


Internal Audit Unit
MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

August 6, 2018

MEMORANDUM

To: Mrs. Rachel DuBois, Principal
Bayard Rustin Elementary School

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

Subject: Report on Audit of Independent Activity Funds for the Period
May 1, 2018, through June 30, 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 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 July 2, 2018, meeting with you, Mrs. Kathryn C. West, assistant principal, and Mrs. Peggy E. Thompson, school administrative secretary, we discussed MCPS policies and procedures pertaining to the IAF and the opening of a new school. We noted that you established a School Funds Online IAF account and received your new school start-up funds. It is recommend that you attend School Finance Basic Training, Part I, and that Mrs. Thompson attend School Finance Basic Training, Parts I and II. No response to this report is required.

RWP:SMY:lsh

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