MEMORANDUM

To:        Dr. Shelton L. Mooney, Principal
            Bethesda-Chevy Chase High School

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

Subject:   Report on Audit of Independent Activity Funds for the Period
            June 1, 2020, through December 31, 2021

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 fund-raisers. 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 February 10, 2022, meeting with you; Mrs. Deborah L. Teicher, school business
administrator; and Mrs. Audrey J. Liebeskind, school financial specialist, we reviewed the prior
audit report dated August 14, 2020, and the status of present conditions. 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 your financial agents were orderly
and in compliance with MCPS requirements and that contributed significantly to the prompt
completion of this audit. No response is required.

MJB:HT:1sh

Copy to:
   Members of the Board of Education
   Dr. McKnight
Mr. D’Andrea
Dr. Dawson
Ms. Reuben
Mrs. Williams
Mrs. Morris
Mr. Reilly
Mrs. Chen
Mrs. Eader
Mr. Klausing
Mr. McGee
Mrs. Ripoli
Ms. Webb