


Office of Shared Accountability  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

January 7, 2015

MEMORANDUM

To: Mr. Marc J. Cohen, Principal  
Seneca Valley High School

From: Roger W. Pisha, Supervisor, Internal Audit 

Subject: Report on Audit of Independent Activity Funds for the Period  
March 1, 2013, through November 30, 2014

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 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 IAFs are administered in accordance with MCPS policies, regulations, and procedures.

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 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.

In our meeting on December 22, 2014, with you and Mrs. Monique Riddick, business administrator, we reviewed the status of the conditions described in our prior audit report dated April 12, 2013, and the status of present conditions. This audit report presents the findings and recommendations resulting from our examination of the IAF records and financial accounts for your school for the period designated above.

Findings and Recommendations

Field trips must be conducted in accordance with MCPS Regulation IPD-RA, *Travel-Study Programs, Field Trips and Other Student Organization Trips*, which governs chaperones and trip attendees, as well as trip fees and accounting. Sponsors of field trips should have a complete

class or club roster of student names and annotate how much each student paid, eligible students who did not participate in the trip, and students who received waivers, scholarships, or reduced fees. This data should be turned in to the financial specialist at the completion of each trip, and compared to remittances recorded in the trip account reconciliation report. We found that not all sponsors are submitting completed data at the conclusion of each trip for the data to be compared to the final account history report. We also noted one trip included individuals who neither paid the trip fee nor were eligible students or chaperones. We recommend trip sponsors use MCPS Form 280-41, *Field Trip Accounting*, or its equivalent, for recording of trip fees and provide complete data at the completion of each trip. We further recommend that this data be compared with posted receipts to assure all expected funds were remitted (see MCPS Financial Manual, p. 20-9) and that the applicable regulations be observed.

#### Summary of Recommendations

- Field trips must be conducted in accordance with MCPS Regulation IPD-RA, *Travel-Study Programs, Field Trips and Other Student Organization Trips*.

Other matters were discussed and satisfactorily resolved. We appreciated the cooperation and assistance of your staff. In accordance with MCPS Regulation DIA-RA, *Accounting for Financial Operations/Independent Activity Funds*, please provide a response to the Internal Audit office within 30 days of this report, with a copy to Dr. Christopher S. Garran, associate superintendent of high schools. The Office of School Support and Improvement will follow up on this audit.

RWP:LS:sd

#### Copy to:

Mr. Bowers  
Dr. Navarro  
Dr. Statham  
Mr. Sanderson  
Dr. Garran  
Mrs. DeGraba  
Mrs. Milwit  
Mrs. Chen

RECEIVED

FEB 06 2015

Attachment

Fiscal Management Action Plan

School: Seneca Valley High School

Principal: Marc Cohen

Approved by community superintendent: 

Date of approval: 2/12/15

Findings and Recommendations of School's Financial Report	Description of Resolution And Person(s) Responsible	Timeline	Evidence of Completion
<p>Field Trip Findings</p> <ul style="list-style-type: none"> <li>Not all sponsors are submitting completed data at the conclusion of each trip to be compared to the final account history report.</li> <li>One trip included individuals who neither paid the trip fee nor were eligible students or chaperones.</li> </ul>	<p>School-wide staff re-training presented by school business administrator during second semester staff meeting.</p> <p>Field Trip Requirements Checklist was created by school business administrator and distributed during pre-service week. A copy will be provided to each sponsor requesting approval for new field trips by the school financial specialist. A field trip folder is available on T-shared containing a copy of the checklist.</p>	<p>February 2015</p> <p>Immediately</p>	<p>Copy of presentation posted on T-shared and attendance sign-in sheet.</p> <p>Copy of email sent to sponsor upon every field trip inquiry.</p> <p>Copy of field trip checklist and packet.</p>
<p>Field Trip Recommendations</p> <ul style="list-style-type: none"> <li>Field trips must be conducted in accordance with MCPS Regulation IPD-RA, <i>Travel-Study Programs, Field Trips and Other Student Organization Trips</i>.</li> </ul>	<p>The school financial specialist will email sponsor at conclusion of each trip requesting field trip accounting forms and class rosters be submitted to school business administrator. A copy of the final reconciliation report will be provided to school business administrator by school financial specialist. Field trips are reviewed by school business administrator upon completion of each trip.</p>	<p>Immediately</p>	<p>Copy of email sent to sponsor upon completion of field trip.</p> <p>Complete field trip file.</p>

Note: A copy of the approved plan is to be sent to the Internal Audit Office, CESC, Room 11.