



August 22, 2025

Washoe County Treasurer's Office
Attn: Justin Taylor
1001 E. 9th St.
Reno, NV 89512

Re: Department Change Fund Audit Findings

Dear Mr. Taylor:

With the retirement of Chief Deputy Treasurer Brenda Mathers, who maintained key access to the vault, Internal Audit conducted a count of the Treasurer's Office change funds and petty cash on August 22, 2025. All funds were verified to be in balance with the authorized and recorded amounts, and no discrepancies were identified.

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

If you have any questions, please let me know.

Sincerely,

Louis Martensen
Internal Auditor

Attachments: Cash Count Sheets

cc: Margaret Lazzari, Katelyn Kleidosty