


Office of Shared Accountability
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

March 14, 2016

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. Milwit
Dr. Williams Dr. Zarchin