


Internal Audit Unit  
MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

December 12, 2019

MEMORANDUM

To: Mrs. Elizabeth L. Thomas, Principal  
Quince Orchard High School

From: Mary J. Bergstresser, Acting Supervisor, Internal Audit Unit 

Subject: Report on Audit of Independent Activity Funds for the Period  
August 1, 2018, through September 30, 2019

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 December 2, 2019, meeting with you; Mrs. Judith C. Yu, school business administrator; and Ms. Jacqueline F. Kumiega, school financial specialist, we reviewed the status of the conditions described in our prior audit report dated September 27, 2018, and the status of present conditions. Although we discussed other matters, we are pleased to report that we found no material weaknesses that require submission of a financial management action plan. We appreciate the cooperation and assistance of your staff to complete this audit. No response to this report is required.

MJB:KMH:lsh

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