MEMORANDUM

To: Mr. Damon A. Monteleone, Principal
    Richard Montgomery High School

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

Subject: Report on Audit of Independent Activity Funds for the Period
         November 1, 2017, through October 31, 2018

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 6, 2018, meeting with you; Ms. Ozmara K. Hernandez, school business
administrator; and Mrs. Jennifer L. Yu, school financial specialist, we reviewed the status of the
conditions described in our prior audit report dated February 14, 2018, 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.
No response to this report is necessary.

RWP:HT:Jsh

Copy to:
    Members of the Board of Education
    Dr. Smith
    Dr. Navarro
Dr. Statham
Dr. Zuckerman
Mr. Civin
Dr. Johnson
Mrs. Dyson
Mrs. Camp
Mrs. Chen
Ms. Diamond
Dr. Moran
Mr. Tallur
Ms. Webb