

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

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

David Keim, Treasurer

Account	Balance
Checking	73,696.85
Savings	10,913.33
General Reserve	28,013.02
Townhouse Reserve	24,208.03
Total All Accounts:	136,831.23

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 July 2024:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Jul	(Incoming Balance)				75,579.66
4-Jul-2024	Deposit Batch B07-C - Bank Mobile Deposit, 3 pmts for 3 accounts: \$442.00--2024-prin, \$100.00--2025-prin.			542.00	76,121.66
4-Jul-2024	Deposit Batch B07-C - E-payments transferred from PayPal account, 4 pmts for 4 accounts: \$681.08--2024-prin, \$35.00--re-sale package.			716.08	76,837.74
8-Jul-2024	Transfer from General Reserve Fund to Checking to cover asphalt contract 40% deposit.			16,594.20	93,431.94
8-Jul-2024	Transfer from Town-House Reserve Fund to Checking to cover asphalt contract 40% deposit.			10,520.20	103,952.14
8-Jul-2024	Dominion Paving & Sealing; 40% deposit for 29-Jun-2024 asphalt contract.	2156	27,114.40		76,837.74
8-Jul-2024	New Generation Trash, LLC; Invoice 00724; Apr/May/Jun trash service, both parks; 3 cans total; re-issue of lost check #2154 + pmt for 3Q24.	2157	210.00		76,627.74
8-Jul-2024	Potomac Edison; 18-May to 20-Jun electric service for Main Sign and for Club View Park.	2158	41.34		76,586.40
8-Jul-2024	Verizon; 28-Jun-2024 voice-mail invoice; July service.	2159	81.50		76,504.90
8-Jul-2024	Montgomery County DHCA; Annual COC Registration Fee, (\$6.50/property).	2160	2,639.00		73,865.90
8-Jul-2024	David Keim; reimbursements for 2x \$37.50--Microsoft 365-Jun/Jul 2024; 1x \$16.95--MS365 fee to DPR (June); \$57.51--Domain Name renewal to DPR; \$63.59--security software renewal to ESET; \$142.50--room rental for Jun/Jul/Aug to MoCo CUPF.	2161	355.55		73,510.35
8-Jul-2024	M&T Bank; Stop Payment issued on Check #2154, written to Next Generation Trash; appears to be lost; \$105.00 credit to Trash Account.		(105.00)		73,615.35
8-Jul-2024	M&T Bank; \$35 service charge for Stop Payment on Check #2154 (chk was written to Next Generation Trash; appears to be lost).		35.00		73,580.35
31 Jul	(Ending Balance)				73,580.35
	Total Monthly Disbursements:		30,371.79		

3. Income Log for July 2024:

Source	Date	Amount	Product/Service
Residential Assessment Income	04-Jul-2024	542.00	Assessment Returns, Deposit Batch #B07-C, Bank Mobile Deposit.
Residential Assessment Income	04-Jul-2024	681.08	Assessment Returns, Deposit Batch #B07-C, E-Pmt transfer from PayPal Account.
Re-Sale Package Sales	04-Jul-2024	35.00	Income from Re-Sale Package sales.
Total Income:		1,258.08	

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 July 2024.
- 2024 Asphalt Projects:
 - Prepared notices to residents – e-mails, door notices, and posted signs.
 - Established agreement with towing service for on-site coverage for the three workdays.
 - Managed final communications with contractor, delivered documentation for town-house parking space numbering, basketball court markings.
 - Marked parking spaces on Ambergate Court where vehicles need to be removed for Asphalt Workday 1 tasks.
- 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.