

## PCA Finance Report for October 01, 2024 to October 31, 2024

### 1. Account Balances as of 31-Oct-2024:

David Keim, Treasurer

Account	Balance
Checking	55,655.11
Savings	10,916.08
General Reserve	3,101.43
Townhouse Reserve	8,426.31
<b>Total All Accounts:</b>	<b>78,098.93</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 October 2024:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Oct	(Incoming Balance)				58,451.67
11-Oct-2024	Harman's Outdoor Services, LLC; Invoice # 31xx, Pmt 7 of 8 - October. --UNAUTHORIZED ACH TRANSFER--	[ ACH ]	4,375.00		54,076.67
15-Oct-2024	Deposit Batch B10 - Bank Mobile Deposit, 3 pmts for 3 accounts: \$666.00--2024-prin.			666.00	54,742.67
15-Oct-2024	Deposit Batch B10 - E-payments transferred from PayPal account, 3 pmts for 2 accounts: \$608.00--2024-prin, \$287.00-2023-prin, \$17.22--2023-int, \$0.22--2022-int.			912.44	55,655.11
31 Oct	(Ending Balance)				55,655.11
<b>Total Monthly Disbursements:</b>			<b>4,375.00</b>		

### 3. Income Log for October 2024:

Source	Date	Amount	Product/Service
Residential Assessment Income	15-Oct-2024	666.00	Assessment Returns, Deposit Batch #B10, Bank Mobile Deposit.
Residential Assessment Income	15-Oct-2024	912.44	Assessment Returns, Deposit Batch #B10, E-Pmt transfer from PayPal Account.
Re-Sale Package Sales			Income from Re-Sale Package sales (via PayPal).
<b>Total Income:</b>		<b>1,578.44</b>	

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 reports for October 2024.
- Started work on the 2025 Budget.

- Filed the necessary forms with M & T Bank to remove our former Vice-President's name as an account signatory. At present Rod and I are the account signatories.
- Met with M & T Bank personnel to discuss the monthly low-balance limits on our four accounts. We are presently being charged \$12.50 per month because the General Reserve Fund account has a balance below \$5,000.
- Investigated a double-draw on the PCA Checking account by a PCA contractor. This appears to have been an accident; it was done using the ACH service, and implemented through the contractor's QuickBooks account; we spoke with the contractor, who apologized; we sent a letter to the contractor stating that ACH transfers had never been authorized. We also met with the staff at M & T Bank in Damascus to discuss account security, and we contacted QuickBooks to learn how they implement ACH transfer service with their customers (we learned that they do not require proof from their customers that ACH transfer permission has been obtained). The additional funds debit will serve as the next month's payment to the contractor, and the PCA's books are now in balance.
- 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-Oct 88% 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.
  - On 28-Sep a third invoice was sent to accounts that owe for 2024 only; accounts owing for 2024 & 2023 were invoiced again on 07-Nov; accounts owing for the last three years were invoiced again on 11-Nov.
- Phone Port from Verizon to Microsoft: Verizon has closed our voice-mail account; hopefully this means that they have finally transferred the phone number to Microsoft, but I am still waiting for Microsoft to confirm this. Our voice-mail will be down until this transfer is complete and we set up voice-mail in Microsoft Teams.
- Switch to MailChimp to send PCA Mass E-Mails: We still need to port our address book into MailChimp, and try out the service.