Internal Audit Unit
MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

December 26, 2018

MEMORANDUM

To: Mrs. Kathryn D. Bradley, Principal
   Bannockburn Elementary School

From: Roger W. Pisha, Supervisor, Internal Audit Unit

Subject: Report on Audit of Independent Activity Funds for the Period
          October 1, 2015, through October 31, 2018

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, 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 11, 2018, meeting with you; Ms. Carol L. Lange, school administrative
secretary; and Ms. Debra L. Taylor-Miller, visiting bookkeeper, we reviewed our prior audit
report dated November 4, 2015, and the status of present conditions. 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

MCPS Form 280-54, Independent Activity Funds Request for a Purchase, is used to obtain the
principal’s approval to proceed with an intended purchase. After acquisition, the purchaser
should submit the invoice or documented evidence of purchase, annotated to indicate the
satisfactory receipt of the goods or services, to the school administrative secretary. Upon
disbursement, the documentation is to be stamped or marked “paid” to preclude duplicate
payment (refer to MCPS Financial Manual, chapter 20, page 4). In our sample of disbursements, we noted instances in which purchases were not properly documented, purchases were made prior to receiving the approval of the principal, and receipts were not annotated by purchasers to indicate that purchased goods or services were satisfactorily received. We recommend that the IAF purchases comply with MCPS procedures.

To properly control funds, all cash and checks collected by sponsors for IAF activities should be remitted promptly to the school administrative secretary. These funds should then be verified in the presence of the remitter, and a receipt that is supported by MCPS Form 280-34, Independent Activity Fund (IAF) Remittance Slip, should be issued promptly (refer to MCPS Financial Manual, chapter 7, page 4). We found instances in which funds were held by sponsors rather than being remitted on a daily basis to the school administrative secretary. To minimize the risk of loss and provide availability of funds to meet school needs, we recommend that all funds collected be remitted daily to the school administrative secretary for prompt deposit.

Field trips must be conducted in accordance with MCPS Regulation IPD-RA, Travel-Study Programs, Field Trips, and Student Organization Trips. Trip approval forms should be signed by the principal and the director of learning, achievement, and administration, when required, and retained for future reference. Sponsors of field trips should have a complete class or club roster of student names to annotate the amount each student paid, date paid, eligible students who did not participate in the trip, and students who received waivers, scholarships, or reduced fees. This data, together with a list of all chaperones and volunteers, should be provided to the school administrative secretary at the completion of each trip and compared to remittances recorded in the trip account history report. We found that not all sponsors are providing completed data at the conclusion of each trip and that data is not being compared to the final account history report. We recommend that all sponsors be required to use MCPS Form 280-41, Field Trip Accounting, or equivalent, and follow the procedures outlined above.

Summary of Recommendations

- Purchase documentation must be adequate to support disbursements (repeat).
- Purchase requests must be approved by the principal prior to procurement.
- Purchaser must confirm receipt of goods or services prior to disbursement (repeat).
- Funds collected by sponsors must be promptly remitted to the school administrative secretary (repeat).
- Field trip records that are prepared by sponsors must provide comprehensive data to account for all students eligible to participate and to reconcile funds collected with costs of the trip.

Other matters were discussed and satisfactorily resolved. We appreciate the cooperation and assistance of your staff. In accordance with MCPS Regulation DIA-RA, Accounting for Financial Operations/Independent Activity Funds, using the attached form, please provide a written response to the Internal Audit Unit within 30 calendar days of this report. In your
response, please share a detailed plan for addressing these issues, including appropriate staff training and support.

Prior to returning your completed audit action plan, please contact Mr. Brian W. Scriven, director of learning, achievement, and administration, Office of School Support and Improvement. Based on the audit recommendations, Mr. Scriven will indicate whether he will conduct an electronic review of your action plan or schedule a time to meet in person with you and your school administrative secretary to support you with developing a well-defined plan to address the findings.

RWP:AMB:1sh

Attachment

Copy to:
   Members of the Board of Education
   Dr. Smith
   Dr. Navarro
   Dr. Statham
   Dr. Zuckerman
   Mr. Civin
   Dr. Johnson
   Mrs. Dyson
   Mrs. Camp
   Mrs. Chen
   Ms. Diamond
   Mr. Reilly
   Mr. Scriven
   Mr. Tallur
   Ms. Webb
# FINANCIAL MANAGEMENT ACTION PLAN

**Report Date:** December 26, 2018  
**Fiscal Year:** 2019

**School:** Bannockburn ES - 420  
**Principal:** Kate Bradley

**OSSI**  
**Associate Superintendent:** Cheryl Dyson  
**OSSI Director:** Brian Scriven

## Strategic Improvement Focus:

As noted in the financial audit for the period 10/15-10/31/18, strategic improvements are required in the following business processes:

1. IAF requests/Form 280-54, for all purchases; 2. Prompt remittance of funds collected by sponsors using Form 280-34; 3. Better Manage Field Trip Accounting/Form 280-41

<table>
<thead>
<tr>
<th>Action Steps</th>
<th>Person(s) Responsible</th>
<th>Resources Needed</th>
<th>Monitoring Tools / Data Points</th>
<th>Monitoring: Who &amp; When</th>
<th>Results/Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff will be educated on the proper procedures of requesting reimbursement for purchases a minimum of three times a year. Preservice week, first January staff meeting, and first May staff meeting. Staff Newsletters will give reminders of protocols for purchases. Instructions/directives along with Form 280-54 will be placed in the electronic Staff Handbook, front office MCPS Forms file, Mail Room, principal's office, and the electronic Staff Handbook.</td>
<td>Kate Bradley, Principal Carol Lange, Admin Secretary</td>
<td>Copies of blank Form 280-54, Technology, Handouts, Staff Newsletters, Chapter 20 in MCPS Financial Manual</td>
<td>Form 280-54 must be approved before reimbursement is given.</td>
<td>Admin secretary and principal will review purchases on the last Thursday of each month.</td>
<td></td>
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</tbody>
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| 2. Staff will be educated on the timeline expectations for submitting funds to include cash and checks a minimum of three times a year. Preservice week, first January staff meeting, and first May staff meeting. Staff Newsletters will give reminders of protocols for purchases. Sponsors/Teachers will be advised that they cannot keep funds overnight and must submit daily. | Sponsors/Teacher, Admin Secretary | Clear protocols and processes, technology, Chapter 7 in MCPS Financial Manual | MCPS Form 280-34 will be submitted to the admin secretary daily and sponsor given a receipt | Admin Secretary will make daily deposits and monitor the timeline of remittance. If sponsors fail to follow protocol, principal will be informed and sponsor will be counseled or take disciplinary action if necessary |
3. The admin secretary will keep MCPS Forms 280-41 for each field trip and keep track of remittance payments as they come in daily. After each field trip the sponsor’s completed 280-41 will be checked against the admin secretary’s to ensure they are the same.

<table>
<thead>
<tr>
<th>Admin secretary, Classroom teachers of field trips</th>
<th>MCPS Form 280-41</th>
<th>MCPS Form 280-41</th>
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<tbody>
<tr>
<td>The admin secretary will check final Forms 280-41 after each field trip. Discrepancies will be reported to principal and she will counsel or discipline the teacher as necessary.</td>
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</tbody>
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### OFFICE OF SCHOOL SUPPORT AND IMPROVEMENT (OSSI) REVIEW & APPROVAL

- [ ] Approved
- [ ] Please revise and resubmit plan by __________

Comments: __________________________

Director: __________________________ Date: __________

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