

Office of Shared Accountability  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

November 14, 2012

MEMORANDUM

To: Mrs. Cheryl L. Smith, Principal  
Strathmore Elementary School

From: Roger W. Pisha, Supervisor, Internal Audit *RWP*

Subject: Report on Audit of Independent Activity Funds for the Period  
March 1, 2010, through September 30, 2012

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 16, 2012, with you and Mr. Evan Pinkowitz, principal intern, and Ms. Katherine Brooks, administrative secretary, we reviewed the status of the conditions described in our prior audit report dated April 20, 2010, and discussed continuation of the actions you have implemented to strengthen the accountability for IAF resources. 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

We found the records to be complete and in good order. Ms. Brooks is to be commended for her efforts in correcting the weakness identified in our prior report. No response to this report is necessary.

RWP:RM:sd

Copy to:

Mr. Bowers  
Dr. Statham

Dr. Schiavino-Narvaez  
Dr. Marks

Ms. Mills  
Mrs. DeGraba

Mrs. Milwit  
Mrs. Chen