


Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

December 29, 2015

MEMORANDUM

To: Mr. Stephen C. Whiting, Principal
Clarksburg High School

From: Roger W. Pisha, Supervisor, Internal Audit 

Subject: Report on Audit of Independent Activity Funds for the Period
October 1, 2014, through November 30, 2015

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 December 18, 2015, with you, Ms. Claudette Eader, business administrator and Mrs. Sharon Weston, financial specialist, we reviewed the status of the conditions described in our prior audit report dated November 10, 2014, and the status of present conditions. We discussed and resolved a number of minor issues to improve internal controls. The cooperation of your staff is appreciated, and we commend your business team for their dedication to detail. Since you last attended School Finance Training, Part I, over three years ago, we recommend that you attend again as the instructional material has been updated. No response to this audit report is required.

RWP:MJB:sd

Copy to:

Dr. Zuckerman	Mrs. Chen
Dr. Statham	Mrs. DeGraba
Dr. Navarro	Mrs. Milwit
Dr. Williams	Mr. Scriven