


Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

February 27, 2015

MEMORANDUM

To: Mr. James N. D'Andrea, Principal
Kingsview Middle School

From: Roger W. Pisha, Supervisor, Internal Audit 

Subject: Report on Audit of Independent Activity Funds for the Period
June 1, 2013, through December 31, 2014

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 February 26, 2015 with you, and Mrs. Elisabeth Gross, financial specialist, we reviewed the status of the conditions described in our prior audit report dated July 15, 2013, and the status of present conditions. This audit report presents the findings and recommendations resulting from our examination of the IAF records and financial accounts for your school for the period designated above.

Findings and Recommendations

Fund-raising at the school must conform to the *Guidelines for Sponsoring an Independent Activity Fund Fund-Raiser*. Many sponsors were purchasing t-shirts for resale to students without obtaining your approval for the activity and without submitting a completion report at

the conclusion of the activity so that the results could be evaluated. A completion report should include the total number of items for sale and the cost of each, selling prices, and remaining inventories to determine whether all sums collected were remitted to the financial specialist. Following internal control procedures provides for the accountability of funds raised as well as the opportunity to evaluate the results at the conclusion of the activity.

Summary of Recommendations

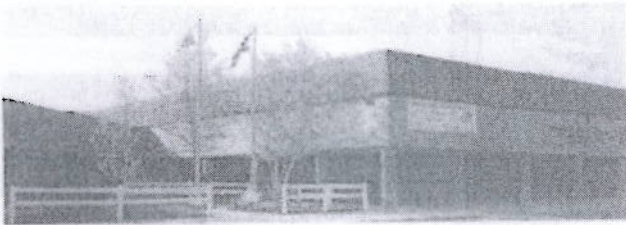
- Fund-raising must conform to *Guidelines for Sponsoring an IAF Fund-Raiser*.

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, associate superintendent of middle schools. The Office of School Support and Improvement will follow up on this audit.

RWP:MCS:sd

Copy to:

Dr. Navarro
Dr. Statham
Dr. Zuckerman
Mr. Sanderson
Dr. Williams
Mrs. DeGraba
Mrs. Milwit
Mrs. Chen



Kingsview Middle School

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March 16, 2015

MEMORANDUM

Jimmy D'Andrea
Principal
James_N_D'Andrea
@mcpsmd.org

To: Mr. Roger W. Pisha, Supervisor
Internal Audit

From: Jimmy D'Andrea, Principal ~~of Kingsview~~

Subject: Response to February 2015 Audit of Independent Activity Funds

Shelia Harrison
Assistant Principal
Shelia_J_Harrison
@mcpsmd.org

Our response to the February 2015 audit of independent activity funds is attached. The recommendations in the new report will promote greater accountability, and it is our intention to work efficiently and effectively in order to comply with all MCPS policies, regulations, and procedures.

Please see the attached Fiscal Management Action Plan which discusses the findings and recommendations.

Ericka Singleton
Assistant Principal
Ericka_W_Singleton
@mcpsmd.org

Copy to:
Dr. Williams
Mr. Zarchin

Kelly Bean
Asst. School Administrator
Kelly_A_Bean
@mcpsmd.org



Fiscal Management Action Plan

School: Kingsview Middle School
 Approved by associate superintendent: _____
 Principal: Jimmy D'Andrea
 Date of approval: _____

Findings and Recommendations of School's Financial Report	Description of Resolution And Person(s) Responsible	Timeline	Evidence of Completion
<p><u>Finding</u></p> <ul style="list-style-type: none"> Many sponsors were purchasing t-shirts for resale to students without obtaining principal approval and without submitting a completion report at the conclusion of the activity. 	<p>All future t-shirt sales to students will be handled in accordance with the <i>Guidelines for Sponsoring an IAF Fundraiser</i>, including prior principal approval and submission of a completion report at the end of each activity. (Gross)</p>	<p>Immediately</p>	<p>Completion reports for all t-shirt sales will be completed and indicate prior principal approval.</p>
<p><u>Recommendation</u></p> <ul style="list-style-type: none"> Fundraising must conform to <i>Guidelines for Sponsoring an IAF Fundraiser</i> 	<p>All staff members will be re-trained on prior procedures for IAF fundraisers during pre-service week. (D'Andrea)</p>	<p>August 2015</p>	<p>Agenda and staff sign-in sheet</p>

Note: A copy of the approved plan is to be sent to the Internal Audit Office, CESC, Room 11.