


Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

March 28, 2012

MEMORANDUM

To: Ms. Maureen Ahern, Principal
Cashell Elementary School

From: Roger W. Pisha, Supervisor, Internal Audit 

Subject: Report on Audit of Independent Activity Funds for the Period
March 1, 2009, through December 31, 2011

This audit report presents the results of our examination of the financial records, reports, and internal accounting controls relating to the Independent Activity Funds (IAF) for your school for the period designated above. The examination was made to evaluate the adequacy of accountability over these funds, compliance with applicable Montgomery County Public Schools (MCPS) policies and procedures, and effectiveness of IAF management.

In our meeting on February 16, 2012, with you and Mrs. Coleen Paul, administrative secretary, we reviewed conditions described in our previous report dated April 9, 2009, and the status of present conditions. Our findings and recommendations appear below.

Findings and Recommendations

In accordance with the August 4, 2008, memorandum from the chief operating officer (COO), the expenditure of general funds to provide refreshments for staff meetings (IAF account 11) and appreciation (IAF account 20) is \$45 per staff FTE per fiscal year. You have exceeded this allowable amount for fiscal year 2012. We found that the expenditure for staff shirts was incorrectly classified and recorded in the School Energy and Recycling Team (SERT) rebate account rather than in the staff appreciation account. Such incorrect recording increases the time required to determine whether or not guidelines have been followed and decreases the value of your financial reports for decision making. We recommend you correctly classify and record these transactions for more accurate accountability. We also recommend you adhere to the guidelines in the August 4, 2008, memorandum from the COO pertaining to the amount of general funds that may be spent for both meeting refreshments and staff appreciation.

Summary of Recommendations

- Staff appreciation and meeting refreshment expenditures combined may not exceed a specified total amount for a fiscal year without prior approval of the COO.

Other matters were discussed and satisfactorily resolved. We appreciated the cooperation and assistance of your staff. In accordance with MCPS Regulation DIA-RA, *Accounting for*

Financial Operations/Independent Activity Funds, please provide a response to the Internal Audit office within 30 days of this report, with a copy to Dr. Darryl L. Williams, community superintendent. The Office of School Performance will follow up on this audit.

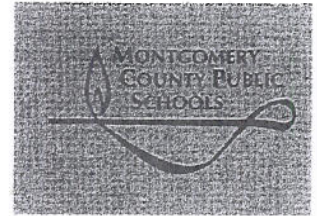
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Copy to:

Mr. Bowers
Dr. Lacey
Mr. Talley
Dr. Williams
Mrs. DeGraba
Mrs. Milwit
Mr. Doody

Cashell Elementary School

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Office of the Principal

March 29, 2012

MEMORANDUM

To: Mr. Roger W. Pisha, Supervisor, Internal Audit
Office of Shared Accountability

From: Maureen Ahern, Principal *MA*

Subject: Response to Audit of Independent Activity Funds for the Period
March 1, 2009, through December 31, 2011

In response to the Findings and Recommendations in the Audit Report, dated March 28, the following actions will be taken:

- We will adhere to the combined spending limit of \$45 per staff FTE in the meeting refreshments and staff appreciation accounts.
- We will correctly record purchases made for staff in the appropriate accounts.

Thank you.

MA:cdp

Copy to:
Dr. Williams

