



January 26, 2026

Washoe County Regional Animal Services  
Attn: Shyanne Schull  
2825 Longley Lane, Suite A  
Reno, NV 89502

RE: Department Petty Cash and Change Fund Audit Findings

Dear Ms. Schull:

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 22, 2026, no issues were identified, and all funds reviewed were found to be in balance.

| Division           | Authorized Total |               | Audited Total   |
|--------------------|------------------|---------------|-----------------|
|                    | Change Fund      | Petty Cash    |                 |
| Blue Bag #1        | \$100.00         | \$0.00        | \$100.00        |
| Red Bag #2         | \$100.00         | \$0.00        | \$100.00        |
| Orange Bag #3      | \$100.00         | \$0.00        | \$100.00        |
| Saturday Bag #4    | \$100.00         | \$0.00        | \$100.00        |
| Gray #5            | \$100.00         | \$0.00        | \$100.00        |
| Blue & Black Bags  | \$300.00         | \$0.00        | \$300.00        |
| <b>GRAND TOTAL</b> | <b>\$800.00</b>  | <b>\$0.00</b> | <b>\$800.00</b> |

Sincerely,

Katelyn Kleidosty  
Internal Audit Manager  
[kkleidosty@washoecounty.gov](mailto:kkleidosty@washoecounty.gov)

Louis Martensen  
Internal Auditor  
[lmartensen@washoecounty.gov](mailto:lmartensen@washoecounty.gov)

cc: Justin Taylor, Maggie Lazzari, Ryan Crane  
*Attachment: Animal Services - Cash Count Sheets*