


Internal Audit Unit
MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

August 19, 2020

MEMORANDUM

To: Dr. Harold A. Barber, Principal
JoAnn Leleck Elementary School at Broad Acres

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

Subject: Report on Audit of Independent Activity Funds for the Period
December 1, 2016, through June 30, 2020

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. They are responsible for ensuring that the IAFs are administered in accordance with Board of Education policies and MCPS regulations and procedures.

The IAF audits are conducted regularly to evaluate compliance with 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 the 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 any significant errors or omissions in the financial records are detected.

At our August 14, 2020, virtual meeting with you; Ms. Anaxinabila Baran-Gonzalez, school administrative secretary; and Mrs. Sandra L. Windlan, visiting bookkeeper, we reviewed the prior audit report dated January 5, 2017, and the status of present conditions. It should be noted that your school administrative secretary's assignment was effective July 27, 2020. 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

Field trips must be conducted in accordance with MCPS Regulation IPD-RA, *Travel-Study Programs, Field Trips, and Student Organization Trips*. Trip approval forms must be signed by the principal, and the director of learning, achievement, and administration, when required, and retained for future reference. Sponsors of field trips must have a complete class or club roster of

student names to annotate the amount each student paid, date paid, eligible students who did not participate in the trip, and students who received waivers, scholarships, or reduced fees. This data, together with a list of all chaperones and volunteers, must be provided to the school administrative secretary at the completion of each trip and compared to remittances recorded in the trip account history report. We found that not all sponsors are providing completed data at the conclusion of each trip and that data is not being compared to the final account history report. We recommend that all sponsors be required to use MCPS Form 280-41: *Field Trip Accounting*, or equivalent, and follow the procedures outlined above.

Summary of Recommendations

- Field trip records prepared by sponsors must provide comprehensive data to account for all students eligible to participate and to reconcile funds collected with costs of the trip (**repeat**).

Other matters were discussed and satisfactorily resolved. We appreciate the cooperation and assistance of your staff. In accordance with MCPS Regulation DIA-RA, *Accounting for Financial Operations/Independent Activity Funds*, using the attached form, please provide a written response to the Internal Audit Unit within 30 calendar days of this report. In your response, please share a detailed plan for addressing these issues, including appropriate staff training and support.

Prior to returning your completed audit action plan, please contact Dr. Jane Q. Ennis, director of learning, achievement, and administration, Office of Teaching, Learning, and Schools. Based on the audit recommendations, Dr. Ennis will indicate whether she will conduct an electronic review of your action plan or schedule a time to meet in person with you and your school administrative secretary to support you with developing a well-defined plan to address the findings.

MJB:RCM:lsh

Attachment

Copy to:

Members of the Board of Education

Dr. Smith

Dr. McKnight

Dr. Johnson

Dr. Wilson

Mrs. Ahn

Mrs. Morris

Mrs. Camp

Mrs. Chen

Dr. Ennis

Mr. Marella

Mr. Reilly

Mr. Tallur

Ms. Webb

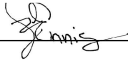
FINANCIAL MANAGEMENT ACTION PLAN

Report Date: 08/19/2020	Fiscal Year: 08/19/2020
School: JoAnn Leleck ES at Broad Acres - 304 <input type="checkbox"/>	Principal: Dr. Harold A. Barber
OSSI Associate Superintendent: Ms. Diane D. Morris	OSSI Director: Dr. Jane Q. Ennis

Strategic Improvement Focus:
 As noted in the financial audit for the period 12/01/16-06/30/20, strategic improvements are required in the following business processes :
 Field trips must be conducted in accordance with MCPS Regulation IPD-RA, Travel Study Programs, Field Trips and Student Organization Trips.

Action Steps	Person(s) Responsible	Resources Needed	Monitoring Tools / Data Points	Monitoring: Who & When	Results/Evidence
Field trip approval forms will be signed by the principal, and the director of learning, achievement and administration, when required and retained for future reference.	Principal and Administrative Secretary	MCPS Form-280-41	MCPS Form 280-41	Principal and Administrative Secretary - Ongoing	Completed copies of MCPS Form 280-41
Sponsors of field trips will complete class, or club roster of student names to annotate the amount each student paid, date paid, and eligible students who did not participate in the trip, and students who received waivers, scholarships, or reduced fees using MCPS Form 280-41.	Principal, Classroom Teachers and Administrative Secretary	MCPS Form 280-41	MCPS Form 280-41	Principal and Administrative Secretary - Ongoing	Completed copies of MCPS Form 280-41.

Action Steps	Person(s) Responsible	Resources Needed	Monitoring Tools / Data Points	Monitoring: Who & When	Results/Evidence

OFFICE OF SCHOOL SUPPORT AND IMPROVEMENT (OSSI) REVIEW & APPROVAL	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Please revise and resubmit plan by _____
Comments: _____	
Director: <u>Jane Q. Ennis ~ </u>	Date: <u>10/12/20</u>