

Potomac Valley Swimming  
John Ertter Report  
October 10, 2013

The date of the last Executive Director/Controller report was July 10, 2013. Following are the significant activities since that date.

1. Completed and distributed the July, August and September 2013 financial statements. Financial reports are distributed to the PVS leadership team at the end of every month. Please refer to the distributed reports for details about PVS's financial position.
2. Attended the 2013 Summer LC Zone meet in Richmond. Finalized all accounting for the meet in late September. Please refer to the schedule of Zone Team costs that was distributed with the August 2013 financial statements
3. Collected the final athlete fees due PVS for the 2013 Spring Zone meet.
4. Processed meet files for the PVS summer championship meets and collected all but a small fraction of the entry fees due PVS.
5. Paid athlete travel stipends for PVS athletes who participated in the 2013 Phillips 66 National Championship Meet.
6. Established on-line access to the RBC Wealth Management reporting platform. This allows us to track our mutual fund performance on a daily basis and access monthly reports much quicker than in the past.
7. Have begun work on preparation of the 2012-2013 PVS tax returns.
8. Reviewed and signed contracts with the Rochester Plaza Hotel & Conference Center for lodging and catering for the PVS Team that will participate in the 2014 Spring Zone Meet in Webster New York.
9. Located pools and signed contracts for replacement of Fairland for the PVS October and November Open meets.
10. Attended the 2013 USA Aquatic Sports Convention. A separate report on my activities while at the convention was prepared and distributed.
11. Attended the July 2013 Board of Directors meeting.
12. At the direction of the PVS Vice-Chair Finance, have changed the PVS Registrar from an independent contractor to a PVS employee.
13. Developed extensive materials in preparation for strategic planning discussions on how PVS might manage its business affairs in the future with an emphasis on staffing structure.
14. Have collected all materials necessary for PVS's outside auditors to conduct an accounting review of the 2012-2013 records. The review will formally kick-off with a meeting at the auditor's offices during the week of the October PVS Board meeting.

John F Ertter