MEMORANDUM

To: Mr. Scott T. Curry, Principal  
   Great Seneca Creek Elementary School

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

Subject: Report on Audit of Independent Activity Funds for the Period  
           February 1, 2016, through November 30, 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 January 25, 2019, meeting with you and Mrs. Jayne L. Quinn, school administrative  
secretary, we reviewed the status of the conditions described in our prior audit report dated  
February 26, 2016, and the status of present conditions. We discussed and resolved some minor  
issues to improve internal controls but found no material weaknesses. The records compiled and  
maintained by Mrs. Quinn were orderly and in compliance with MCPS requirements that  
contributed significantly to the prompt completion of our audit. No response to this report is  
required.

RWP:GWB:ish

Copy to:  
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