MEMORANDUM

To: Mrs. Kimberly N. Hayden-Williams, Principal
   Odessa Shannon Middle School

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

Subject: Report on Audit of Independent Activity Funds for the Period
         January 1, 2021, through September 30, 2022

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 and 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 November 9, 2022, meeting with you and Mrs. Sharon A. Zitomer, school financial
specialist, we reviewed the prior audit report dated March 17, 2021 and noted that there were no
current conditions that required corrective action. Although we did discuss and resolve a few
minor matters, we are pleased to report that we found no weaknesses that require your attention.
Records compiled and maintained by your financial specialist were orderly and in compliance with
MCPS requirements and that contributed significantly to the prompt completion of this audit. No
response to this report is required.

MJB:HT:rg

Copy to:
   Members of the Board of Education
   Dr. McKnight
Mr. Hull
Dr. Murphy
Ms. Reuben
Mr. Stockton
Mrs. Williams
Dr. Floyd-Cooper
Mr. Reilly
Mrs. Chen
Ms. Eader
Mr. Klausing
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