


Office of Shared Accountability  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

April 8, 2013

MEMORANDUM

To: Ms. Casey B. Crouse, Principal  
Eastern Middle School

From: Roger W. Pisha, Supervisor, Internal Audit 

Subject: Report on Audit of Independent Activity Funds for the Period  
October 1, 2011, through February 28, 2013

Independent Activity Funds (IAFs) of Montgomery County Public Schools (MCPS) are established to promote the general welfare, education, and morale of students as well as to finance the recognized extracurricular activities of the student body. Principals are the fiduciary agents for the IAFs charged with determining the manner in which funds are raised and expended for activities such as field trips, admission events, and fundraisers. They are responsible for ensuring that IAFs are administered in accordance with MCPS policies, regulations, and procedures.

IAF audits are conducted regularly to evaluate compliance with MCPS policies, regulations, and procedures, and to review processes for continuous improvement. Generally accepted audit procedures guide the work of the auditors who examine samples of IAF records and financial accounts selected from documentation of various activities to verify their accuracy as well as to assess the effectiveness of financial control procedures. An IAF audit does not review every transaction or school activity but seeks to provide reasonable assurance that there is compliance with MCPS policies, regulations, and procedures, and that any significant errors or omissions in the financial records are detected.

In our meeting on April 3, 2013 with you, and Mrs. Mary Neumann, financial assistant, we reviewed the status of the conditions described in our prior audit report dated November 30, 2011. We were pleased to note that efforts to improve on control weaknesses identified in that previous report have been largely effective. During our meeting, we discussed a number ways that planning, approval and evaluation of some activities can be made more effective. We recommend continued adherence to prescribed monitoring and control processes to assure controls are effective.

We appreciated the cooperation and assistance of your staff. No response to this audit report is required.

RWP:LS:sd

Copy to:

Mr. Bowers  
Dr. Statham

Dr. Schiavino-Narvaez  
Dr. Marks

Ms. Mills  
Mrs. DeGraba

Mrs. Milwit  
Mrs. Chen