

Internal Audit Unit
MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

April 19, 2018

MEMORANDUM

To: Dr. Traci L. Townsend, Principal
Silver Creek Middle School

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

Subject: Report on Audit of Independent Activity Funds for the Period
January 30, 2017, through February 28, 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 April 16, 2018, meeting with you, Miss Roxana Rivera Diaz, school financial specialist; and Mrs. Susan E. Katz, school administrative secretary, we reviewed the status of present conditions of your school's IAF. It should be noted that your appointment as principal was effective January 30, 2017, and your school opened for student enrollment in the fall of 2017. Mrs. Katz performed financial duties until Miss Rivera Diaz assumed the responsibilities of the school financial specialist position on September 11, 2017. We discussed a number of matters worth your consideration, but we found no material weaknesses in controls during the period designated above. No response to this report is necessary.

RWP:DKH:ish

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