


Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

December 23, 2014

MEMORANDUM

To: Ms. Tivinia G. Nelson, Principal
Strathmore Elementary School

From: Roger W. Pisha, Supervisor, Internal Audit 

Subject: Report on Audit of Independent Activity Funds for the Period
October 1, 2012, through November 30, 2014

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 December 19, 2014, with you, Mr. Jonathan Kieffer, assistant principal and Ms. Lynne Frese, administrative secretary, we noted that there were no reported material weaknesses in controls in our prior audit report dated November 14, 2012. Although we discussed a number of minor matters that could improve record keeping, we again found no material weaknesses in controls over IAF. We complimented Ms. Frese on the condition of the records and we appreciate her assistance and that of your staff during our examination. It should be noted that your appointment as principal was effective August 1, 2014. No response to this report is necessary.

RWP:LS:sd

Copy to:

Mr. Bowers	Ms. Mills
Dr. Navarro	Mrs. DeGraba
Dr. Statham	Mrs. Milwit
Mr. Sanderson	Mrs. Chen