

Internal Audit Unit
MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

March 23, 2021

MEMORANDUM

To: Mr. Damon A. Monteleone, Principal
Richard Montgomery High School

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

Subject: Report on Audit of Independent Activity Funds for the Period
November 1, 2019, through January 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 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 March 12, 2021, virtual meeting with you; Ms. Ozmara K. Hernandez, school business administrator; and Ms. Ana Chavez, school financial specialist, we commended you for not having any reportable audit findings in your past three audits. We noted in our prior reports dated December 18, 2018, December 31, 2019, and the current report, there were no conditions that required corrective action. Although we discussed and resolved other matters, we are pleased to report that we found no weaknesses that require your attention. It should be noted that Mrs. Chavez's assignment as the school financial specialist was effective January 1, 2020. No response to this report is required.

MJB:KMH:1sh

Copy to:
Members of the Board of Education

Dr. Smith
Dr. McKnight
Ms. Stratman
Dr. Wilson
Mrs. Williams
Mrs. Dyson
Mrs. Chen
Mr. Klausing
Mr. Marella
Dr. Moran
Mr. Tallur
Ms. Webb