

## PCA Finance Report for March 01, 2025 to March 31, 2025

### 1. Account Balances as of 31-Mar-2025:

David Keim, Treasurer

Account	Balance
Checking	97,433.56
Savings	10,920.60
General Reserve	15,692.07
Townhouse Reserve	11,439.05
<b>Total All Accounts:</b>	<b>135,485.28</b>

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 2025:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Mar	(Incoming Balance)				119,853.38
3-Mar-2025	Deposit Batch B06-A.1 - Bank Branch Deposit, 4 checks for 4 accounts: \$794.50--2025-prin.			794.50	120,647.88
3-Mar-2025	Deposit Batch B06-A.2 - Bank Branch Deposit, 1 check for 1 account: \$238.00--2025-prin, \$222.00--2024-prin, \$37.08--2024-int, \$207.00--2023-prin, \$23.76-2023-int, \$189.00--2022-prin, \$11.34-2022-int).			928.18	121,576.06
4-Mar-2025	Deposit Batch B06-A - E-Payments transferred from PayPal account, 7 pmnts for 42 accounts: \$86.92--2026-prin (later refunded), \$1,036.00--2025-prin, \$304.00--2024-prin, \$18.24--2024-int, \$287.00--2023-prin, \$34.44-2023-int, \$170.64--2022-prin, \$36.14-2022-int, \$14.28--2021-int.			1,987.66	123,563.72
4-Mar-2025	Potomac Edison; 03-Mar invoice; 24-Jan to 21-Feb electric service for Main Sign and for Club View Park; \$56.65.	2196	56.65		123,507.07
4-Mar-2025	Verizon; 21-Feb-2025 voice-mail invoice; 22-Feb to 21-Mar service.	2197	78.21		123,428.86
4-Mar-2025	Damascus Enterprises, Inc., for snow services; \$1,884, Invoice 6935, 11-Jan; \$2,739, Invoice 6979, on Jan 19-20; \$133, Invoice 7035, on 06-Feb; \$1,734, Invoice 7075, on 12-Feb.	2198	6,490.00		116,938.86
4-Mar-2025	U.S. Postal Service; Apr-2025 -> Mar-2026 post office box rental (#222).	2199	248.00		116,690.86
7-Mar-2025	Deposit Batch B06-B - Bank Branch Deposit, 3 checks for 3 accounts: \$238.00--2025-prin, \$222.00--2024-prin, \$37.66--2023-prin, \$189.00--2022-prin, \$11.34-2022-int.			698.00	117,388.86
8-Mar-2025	Deposit Batch B06-C.1 - Mobile Deposit, 1 pmt for 1 account: \$238.00--2025-prin, \$222.00--2024-prin, \$25.74--2024-int, \$207.00--2023-prin, \$12.42--2023-int.			705.16	118,094.02
11-Mar-2025	-- DESTROYED --	2200	-		118,094.02
11-Mar-2025	Wolff Tree; Invoice 11182, 26-Feb removal of 2 trees, prune 4.	2201	2,675.00		115,419.02
11-Mar-2025	Daniela Koch; reimbursement for assessment overpayment.	2202	86.92		115,332.10
15-Mar-2025	Howell Brothers Lawn & Landscaping, LLC; 1 of 10 monthly payments for 2025 landscaping contract.	E-Debit	3,455.00		111,877.10
15-Mar-2025	Transfer to General Reserve Fund for 2025; budgeted annual contribution.	E-Xfer	12,615.00		99,262.10

16-Mar-2025	Deposit Batch B06-C.2 - Mobile Deposit, 1 pmt for 1 account: \$80.50--2025-prin.			80.50	99,342.60
16-Mar-2025	Deposit Batch B06-C.2 - E-Payments transferred from PayPal account, 3 pmts for 3 accounts: \$476.00--2025-prin, \$130.04--2022-prin.			606.04	99,948.64
19-Mar-2025	Transfer #1 to T-H Reserve Fund for 2025; 30 of 60 accounts at \$84.00 each; 30 of 60 now deposited.	E-Xfer	2,520.00		97,428.64
19-Mar-2025	Transfer #4 to T-H Reserve Fund for 2024; 1 of 60 accounts at \$82.00 each; 53 of 60 now deposited.	E-Xfer	82.00		97,346.64
31 Mar	(Ending Balance)				
<b>Total Monthly Disbursements:</b>			<b>28,306.78</b>		

### 3. Income Log for March 2025:

Source	Date	Amount	Product/Service
Residential Assessment Income	03-Mar-2025	794.50	Assessment Returns, Deposit Batch #B06-A.1, Bank Branch Deposit.
Residential Assessment Income	03-Mar-2025	928.18	Assessment Returns, Deposit Batch #B06-A.2, Bank Branch Deposit.
Residential Assessment Income	04-Mar-2025	1,987.66	Assessment Returns, Deposit Batch #B06-A, E-Pmt transfer from PayPal Account.
Residential Assessment Income	07-Mar-2025	698.00	Assessment Returns, Deposit Batch #B06-B, Bank Branch Deposit.
Residential Assessment Income	08-Mar-2025	705.16	Assessment Returns, Deposit Batch #B06-C.1, Bank Mobile Deposit.
Residential Assessment Income	16-Mar-2025	80.50	Assessment Returns, Deposit Batch #B06-C.2, Bank Mobile Deposit.
Residential Assessment Income	16-Mar-2025	606.04	Assessment Returns, Deposit Batch #B06-C.2, E-Pmt transfer from PayPal Account.
<b>Total Income:</b>		<b>5,800.04</b>	

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 March 2025.
- 2025 Assessment Receipts: 7 deposit batches were processed in March, with \$5,800.04 in proceeds. As of 31-Mar, 296 of 406 accounts had made an assessment payment, 282 accounts were fully paid for 2025, and 281 accounts were fully paid for all previous years.
- Bank Record Update for New V-P: Our new V-P, Nathan Booth, was added as an M & T Bank on-line user; at present he has privileges to make funds transfer, but only if another user approves them. We have not yet visited the local branch to complete any paperwork needed to add him as a check signatory.
- Snow Services Costs: The 2025 Operating Budget contained a reduced amount for snow services, based on a several-year average of recent annual costs. However, 2025 turned out to be a year that required more than average snow services, resulting in \$2,779 of over-spending in that budget category.
- Monthly Expenses: Note that one reason the monthly expenses were high is that \$15,217 was transferred to reserve funds; these transfers are not true expenses, just the movement of funds to specialized accounts.