



January 5, 2026

Washoe County Recorder's Office
Attn: Kalie Work
1001 E. 9th Street
Reno, NV 89512

RE: Department Petty Cash and Change Fund Audit Findings

Dear Ms. Work:

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.

In addition to counting cash on behalf of the Treasurer's Office, the Internal Audit Division reviewed written cash handling procedures, interviewed applicable staff, and observed cash handling activities. Based on these procedures performed on January 5, 2026, no issues were identified, and all funds reviewed were found to be in balance.

Division	Authorized Total		Audited Total
	Change Fund	Petty Cash	
Window #1	\$100.00	\$0.00	\$100.00
Window #2	\$100.00	\$0.00	\$100.00
Window #3	\$100.00	\$0.00	\$100.00
Window #4	\$100.00	\$0.00	\$100.00
Window #5	\$75.00	\$0.00	\$75.00
Window #6	\$75.00	\$0.00	\$75.00
GRAND TOTAL	\$550.00	\$0.00	\$550.00

Sincerely,

Katelyn Kleidosty
Internal Audit Manager
kkleidosty@washoecounty.gov

cc: Justin Taylor, Maggie Lazzari, Louis Martensen Tanya Babb, Gail Spearman
Attachment: Recorder's Office - Cash Count Sheets