MEMORANDUM

To: Mrs. Kwang J. Lee, Principal
   Clarksburg Elementary School

From: Roger W. Pisha, Supervisor, Internal Audit

Subject: Report on Audit of Independent Activity Funds for the Period
         June 1, 2010, through August 31, 2013

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 October 23, 2013, with you, and Mrs. Patricia Beles, administrative secretary,
we reviewed the status of the conditions described in our prior audit report dated
August 27, 2010, and commended you for the status of present conditions. Our examination of
the IAF records and financial accounts for your school for the period designated above
documented compliance with MCPS requirements. No response to this report is necessary.

RWP:GB:sd

Copy to:

Mr. Bowers       Dr. Schiavino-Narvaez       Dr. Kimball       Mrs. Milwit
Dr. Statham       Mr. Sanderson             Mrs. DeGraba       Mrs. Chen