


Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

August 4, 2014

MEMORANDUM

To: Mrs. Yong-Mi Kim, Principal
Herbert Hoover Middle School

From: Roger W. Pisha, Supervisor, Internal Audit 

Subject: Report on Audit of Independent Activity Funds for the Period
April 1, 2013, through June 30, 2014

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 July 31, 2014 with you, and Mrs. Susan Mapes, financial specialist, we reviewed the status of the conditions described in our prior audit report dated April 26, 2013, and the status of present conditions. It should be noted that your appointment as principal was effective July 1, 2013. We discussed and resolved a number of minor issues that did not weaken controls over financial matters. We appreciated the cooperation of your staff, especially that of Mrs. Mapes, whose records we found to be neat, orderly, and complete in every detail. No response to this audit report is required.

RWP:LS:sd

Copy to:

Mr. Bowers	Dr. Williams
Dr. Navarro	Mrs. DeGraba
Dr. Statham	Mrs. Milwit
Mr. Sanderson	Mrs. Chen