


Internal Audit Unit  
MONTGOMERY COUNTY BOARD OF EDUCATION  
Rockville, Maryland

September 20, 2017

MEMORANDUM

To: Ms. M. Catherine Long, Principal  
Ritchie Park Elementary School

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

Subject: Report on Audit of Independent Activity Funds for the Period  
July 1, 2014, through July 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. 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 September 14, 2017, meeting with you and Mrs. Diana E. Baum, school administrative secretary, we reviewed the status of the conditions described in our prior audit report dated August 13, 2014, and the status of present conditions. We discussed and resolved a number of minor issues to improve internal controls. We appreciate the cooperation and assistance of your staff. We noted that you and Mrs. Baum last attended School Finance Training, Part I, over three years ago. Since the instructional materials are periodically updated, we recommend that you both attend the training again. Mrs. Baum also should attend School Finance Training, Part II, as this course provides more detailed instruction for school financial agents. No response to this audit is required.

RWP:SMY:lsb

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