

Potomac Valley Swimming
Executive Director / Controller Report
March 2012

Primarily Controller

1. Issued February 2012 financial statements.
2. Worked meet financial reports and processed revenue from various PVS meets including 18&U Champs, Jr. & Sr. SC Champs & 14&U JOs.
3. Processed reports and billings on 4 club sponsored meets held during March 2012.
4. Developed proposed 2012-2013 budget.
5. Filed the 2012 Maryland Personal Property Tax Return.
6. Sent the annually required PVS financial package to USA Swimming headquarters.
7. Processed revenue and expenses for the 2012 PVS Spring Zone Team.

Primarily Executive Director

1. Ordered & received equipment from Colorado Time Systems to insure reliable equipment was on hand for 14&U JOs meet.
2. Finalized arrangements for PVS to store sets of touchpads at Fairland.
3. Worked with Dave Greene on planning and contracts approvals for 2012 Spring Zones Meet.

Respectfully submitted

John F Ertter