

DEPARTMENT OF INSPECTOR GENERAL
OKALOOSA COUNTY, FLORIDA

BRAD EMBRY, CLERK OF CIRCUIT COURT AND COMPTROLLER



Date: October 24, 2025

To: John Hofstad, County Administrator

From: Renee F. Larkey, Inspector General

Subject: Board Change Fund Surprise Cash Counts

We conducted surprise cash counts of petty cash and change funds for all BOCC locations between October 22 and 23, 2025. The purpose of these counts is to periodically verify the existence and amounts of the funds. In addition, we observe the cash collection procedures in place and to review the physical safeguards for protecting funds at these locations. Given the nature of this work, the counts are conducted at random times without notice. This review does not constitute a full review of all cash collection procedures or physical safeguards of cash. Such would be the subject of a separate engagement.

We compare the amounts recorded in the General Ledger as change and petty cash funds to the amounts held at the various collection points. The results of the counts were outstanding, no material discrepancies were noted.

We would like commend staff and management at the various collection locations for their dedication and assistance. If you have any questions or wish to discuss this further, please contact our office.

Sincerely,

Renee F. Larkey

Renee F. Larkey, Inspector General

Okaloosa County Clerk of Courts
Department of Inspector General
Results of Surprise Cash Counts
Board Locations
October 24, 2025

Cash Count Over/(Short) Results By Division

	Current Count	PRIOR COUNT RESULTS	PRIOR COUNT RESULTS	PRIOR COUNT RESULTS
Division	October 2025	March 2025	August 2024	February 2024
Water & Sewer	(\$0.10)	\$0.12	0	\$0.01
Growth Mgt./Insp. North	N/A	0	0	0
Growth Mgt./Insp. South	N/A	0	0	0
Solid Waste / Wright Landfill	0	0	0	0
Department of Corrections	0	\$0.20	0	0
Transit	0	0	0	0