


Internal Audit Unit
MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

June 18, 2025

MEMORANDUM

To: Dr. Irina LaGrange, Director
Department of Curriculum and Instruction

From: Mary J. Bergstresser, Supervisor, Internal Audit Unit 

Subject: Report on Audit of Cash Collections for Regional Summer School for the period
June 1, 2024, through March 31, 2025

This audit was conducted to review compliance with Montgomery County Public Schools (MCPS) procedures for cash handling of summer school tuition. The regional summer school tuition was made available to all parents to pay online through School Cash Online (SCO), but parents were also offered the ability to pay in cash. The summer school office set up days and times for cash collections during the months of June and July 2024. This audit report presents the findings and recommendations resulting from our examination of the regional summer school records and financial accounts for the period designated above.

Findings and Recommendations

Internal control is a process of interconnected policies, regulations, and procedures, as well as employees' attitudes and actions that work together to provide a system of checks and balances to achieve safeguarding of assets. We noted a weakness of controls over the regional summer school financial operations resulting in funds being held and untimely bank deposits. To properly control receipts, cash collected by the summer school office must be remitted promptly and intact to the Controller's office along with a deposit log. Cash must be counted in the presence of the remitter, and a receipt that is supported by the deposit log must be issued promptly. These receipts must be deposited promptly, and all receipts must be deposited on the last working day of each month and before each weekend or holiday (refer to the *MCPS Financial Manual*, chapter 7, pages 4-5). We found that the summer school office was collecting cash at 850 Hungerford Drive and the Controller's office is located at 45 W Gude Drive. We noted several days delay in remitting collected funds to the controller's office, and at times the funds were held over a weekend or end of month. We also noted that at times the funds remitted were not deposited on the same day due to only one person in the controller's office having the responsibility of entering the funds into the accounting system and then taking the money to the bank for deposit. We noted one deposit was held for over a week in the controller's office due to the person responsible for entering the cash

collected into the system and making deposits was on vacation. We recommended that this process be changed to have better control over the collection of cash for regional summer school. For Fiscal Year (FY) 26 regional summer school tuition, the summer school office, along with the Internal Audit Unit, will collect cash at 15 W Gude. The cash will be transported to the controller's office each day of collection, or the next morning when funds will be collected after hours. The funds will be counted together and a receipt will be provided to verify funds were entered and deposited. We recommend that the controller's office assign a back up person to be able to enter payments into the system and take the funds to the bank when the main person is absent. No response to this report is required.

MJB:rg

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