



Comptroller Imprest and Petty Cash Audit FYE 2025

Audit Department
July 2025



togetherforbetter

Background

- Nevada Revised Statutes Chapter 354 provides for the Board of County Commissioners to establish petty cash accounts, imprest bank accounts, and revolving change banks to assist in the administration of government activities.
- These funds are in custody of the departments to which they are assigned and managed at the department level.
- Petty cash funds are for small immediate purchases, imprest accounts are checking accounts for payment of expenses, and revolving change banks are for making change for payments to the department.
- Clark County has approximately \$1.64M in custody of other officials as of December 31, 2024.



Objectives

- Determine if departments comply with Fiscal Directive 16 and the corresponding Board resolutions for managing their imprest, petty cash, and change funds.
- Determine if fund balances agree with the SAP general ledger balances and the Comptroller's Schedule of Cash in Custody of Other Officials.



togetherforbetter

Methodology

We performed the following procedures:

- Cash Count observations of petty cash and change funds for:
 - Clark County Clerk
 - 8th Judicial District Court
 - Department of Juvenile Justice Services
 - Department of Parks and Recreation
 - Clark County Treasurer
- Observed LVMPD personnel perform counts of all cash funds.
- Reviewed Board Resolutions for all funds.
- Reviewed 3 reconciliations of imprest and petty cash funds and reperformed a single month's reconciliation for each.
- Reviewed 3 days of daily count documentation for select change funds.
- Reviewed department written policies governing funds assigned.
- Agreed the general ledger balances to the Comptroller's Schedule.



togetherforbetter

Conclusion

- We found that the departments comply with the requirements of Fiscal Directive 16 and the corresponding Board resolutions.
- We found that the fund balances agree with the Board resolutions, the SAP GL balances, and the Comptroller's Schedule of Cash in Custody of Other Departments.
- Audit reported immaterial issues in individual department memos to department management and the Comptroller. There were no material issues found in performance of the FYE 2025 audit.
- We found the Public Administrator trust account dividend payments had not been distributed to clients.



togetherforbetter

Finding 1: Public Administrator Trust Account Includes Accumulated Dividends Owed to Client Accounts

The Public Administrator (PA) holds client estate funds in trust. These trust funds are deposited in two accounts. A checking account and an investment account. The reconciled balance of the two accounts as of March 31, 2025, is \$25,812,775.

- The fund balance includes dividends earned totalling \$1,155,792 from December 2022 through March 2025. As of June 24, 2025, these dividends had not been distributed to estate accounts.
- Accumulation of the dividend funds can create legal and tax liabilities for the County and the PA.
- We recommend the PA implement a procedure to allocate and or distribute trust fund dividends to client accounts.

