MEMORANDUM

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

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

Subject: Report on Audit of Independent Activity Funds for the Period
         March 1, 2018, through October 31, 2019

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 19, 2019, meeting with you and Miss Roxana Rivera Diaz, school administrative
secretary, we commended you for not having any reportable audit findings in your past two audits.
We noted in our prior report dated April 19, 2018, and current report, there were no conditions that
required corrective action. Although we discussed and resolved a few minor matters, we are
pleased to report that we found no weaknesses that require your attention. Records compiled and
maintained by Ms. Rivera Diaz 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:KMH:ish

Copy to:
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