

Potomac Valley Swimming
Executive Director / Controller Report
January 14, 2013

Primarily Controller

1. Completed and distributed the December 2012 financial statements.
2. Completed work on the 2011-2012 audit. A draft audit report has been issued and is being reviewed by the Vice Chair Finance. The audit uncovered no issues. The report will be released to members of the Board after the Vice Chair Finance completes his review.
3. Have completed work on the 2011 Form 990 tax return. After a final review, the return will be sent to first the Vice Chair-Finance for review and then to all Board members for a review prior to filing.
4. Have begun work on the US Department of Labor 2012 Economic Census. The deadline for filing is February 12, 2013.
5. Issued Form W-2s to PVS employees. All federal and state filings have been completed.
6. Issued Form 1099s to PVS required contractors. All federal and state filings have been completed.

Primarily Executive Director

1. Delivered equipment for the January 2013 PVS Distance meet.
2. Ordered pad brackets from CTS for Audrey Moore and Cub Run.
3. Worked with Carrie Tupper on an order for various pieces of timing equipment.
4. Attended the December 19, 2012 Board meeting and January 9, 2013 Competition Committee meeting.

Respectfully submitted
John F Ertter