

Potomac Valley Swimming  
Executive Director / Controller Report  
November 6, 2012

Proposals

Primarily Controller

1. Completed and distributed the September 2012 financial statements. As reported in the notes to the financial statements, PVS is off to a favorable start to the 2012-2013 fiscal year. Compared to the prior year, registrations are up 8.4%, entries in PVS meets are up 5.1% and entries in club meets are up 4.7%. Additionally, the net cost for the Swimposium, 2012 USAS Convention came in under budget.
2. Paid all approved travel stipends to clubs with athletes who competed in the 2012 summer Junior Nationals and U.S. Open.
3. Collected all outstanding entry fees from clubs for the 2011-2012 fiscal year meets. As a result of these collection efforts, PVS did not write-off any entry fee or splash fee receivables as uncollectible.
4. Delivered all PVS financial records for 2011-2012 to the offices of Sarfino & Rhoades. Met with our audit manager and Greg Sarfino to discuss PVS operations and financial results for the year. Prepared the Attorney letters and bank confirmation requests related to the audit. Reviewed and updated PVS's Internal Controls document.

Primarily Executive Director

1. Provided specific administrative guidance to clubs hosting sites for the October and November Open meets.
2. Attended at least 1 session at each of the October Open meet sites.
3. Delivered and picked up meet timing equipment for the October.
4. Developed a draft contract for Carrie Tupper, the new PVS Equipment Manager.
5. Developed an equipment check-out/check-in worksheet for use in administering timing equipment rentals.
6. Developed a revised Official's Background Screening Reimbursement form which is now up on the PVS website.
7. Attended the October 15, 2012 Board meeting.

Respectfully submitted  
John F Ertter