


Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

October 21, 2013

MEMORANDUM

To: Mrs. Kimberly N. Hayden Williams, Acting Principal
Col. E. Brooke Lee Middle School

From: Roger W. Pisha, Supervisor, Internal Audit 

Subject: Report on Audit of Independent Activity Funds for the Period
November 1, 2011, through August 31, 2013

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 October 8, 2013, with you, and Mrs. Ida Ghazarian, financial specialist, we reviewed the status of the conditions described in our prior audit report dated December 9, 2011. We were pleased to note that efforts to improve on control weaknesses identified in that previous report have been largely effective. We noted, however, that sponsors of some school activities could benefit by reinforcing their duty to maintain timely and complete records of funds collected and remitted to the financial specialist. In addition, since your appointment to the school was effective August 5, 2013, we recommended that you avail yourself of the School Finance Basic Training which is being offered at several times during the current school year.

We appreciated the cooperation and assistance of your staff. No response to this audit report is required.

RWP:LS:sd

Copy to:

Mr. Bowers
Dr. Statham

Dr. Schiavino-Narvaez
Mr. Sanderson

Dr. Williams
Mrs. DeGraba

Mrs. Milwit
Mrs. Chen