


Internal Audit Unit  
MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

December 23, 2024

MEMORANDUM

To: Mrs. Cynthia A. Houston, Principal  
Woodfield Elementary School

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

Subject: Report on Audit of Independent Activity Funds for the Period  
October 1, 2022, through October 31, 2024

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 December 12, 2024, meeting with you and Mrs. Cheryl E. Greene, school administrative secretary, we reviewed the prior audit report dated November 2, 2022, and the status of present conditions. It should be noted that your appointment as principal was effective July 1, 2024. Although we discussed and resolved a few minor matters, we are pleased to report that we found no weaknesses that require your attention. Records compiled and maintained by Mrs. Greene were orderly and in compliance with MCPS requirements and that contributed significantly to the prompt completion of this audit. No response to this report is required.

MJB:AMB:rg

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