

Potomac Valley Swimming  
Executive Director / Controller Report  
March 15, 2013

Primarily Controller

1. Completed and distributed the February 2013 financial statements.
2. Completed and distributed draft 2013-2014 budget.
3. Continues to work with the PVS Account Manager at RBC Dain Rauscher to review PVS's mutual fund investments.
4. Prepared and filed Maryland Personal Property Tax Return.
5. Filed the PVS 2011-2012 Form 990.

Primarily Executive Director

1. Attended the February Board of Directors meeting.
2. Prepared performance evaluations on all paid staff.
3. Reviewed and signed contract for lodging & catering 2013 LC Eastern Zone Meet.
4. Reviewed and signed contract for University of Md. Pool rental for 14&U JO Champs Meet.
5. Obtained insurance certificate for SC Jr./Sr. Champs Meet.
6. Delivered equipment for the PVS February Distance meet and 18&U Champs Meet.

Respectfully submitted  
John F Ertter