Comptroller Imprest and Petty Cash Audit Fiscal Year 2026

Audit Department

July 2026

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Background

- NRS 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 $1.44M in custody of other officials as of June 24, 2026.

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.

Conclusion

- Department fund balances (petty cash, imprest, and change banks) agree with Board-approved resolutions and the County's enterprise accounting system (SAP).
- Reconciliations are timely and accurate across most departments.
- Replenishments are submitted on time and follow required procedures.
- Three departments had findings.

Findings

- Public Administrator’s Office
- Searchlight Justice Court
- Las Vegas Justice Court

Finding #1: Public Administrator – Petty Cash Reimbursements ad Reconciliations Were Not Submitted Timely and Interest Earnings Need to be Remitted to the County (High Risk)

- Untimely Petty Cash Reimbursement
  - FD16 requires monthly reimbursement claims for petty cash accounts.
  - Office submitted three petty cash reimbursement requests in FY 2026 (*as of March 2026*).
  - All three claims were submitted late, exceeding the 30-day requirement in FD16.
  - Delays ranged from 49 to 329 days between the expenditure date and the date the claim was posted in SAP.
  - When the petty cash fund is not replenished on time, the balance can drop too low to cover necessary expenses.

Finding #1: Public Administrator – Petty Cash Reimbursements ad Reconciliations Were Not Submitted Timely and Interest Earnings Need to be Remitted to the County (High Risk)

- Untimely Petty Cash Reconciliations
  - During our January 2026, observation, the petty cash account had not been reconciled since August 21, 2025 *(five months prior*).
  - After the count, the Office provided evidence of reconciliations for January, February, and March 2026.
  - Without monthly reconciliations, the petty cash fund could be depleted without detection.
  - Delays could slow urgent work that depends on having petty cash available.

Finding #1: Public Administrator – Petty Cash Reimbursements ad Reconciliations Were Not Submitted Timely and Interest Earnings Need to be Remitted to the County

- Interest Due to the County
  - The Public Administrator’s imprest checking account included $104.06 in accumulated interest as of January 2026.
  - $71.78 of this amount was earned prior to FY 2026, with monthly interest postings from February 2024 through January 2026.
  - This adds unnecessary complexity to the monthly imprest reconciliation process.
  - Reduces staff’s understanding of the annual interest remittance requirement.

Finding #1: Public Administrator – Petty Cash Reimbursements ad Reconciliations Were Not Submitted Timely and Interest Earnings Need to be Remitted to the County

Recommendations:

1. Monitor staff compliance with procedures to ensure reimbursement requests are submitted within 30 days of petty cash expenditures.
2. Cross-train an additional staff member to prepare the petty cash reimbursement voucher.
3. Remit earned interest to the County annually.
4. Monitor staff compliance with interest-remittance procedures on a regular basis.
5. Ensure staff adhere to monthly reconciliation requirements.

Finding #1: Public Administrator – Petty Cash Reimbursements ad Reconciliations Were Not Submitted Timely and Interest Earnings Need to be Remitted to the County

Management Action Plan:

Petty Cash - Reconciliations/Replenishments

- The new Estate Technician and new Legal Office Specialist were trained late 2025, and the CCPA Executive Assistant assigned as tertiary backup, if needed.
- Department Executive Assistant is assigned to track monthly reconciliations and submit requests for replenishment on a monthly basis, as required.
- Future Assistant Public Administrator (APA) to review monthly reconciliation reports and replenishments to ensure compliance.

Imprest Account - Replenishments/Interest Postings

- Accumulated Interest Earnings to be Posted by end of July 2026.
- CCPA Executive Assistant will prepare monthly reminder to be approved by Public Administrator and submitted to Public Guardian Accounts Receivable staff for posting.
- Future Assistant Public Administrator (APA) to review monthly reconciliation reports and monitor interest compliance with monthly interest postings and annual remittance.

Finding #2: Searchlight Justice Court - Imprest Account Has a Negative Month-End Reconciled Balance (High Risk)

- The Court maintains an imprest account within its operating bank account.
- This account is used to deposit fines, fees, and forfeitures collected by the Court.
- The imprest portion helps cover credit card processing fees.
- At month end, the Court remits all collected funds to the County via check — typically the only check issued from the account.

Finding #2: Searchlight Justice Court - Imprest Account Has a Negative Month-End Reconciled Balance

- The Court’s bank account showed negative reconciled balances (*ending balance minus outstanding checks*) for the sampled months:
  - December 2025 - $ (9,205)
  - November 2025 - $ (9,418)
  - October 2025 - $(9,761)
- Due to check float, delivery time, and ongoing deposits, the account has generally had enough funds to cover checks issued to the County.
- However, if deposits do not keep pace, the balance may be insufficient, and a check may not clear.

Finding #2: Searchlight Justice Court - Imprest Account Has a Negative Month-End Reconciled Balance

Recommendations:

1. Identify the loss amount (as reasonably as possible given its age) and work with Budget and the Comptroller to record the loss and replenish the operating bank account to ensure checks continue to clear.

Management Response / Action Plan:

The original error was due to funds disbursed out of an old case management system that were not properly documented. When the data was migrated to the current system, the funds appeared as undistributed. The funds were then erroneously disbursed a second time. In March, 2026, Searchlight Justice Court moved funds from facility and regular fee funds (the original accounts that received the erroneous distribution) to the imprest fund to eliminate the negative balance.

Finding #3: Las Vegas Justice Court's Imprest Reconciliations are Past Due and Unclaimed Property Submission Was Incorrect (High Risk)

- The Court maintains an imprest checking account with an ending balance of $1,115,199 as of September 30, 2025.
- The most recent reconciliation was completed in September 2025 (*approximately nine months overdue*).
- Monthly reconciliations are required under Clark County Fiscal Directive 16.
- Delays were attributed to staff turnover, training of new personnel, and a high volume of transactions in October 2025.
- Reimbursement requests continued during this period.

Finding #3: Las Vegas Justice Court’s Imprest Reconciliations are Past Due and Unclaimed Property Submission Was Incorrect

- The Court issues checks from the imprest account; unclaimed checks must be remitted to the Nevada State Treasurer.
- For FY 2026, the Court submitted a payment request on November 21, 2025, remitting $353,992.74 for 1,213 unclaimed checks, supported by a check register.
- Because County Finance issued the escheatment payment, the Court must provide a credit to avoid duplicate payment.
- Credits are normally provided by voiding unclaimed checks, which then reduce the next month’s reimbursement request.

Finding #3: Las Vegas Justice Court’s Imprest Reconciliations are Past Due and Unclaimed Property Submission Was Incorrect

- Unclaimed property submission to State had some variances:
  - Fourteen duplicate checks in the register → $7,330 overpayment to the State Treasurer.
  - 161 checks totaling $26,351.74 were not offset in any reimbursement request → County paid these expenses twice.
  - One check for $115 cleared the bank before escheatment and should not have been included.

Finding #3: Las Vegas Justice Court's Imprest Reconciliations are Past Due and Unclaimed Property Submission Was Incorrect

- Although the Court voided the 161 checks, they did not appear on the void report and therefore were not deducted in the reimbursement request. This caused those checks to not be included in a reimbursement request.
- The Court also escheated unclaimed restitution to the District Attorney's Victim Witness Assistance Center (VWAC).
- This submission included three duplicate checks totaling $3,550, resulting in overpayment.

Finding #3: Las Vegas Justice Court's Imprest Reconciliations are Past Due and Unclaimed Property Submission Was Incorrect

Recommendations:

1. Catch up on all outstanding imprest account reconciliations.
2. Train the new staff member responsible for reconciliations and cross-train additional staff to ensure coverage.
3. Request refunds for overpayments, restore the funds to the imprest account, and adjust the reimbursement request accordingly.
4. Review future unclaimed property check registers for duplicate entries before submission.
5. Provide the County with credit for unclaimed checks included in the register submitted to the State but not reduced on an imprest reimbursement request.

Finding #3: Las Vegas Justice Court's Imprest Reconciliations are Past Due and Unclaimed Property Submission Was Incorrect

Management Action Plan:

Las Vegas Justice Court accepts the audit findings and concurs with the recommendations. Court Administration is committed to fully implementing the corrective actions outlined in our response (included as an attachment to the full report), strengthening our internal control environment, and ensuring continued compliance with Clark County Fiscal Directive 16. We view this audit as an important opportunity to improve our financial management practices and further strengthen accountability and oversight.

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