

Potomac Valley Swimming
Executive Director / Controller Report
December 2011

Primarily Controller

1. Completed and distributed November 2011 financial statements.
2. Answered final questions from outside auditor pertaining to the 2010-2011 audit. Successfully worked with technical support staff at USA Swimming headquarters to obtain a special registrations report from SWIMS that was necessary in order for the auditor to complete the registrations revenue reconciliation. A draft audit report was issued and is currently being reviewed by the PVS Vice Chair – Finance.

Primarily Executive Director

1. Collected signed Ethical Behavior and Conflicts of Interest certifications from PVS leadership. Of the 44 individuals required to provide certifications 16 have been collected. A reminder will be sent to those individuals who have yet to sign and return the certifications.
2. Ordered and received 3 new harness sets and 60 new buttons from CTS. There are indications that additional new equipment needs to be purchased however the Executive Director has not received any additional directives.
3. Obtained pricing from CTS for a club interested in purchasing their own set of equipment to run meets.
4. Discovered that CTS maintains a users group of swim timing equipment users. Have asked that PVS be added as a member of this group. The group, among other things, brainstorms ideas for equipment improvements and provides feedback to CTS on equipment problems. I had a long discussion with CTS's Head of Marketing regarding the possibility of modifying their pad design to provide for an easily replaceable pad cord. I pointed out that Daktronics already provides a pad with a replaceable cord.
5. Finalized the 2012 renewal of PVS's equipment insurance provided through Risk Management Services and Inland Marine Insurance Company. The renewal premium is \$405.00.
6. Collected athlete travel grant requests for the 2011 Winter National & Winter SC Junior National Meets. All requests were scanned and forwarded to PVS's Senior Chair.

Respectfully submitted

John F Ertter