


Office of Shared Accountability  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

July 19, 2012

MEMORANDUM

To: Mr. David T. Chia, Principal  
Wheaton Woods Elementary School

From: Roger W. Pisha, Supervisor, Internal Audit 

Subject: Report on Audit of Independent Activity Funds for the Period  
March 1, 2011, through May 31, 2012

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.

It should be noted that Dr. Kimberly A. Statham was principal from July 8, 2011, through the end of the audit period under review, and that your appointment as principal was effective July 1, 2012.

In our meeting on June 20, 2012, with Dr. Statham, we discussed matters that do not require corrective action. We advised Dr. Statham that records compiled and maintained by Miss Sophia Anderson, administrative secretary, were well organized and in compliance with MCPS accountability requirements which contributed to the orderly completion of our work. No response to this report is necessary.

RWP:GB:sd

Copy to:

Mr. Bowers	Mr. Talley	Mrs. Milwit
Dr. Statham	Dr. Garran	Mr. Doody
Dr. Schiavino-Narvaez	Mrs. DeGraba	