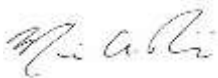


Internal Audit Unit
MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

May 20, 2026

MEMORANDUM

To: Mrs. Pamela R. Parker, Principal
Montgomery Knolls Elementary School

From: Melvin A. Phillips, Supervisor, Internal Audit Unit 

Subject: Report on Audit of Independent Activity Funds for the Period
January 1, 2023, through February 28, 2026

Background

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. School 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. Principals are responsible for ensuring that the IAFs are administered in accordance with:

- Board Policy
- MCPS Regulation DIA-RA
- MCPS Financial Manual
- MCPS Business Center Memoranda and Tools

Montgomery Knolls Elementary School (MKES) is located in Silver Spring, Maryland and is part of the Downcounty Consortium. MKES was originally built in 1952 and underwent several significant additions and renovations with the most recent additions in 2020 to increase capacity. MKES serves grades Pre-K through 2nd and is a community school. MCPS Community Schools serve as hubs that provide students, families, and communities with essential wraparound services, ensuring equitable access to services and outcomes for all. During the audit period, the school received annual commissions from the Interagency Coordinating Board (ICB) and student pictures, to support student initiatives and activities. The Independent Activity Fund (IAF) primarily supports activities related to field trips. MKES reported total IAF assets of \$22,016 as of February 28, 2026. Of this balance, \$15,916 is in the Centralized Investment Fund (CIF), which pays a 2.77 percent annual interest rate. For the fiscal year ended June 30, 2025, the school reported total receipts of \$22,524 and total disbursements of \$21,480, resulting in a surplus of \$1,044.

Audit Objective

The Internal Audit Unit (IAU) uses generally accepted auditing principles to provide an audit opinion on the school's financial activity by evaluating the adequacy of internal controls and compliance with Board of Education (Board) policies, and MCPS regulations and procedures. Specifically, the audit seeks to obtain reasonable assurance that:

- Evidence of fraud was not identified within the IAF.
- Funds are safeguarded against loss, misappropriation, or misuse.
- Transactions are accurately recorded and fairly reported in the school's financial records.
- Receipts and disbursements are appropriate, properly documented, and consistent with the intended purpose of the funds.
- Instances of misappropriation, misreporting, or waste, if they exist, are identified and evaluated for materiality.

The IAU is free from organizational impairments to independence. The IAU administratively reports directly to the chief of staff of the Office of the Board of Education and functionally reports to the Montgomery County Board of Education's Fiscal Management Committee.

Methodology

The audit is not designed to examine every transaction but instead relies on risk-based sampling and other generally accepted audit procedures to provide reasonable assurance. Audit procedures include interviews with key staff, a review of prior audit findings and the status of related action plans, testing of transaction samples, and an on-site assessment of internal controls and procedures.

Audit Opinion:

Clean Opinion

Based on our audit results, we found no evidence of fraud or material misappropriation, misreporting, or waste was identified within IAF. The financial activity reviewed was recorded accurately, expenditures were properly supported and aligned with student benefit, and internal controls were operating effectively.

Exit Conference:

At our April 27, 2026, exit conference with you and Mrs. Beatriz Velasquez, school administrative secretary, we reviewed the prior audit report dated September 5, 2023, and the status of the present conditions.

We thank you for your cooperation. Based on the Clean status of your IAF audit, an action plan is not required.

MAP:HT:rg

Copy to:

Members of the Board of Education

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