


Internal Audit Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

October 6, 2023

MEMORANDUM

To: Mr. Ahmed Adelekan, Acting Principal  
Benjamin Banneker Middle School

From: Mary J Bergstresser, Supervisor, Internal Audit Unit 

Subject: New Principal Appointment Review of the Report on Audit of Independent Activity Funds for the Period August 1, 2021, through March 31, 2023

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 and are charged with determining the manner in which funds are raised and expended for activities such as field trips, admission events, and fund-raisers. They are responsible for ensuring that the IAFs are administered in accordance with Board of Education policies and MCPS regulations and procedures.

It should be noted that your appointment as acting principal was effective July 1, 2023. When a new principal is appointed to a school, we normally conduct an audit of Independent Activity Funds (IAF). Based upon the recently conducted audit of June 9, 2023 (see attachment), it is not necessary to conduct another IAF audit at this time. At our September 28, 2023 meeting with you, and Ms. Wendy L. Moten, school financial specialist, we reviewed the prior audit report, and the status of present conditions. No response to this report is necessary.

MJB:rg

Attachment

Copy to:

Members of the Board of Education

Dr. McKnight

Mr. Hull

Dr. Murphy

Ms. Morris

Mr. Stockton

Mrs. Williams

Dr. Redmond Jones

Mr. Reilly

Mrs. Chen

Ms. Eader

Mr. Klausing

Mrs. Ripoli


Ms. Webb

Internal Audit Unit  
MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

June 9, 2023

MEMORANDUM

To: Mrs. Michelle L. Fortune, Principal  
Benjamin Banneker Middle School

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

Subject: Report on Audit of Independent Activity Funds for the Period  
August 1, 2021, through March 31, 2023

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 May 18, 2023, meeting with you and Ms. Wendy L. Moten, school financial specialist, we reviewed the prior audit report dated November 3, 2021, and the status of the present conditions. Although we did discuss and resolve a few minor matters, we are pleased to report that we found no weaknesses that require your attention. The records compiled and maintained by Ms. Moten were orderly and in compliance with MCPS requirements and that contributed significantly to the completion of this audit. No response to this report is required.

MJB:RCM:rg

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