MEMORANDUM

To: Dr. Michael J. Doran, Principal
    Thomas S. Wootton High School

From: Roger W. Pisha, Supervisor, Internal Audit

Subject: Report on Audit of Independent Activity Funds for the Period
         February 1, 2012, through March 31, 2013

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 May 20, 2013, with you, Mr. Philip Hill, business administrator, and
Mrs. Hsiao-Ying Wu, financial specialist, we reviewed the status of the conditions described in
our prior audit report dated April 12, 2012. We commend you and your staff for actions taken to
resolve those conditions. While conducting this audit, we discussed and resolved several minor
corns with your business staff. No response to this report is necessary.

RWP:MJB:sd

Copy to:
Mr. Bowers  Dr. Schiavino-Narvaez  Dr. Hollingshead  Mrs. Milwit
Dr. Statham  Mr. Sanderson  Mrs. DeGraba  Mrs. Chen