

Potomac Valley Swimming
Executive Director / Controller Report
November 2011

Primarily Controller

1. Completed and distributed October 2011 financial statements.
2. Processed financial revenue and payments for three of the four November Open meet sites. The meet report and revenue for the Takoma 2 site has not yet been received from the meet manager.
3. Completed the PVS 2010 Form 990 tax return. The return is currently being reviewed by the PVS Vice Chair Finance. As soon as the Vice Chair Finance has completed his review the return will be distributed to all members of the PVS Board of Directors for review. The initial filing deadline for the Return is January 15, 2012.
4. Worked with USA Swimming headquarter to obtain a special SWIMS file containing detailed information on 2011 calendar year PVS registrations. This file cannot be produced using standard reporting options from the SWIMS website. The file is necessary for our auditors to complete their registrations reconciliation related to the 2010-2011 audit. This is the final open item necessary for completion of the audit.

Primarily Executive Director

1. Met with Riley Eaton, Paris Jacobs and Sumie Emory to discuss and resolve registration process issues.
2. Completed and filed the US Dept. of Commerce 2012 Economic Census Report as required by Federal law.
3. Prepared the PVS Statement of Principles of Ethical Behavior and Conflicts of Interest and the associated annual certification form. The materials will be distributed to Board members, committee chairs, employees and contractors. Members of PVS's leadership team are required to sign the certification statement annually.
4. Worked with Risk Management Services to renew PVS's equipment insurance that is provided by Inland Marine Insurance Company. The renewal premium is expected to be approximately \$400.

Respectfully submitted

John F Ertter