

Potomac Valley Swimming  
Executive Director / Controller Report  
October 2011

Primarily Controller

1. Responded to information requests from Auditor regarding the 2010-2011 audit.
2. Worked with Bob Vincent to modify banking procedures to minimize exposure to Wells Fargo transaction fees.
3. Paid all but one travel grant for athletes who attended the USAS summer Nationals and Junior Nationals meets.
4. Continued work on the PVS 2010-2011 Form 990 federal tax return.
5. Ordered forms and supplies for year-end tax reporting to employees, contractors and certain vendors.
6. Completed and distributed September 2011 financial statements.
7. Processed financial revenue and payments related to the three October Open meet sites.

Primarily Executive Director

8. Responded to a Press inquiry regarding PVS's upcoming meet schedule and inter-relationship between PVS and high school swimming.
9. Met with Terri Marlin to discuss business issues and convert her position from independent contractor to employee.
10. Met with the General Chair to discuss a variety of business issues but primarily to discuss ongoing PVS equipment management problems.
11. Prepared a historical analysis of management program revenues and expenses over the past 4 years.
12. Worked with Oak Marr on the installation of their new scoreboard. PVS will assist in testing the scoreboard once the installation is complete.
13. Purchased 5 new Infinity Starter power supply units from CTS.
14. Responded to a number of inquiries from new official trainees regarding reimbursement for background screening requirements.
15. Received two reports of incidents from clubs that ran meets in September. Forwarded the reports to PVS's Safety Chair.

Respectfully submitted

John F Ertter