MEMORANDUM

To: Mrs. Irina LaGrange, Principal
    Tilden Middle School

From: Roger W. Pisha, Supervisor, Internal Audit

Subject: Report on Audit of Independent Activity Funds for the Period
         August 1, 2013, through February 29, 2016

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 March 11, 2016, with you, Mrs. Dyan Harrison, principal intern, and
Mrs. Mei Chung, financial specialist, we reviewed the status of the conditions described in our prior
audit report dated September 16, 2013, and the status of present conditions. We discussed and
resolved a number of minor issues that did not weaken controls over financial matters. We
appreciate the cooperation of your staff and commend Mrs. Chung for her dedication to detail and
her neat, orderly and complete filling of financial records. No response to this audit report is
required.

RWP:LS:sd

Copy to:
Dr. Zuckerman  Mrs. Chen
Dr. Statham    Mrs. DeGraba
Dr. Navarro  Mrs. Milwitz
Dr. Williams  Dr. Zarchin