


Office of Shared Accountability  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

May 23, 2013

MEMORANDUM

To: Ms. Laurie C. Jenkins, Supervisor  
Outdoor Environmental Education Programs

From: Roger W. Pisha, Supervisor, Internal Audit 

Subject: Report on Audit of Independent Activity Funds for the Period  
January 1, 2012, through March 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. The supervisor of Outdoor Environmental Education Programs is the fiduciary agent for the IAFs charged with determining the manner in which funds are raised and expended for activities, and is 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 May 15, 2013, with you and Ms. Vicki Frank, administrative secretary, we reviewed our prior audit report dated February 10, 2012, and discussed actions to further strengthen the accountability for IAF resources. This audit report presents the findings and recommendations resulting from our examination of the IAF records and financial accounts of the Outdoor Environmental Education Program for the period designated above.

Findings and Recommendations

MCPS purchasing card members must record purchases on transaction logs and submit them monthly with invoices and receipts attached for review by the approving official at each location. The approving official at your location is the supervisor. If a purchasing card has been issued to the approving official, then a copy of the log, with invoice copies attached, must be forwarded to

the approving official's immediate supervisor for review and signature. Original logs and invoices must be retained on site for audit purposes. Although logs for all staff members were on file with invoices and receipts attached, and being timely reviewed by you, copies of your logs and receipts had not been forwarded to your immediate supervisor for review and signature. We recommend that all purchasing card transactions adhere to the provisions of the MCPS *Purchasing Card User's Guide*.

#### Summary of Recommendations

- Purchase card activity must be in compliance with the MCPS *Purchasing Card User's Guide*.

Other matters were discussed and satisfactorily resolved. We appreciated the cooperation and assistance of your staff, especially, Ms. Frank. In accordance with MCPS Regulation DIA-RA, *Accounting for Financial Operations/Independent Activity Funds*, please provide a response to the Internal Audit office within 30 days of this report, with a copy to Ms. Sylvia K. Morrison, Director, Department of Instructional Programs.

RWP:DKH:sd

#### Copy to:

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

Outdoor Environmental Education Programs  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

July 16, 2013

MEMORANDUM

To: Mr. Roger Pisha, Supervisor  
Internal Audit

From: Laurie Jenkins, Supervisor *LW*

Subject: Report on Audit of Independent Activity Funds for the Period  
January 1, 2012, through March 31, 2013

In response to the Findings and Recommendations discussed in the Independent Activity Funds Audit Report of May 23, 2013 and in compliance with the MCPS *Purchasing Card User's Guide*, the approving official, who has a purchasing card, will forward a copy of the log, with invoice copies attached, to the approving official's immediate supervisor for review and signature.

LCB:vf

Copy to:  
Ms. Morrison