


Internal Audit Unit  
MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

March 15, 2018

MEMORANDUM

To: Mr. Leroy C. Evans, Principal  
Col. Zadok Magruder High School

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

Subject: Report on Audit of Independent Activity Funds for the Period  
February 1, 2017, through December 31, 2017

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 and are charged with determining the manner in which funds are raised and expended for activities such as field trips, admission events, and fund-raisers. They are responsible for ensuring that the IAFs are administered in accordance with MCPS policies, regulations, and procedures.

The 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 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 there is compliance with MCPS policies, regulations, and procedures and that any significant errors or omissions in the financial records are detected.

At our March 8, 2018, meeting with you, Ms. Nicole M. Kimball, school business administrator; and Ms. Kristie L. Hughes, school financial specialist, we reviewed our prior audit report dated April 10, 2017, and the status of present conditions. We discussed a number of matters worth your consideration, but we found no material weaknesses in controls during the period designated above. You and your staff are to be commended for your third consecutive IAF audit with no material findings. No response to this report is necessary.

RWP:RCM:lsh

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