



March 11, 2025

Washoe County Treasurer's Office  
Attn: Justin Taylor  
1001 East 9<sup>th</sup> Street  
Reno, NV 89512

RE: Department Change Fund Audit Findings

Dear Mr. Taylor:

Annually, the Treasurer's Office conducts an audit of change funds and petty cash funds for all County Departments. The Internal Audit Division assists the Treasurer's Office by performing the audits on their behalf.

Prior to conducting an audit, our office provided the Central Cashiering provisions found in Washoe County Code 15.170 – 15.210 and a cash handling acknowledgement form to your department. Code requires personnel who may handle cash to read the cash handling policy as well as your department's procedure manual and signify that they understand the policies by signing the acknowledgement form. Our office has received those acknowledgments as requested.

During our March 11, 2025 audit, we confirmed that your department has written cash handling procedures in place. All change funds were reviewed with no exceptions noted.

Division	Authorized Total		Audited Total
	Change Fund	Petty Cash	
Cashier #1	\$400.00	\$0.00	\$400.00
Cashier #2	\$400.00	\$0.00	\$400.00
Cashier #3	\$400.00	\$0.00	\$400.00
Cashier #4	\$400.00	\$0.00	\$400.00
Cashier #5	\$400.00	\$0.00	\$400.00
Vault	\$4,000.00	\$0.00	\$4,000.00
<b>GRAND TOTAL</b>	<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>

Thank you for your prompt attention to this matter.

Sincerely,

Katelyn Kleidosty  
Internal Audit Manager

Attachments: Treasurer's Office\_Cash Count Sheets\_3-11-25  
cc: Justin Taylor, Maggie Lazzari, Louis Martensen