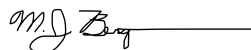


Internal Audit Unit  
MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

July 9, 2021

MEMORANDUM

To: Mr. Robert S. Geiger, Principal  
New Hampshire Estates Elementary School

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

Subject: Report on Audit of Independent Activity Funds for the Period  
July 1, 2018, through May 31, 2021

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 fund-raisers. 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 June 24, 2021, virtual meeting with you, Mrs. Maria M. Garcia, school administrative secretary (secretary): and Ms. Ann Myers, visiting book keeper; we reviewed the prior audit report dated August 6, 2018, 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

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 secretary at the completion of each trip, and compared to remittances recorded in the trip account history report (refer to the *MCPS Financial*

*Manual*, chapter 20, page 10). 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. All sponsors must be required to use MCPS Form 280-41, *Field Trip Accounting*, or equivalent, and follow the procedures outlined above. We recommend that trip sponsors be required to provide complete data at the conclusion of each trip and this data be reconciled by the secretary with remittances recorded in activity accounts.

#### Notice of Findings and Recommendations

- Field trip records prepared by sponsors must provide comprehensive data to account for all those eligible to participate, including volunteers and chaperones, and to reconcile funds collected with an account history report.

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 action plan, 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 Mr. Sean P. McGee, director of learning, achievement, and administration, Office of Teaching, Learning, and Schools, for written approval of your plan. Based on the audit recommendations, Mr. McGee will indicate whether he 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

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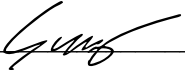
Members of the Board of Education  
Dr. McKnight  
Mr. D'Andrea  
Ms. Dawson  
Ms. Reuben  
Mrs. Williams  
Mrs. Morris  
Mr. Reilly  
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Mr. Klausling  
Mr. McGee  
Mr. Tallur  
Ms. Webb

## FINANCIAL MANAGEMENT ACTION PLAN

<b>Report Date:</b> July 9, 2021	<b>Fiscal Year:</b> July 9, 2021
<b>School:</b> New Hampshire Estate ES -	<b>Principal:</b> Robert S. Geiger
<b>OTLS Associate Superintendent:</b> Diane Morris	<b>OTLS Director:</b> Sean McGee
<p><b><u>Strategic Improvement Focus:</u></b>          As noted in the financial audit for the period <u>7/1/18 - 5/31/21</u>, strategic improvements are required in the following business processes :</p> <p>Field trip records must account for all those eligible to participate, including volunteers and chaperones, and reconcile funds collected with an account history report.</p>	

Action Steps	Person(s) Responsible	Resources Needed	Monitoring Tools / Data Points	Monitoring: Who & When	Results/Evidence
Review proper field trip money handling and documentation procedures with staff during pre-service week	Robert Geiger Maria Garcia			During pre-service week	
Bold face proper procedures on the field trip documents provided to teachers.	Maria Garcia			Robert Geiger will check the form before the start of the school year	
Remind teachers via email of the proper procedure when providing then with the envelope for turning in field trip money.	Maria Garcia			Maria Garcia when providing field trip envelopes	

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

<b>OFFICE OF TEACHING, LEARNING, AND SCHOOLS (OTLS) REVIEW &amp; APPROVAL</b>	
<input checked="" type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Please revise and resubmit plan by _____</b>
Comments: . I have reviewed the plan with Mr. Geiger and approve of the steps his school will take to address field trip record keeping.	
Director: _____ 	Date: <u>8/11/2021</u>