-2025	1,834.00	Assessment Returns, Deposit Batch #B04-C, Bank Branch Deposit.
Residential Assessment Income	15-Feb-2025	952.00	Assessment Returns, Deposit Batch #B04-C, E-Pmt transfer from PayPal Account.
Residential Assessment Income	18-Feb-2025	2,786.00	Assessment Returns, Deposit Batch #B05, Bank Branch Deposit.
Residential Assessment Income	19-Feb-2025	2,879.70	Assessment Returns, Deposit Batch #B05, E-Pmt transfer from PayPal Account.
Total Income:		29,529.07	

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 February 2025.
- 2025 Assessment Receipts: In February we processed 11 deposit batches and a \$29,529.07 in proceeds; we now have a total of 281 accounts with an assessment payment. As of 28-Feb-2025 there are a total of 270 of 406 accounts having fully paid for 2025, and 364 of 406 accounts fully paid for all previous years.
- Evaluation of PCA Bank Account Types and Services: The M & T Bank Branch Manager that we met with to discuss our accounts has transferred to a different branch. We had a telephone conversation with the new branch manager, and will schedule a meeting with her to further discuss our accounts. We will attempt to select account types that are a good match for our business needs, and to identify affordable fraud protection services.