

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

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

David Keim, Treasurer

Account	Balance
Checking	56,193.46
Savings	10,917.91
General Reserve	3,076.82
Townhouse Reserve	8,836.60
Total All Accounts:	79,024.79

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 December 2024:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Dec	(Incoming Balance)				56,653.26
13-Dec-2024	ADJUSTMENT: Check #2179 LOST -- not received by Next Generation Trash; \$105.00 credit to Trash Account.		(105.00)		56,758.26
13-Dec-2024	M&T Bank; \$35 service charge for Stop Payment on Check #2179 (chk was written to Next Generation Trash; appears to be lost).		35.00		56,723.26
13-Dec-2024	New Generation Trash, LLC; Invoice 03287; Oct/Nov/Dec trash service, both parks; 3 cans total (reissued due to lost check #2179).	2182	105.00		56,618.26
13-Dec-2024	Potomac Edison; 03-Dec invoice; 24-Oct to 19-Nov electric service for Main Sign and for Club View Park.	2183	45.23		56,573.03
13-Dec-2024	Verizon; 21-Nov-2024 voice-mail invoice; \$79.41 for 22-Nov to 21-Dec service; \$79.80 in one-time set-up fees; new acct after previous one was prematurely closed by process to port phone # to M-S.	2184	159.21		56,413.82
13-Dec-2024	Gardner Law Firm, P.C.; 27-Nov invoice #3085; \$270.75--advice for contractor's unauthorized ACH Debits to PCA account; breach of contract.	2185	270.75		56,143.07
13-Dec-2024	Montgomery County, MD; 2 of 2, annual Water Quality Protection Charges.	2186	1,311.26		54,831.81
13-Dec-2024	Deposit Batch B13 - Bank Mobile Deposit, 1 pmt for 1 account: \$186.90--2024-prin, \$207.00--2023-prin, \$23.76--2023-int, \$189.00--2022-prin, \$11.34--2022-int.			618.00	55,449.81
14-Dec-2024	Deposit Batch B13 - E-payments transferred from PayPal account, 1 pmt for 1 account: \$222.00--2024-prin.			222.00	55,671.81
27-Dec-2024	Deposit Batch 14 - E-Payments transferred from PayPal account, 2 pmts for 1 account: \$222.00--2024-prin, \$207.00--2023-prin, \$12.42--2023-int.			441.42	56,113.23
31 Dec	(Ending Balance)				56,113.23
	Total Monthly Disbursements:		1,821.45		

3. Income Log for December 2024:

Source	Date	Amount	Product/Service
Residential Assessment Income	13-Dec-2024	618.00	Assessment Returns, Deposit Batch #B13, Bank Mobile Deposit.
Residential Assessment Income	14-Dec-2024	222.00	Assessment Returns, Deposit Batch #B13, E-Pmt transfer from PayPal Account.
Residential Assessment Income	27-Dec-2024	441.42	Assessment Returns, Deposit Batch #B14, E-Pmt transfer from PayPal Account.
Total Income:		1,281.42	

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 December 2024.
- Continued investigation of a double-draw on the PCA Checking account in October by a PCA contractor.
 - The PCA asked our bank to initiate a dispute for the ACH Debit to try and recover those funds.
- Completed preparation of the 2025 Budget. After approval by the PCA Board the budget was posted to the PCA website.
- 2025 Assessment Invoicing: The PCA Property Log was updated; the invoices were prepared; envelopes were stuffed by five volunteers; invoices were mailed to all property owners between 23-Dec and 27-Dec.
- Met with the M&T Bank-Damascus branch manager to discuss the ACH dispute, and to discuss the PCA's account types. It appears we should change our account types to improve our interest earnings and to reduce low-balance fees. We should also consider purchasing some security services, such as ACH screening, which possibly would be paid for by the increased earnings achieved by changing our account types.