

Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

February 21, 2013

MEMORANDUM

To: Ms. Amy D. Bryant, Principal
Germantown Elementary School

From: Roger W. Pisha, Supervisor, Internal Audit *RWP*

Subject: Report on Audit of Independent Activity Funds for the Period
December 1, 2009, through December 31, 2012

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 February 14, 2013, with you, and Mrs. Debra Spigler, administrative secretary, we reviewed the status of the conditions described in our prior audit report dated February 22, 2010, and the status of present conditions. We found that corrective action has been taken for all previously reported audit findings, and that records compiled and maintained by Mrs. Spigler were well organized and in compliance with MCPS accountability requirements, which contributed to the orderly completion of our work. No response to this report is necessary.

RWP:RM:sd

Copy to:

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