

PCA Finance Report for March 01, 2026 to March 31, 2026

1. Account Balances as of 31-March-2026:

David Keim, Treasurer

Account	Balance
Checking	112,318.01
Savings	10,931.53
General Reserve	15,695.21
Townhouse Reserve	13,615.58
Total All Accounts:	152,560.33

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 March 2026:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 March	(Incoming Balance)				110,996.00
11-Mar-2026	Deposit Batch B03 - E-payments transferred from PayPal account, 17 pmnts for 17 accounts: \$4,426.00--2026-prin; \$70.00--re-sale package.			4,496.00	115,492.00
12-Mar-2026	Damascus Enterprises, Inc.; snow removal Feb 22-23, Invoice 9059--\$2,867.50.	2238	2,867.50		112,624.50
12-Mar-2026	Deposit Batch B04 - Bank Branch Deposit, 16 checks for 16 account payments: \$3,797.50--2026-prin, \$238.00--2025-prin, \$14.28--2025-int.			4,049.78	116,674.28
12-Mar-2026	U.S. Postal Service; Apr-2026 -> Mar-2027 post office box rental (#222).	2239	258.00		116,416.28
22-Mar-2026	Damascus Enterprises, Inc.; snow removal Mar-03, Invoice 9123--\$445.	2240	445.00		115,971.28
23-Mar-2026	Howell Brothers Lawn & Landscaping, LLC; 1 of 10 monthly payments for 2026 landscaping contract, Invoice 29624.	E-Pmt	3,590.00		112,381.28
23-Mar-2026	Potomac Edison; 02-Mar invoice; 22-Jan to 23-Feb electric service for Main Sign and for Club View Park; \$63.27; due 23-Mar.	Auto-E-Xfer	63.27		112,318.01
31 March	(Ending Balance)				112,318.01
	Total Monthly Disbursements:		7,223.77		

3. Income Log for March 2026:

Source	Date	Amount	Product/Service
Residential Assessment Income	11-Mar-2026	4,496.00	Deposit Batch B03 - E-Payments transferred from PayPal account.
Residential Assessment Income	12-Mar-2026	4,049.78	Deposit Batch B04 - Bank Branch Deposit.
Total Income:		8,545.78	

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.
- Responded to communications from realtors and settlement companies; produced Re-Sale Packages.
- Prepared monthly finance reports for March 2026.

- Responded to realtor and title company inquiries regarding property sales.
- **QuickBooks Online (QBO):** Conversion to QBO has been delayed by work on the FY2024 audit, which is underway. The initial connection to the PCA's Checking Account, sending and receiving funds, and ability to send an invoice have been configured and checked. The project will be resumed as soon as possible.
- **FY2024 Audit:** Signed engagement letter with Dimov Tax on 19-Nov; paid 50% initial payment of \$2,900.00 on 04-Dec.
 - The Lead Auditor contacted the PCA on 16-Dec; we responded on 17-Dec with a description of the PCA as an organization and of its financial practices, and our plan for providing financial data to the auditor. The auditor responded positively on 23-Dec.
 - The Treasurer is currently working on completing the FY2024 account files and reports so the auditor can get started. Work began in very late November and continued into the first few days of December, at which time the Treasurer needed to switch tasks to generating the 2026 assessment invoices; the primary task then switched to processing incoming payments. Some additional progress was made in 1Q2026, and most of the non-expense account pages have been completed.
 - **Special Note:** Starting on 08-Jan, the Treasurer has been in Fredericksburg, VA every other week to help care for an ill family member.
- **2026 Assessment:** As of 31-Mar-2026 We had received full payments for 2026 from 303 of 406 accounts (74.6%). 289 payments had been processed and deposited.
 - On 12-Mar we completed processing of all checks that were on hand.
 - Since 12-Mar we received 5 additional payments by check; they were deposited on 04-Apr.
- **Note on Denitsa's Participation in Treasurer's Duties:** On 24-Mar Denitsa and I met to talk about her interests in taking on some of the Treasurer's responsibilities. She continues to feel unable to take on any projects, due to a family member's health problems. She did agree to assist me with whatever major project I am working on; in this way she can continue to be involved and contributing, without taking on full project responsibility. I gave her a copy of the "Chart of Accounts" document, which defines the various accounts that are being used in the FY2024 Audit. We plan to meet once a week throughout the audit project.