



To: Jan Galassini, Washoe County Clerk

From: Katelyn Kleidosty, Internal Audit Manager  
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CC: Catherine Smith, Chief Deputy County Clerk  
Michelle Batter, Marriage and Business Division

Date: February 8, 2024

Subject: Cash Control Audit – Washoe County Clerk’s Office FY 2024

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The Audit Committee and the Board of County Commissioners (BCC) approved the three-year audit schedule, which included cash control audits for a small number of departments or divisions, selected by the Internal Audit Division, to be completed during fiscal year 2024. The processes and procedures for the selected departments or divisions regarding cash handling would be reviewed, as well as assisting the Washoe County Treasurer’s Office with cash count, and observations of cash handling would be performed. The internal auditor also has the obligation to make recommendations for improvements based on observations during fieldwork.

The Washoe County Clerk’s Office (“the Clerk’s Office”) was selected for a cash control audit for fiscal year 2024. The purpose of this audit is to determine if proper adherence to internal policies and procedures, Washoe County Code, and leading best practices were followed when employees in the Clerk’s Office are handling cash transactions. The scope included physical cash counts, interviews with relevant personnel, and a review of transactions and supporting information for the period of FY2024.

A risk-based approach was utilized when selecting and completing the physical cash counts, interviews with relevant personnel, and a review of transaction and supporting information. The following was reviewed:

- Written policies and procedures related to cash handling were examined and discussed with personnel in the Clerk’s Office with no exceptions noted.
- An observation and interview with employees who handle cash was completed with no exceptions noted.
- A cash count was completed on behalf of the Treasurer’s Office with no exceptions noted.
- Daily deposit and reconciliation documentation was examined for two days with no exceptions noted.

While the Clerk’s Office does have a functioning system of internal control in place, it is recommended that the office continues to retrain employees and at least annually remind employees to follow all policies and procedures that are in place.