



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2010-16**

March 17, 2010

TO: All Agencies

FROM: Andrew K. Clinger, Director  
Department of Administration

SUBJECT: Biennial Report on Internal Controls

Pursuant to NRS 353A.025, each agency\* must submit its *Biennial Report on Internal Controls* to the Division of Internal Audits – Financial Management section by July 1, 2010. **A Microsoft Word copy of this report should be emailed to Financial Manager Steve Weinberger at [sweinberger@iaudits.nv.gov](mailto:sweinberger@iaudits.nv.gov).**

The *Report on Internal Controls* summarizes the results of agencies' self assessment of their actual and written internal control procedures. Prior to completing the Report on Internal Controls, agencies must assess their actual and written internal control procedures using the *Self Assessment Questionnaire* and *Sample Transaction Testing Checklist*.

Additional instructions along with the *Self Assessment Questionnaire* and *Transaction Testing Checklist* are available on the Division of Internal Audits Website at [dintaud.state.nv.us](http://dintaud.state.nv.us). Click on the link for **Financial Management**. If you have any questions, please call Financial Manager Steve Weinberger at (775) 687 – 0130.

A handwritten signature in black ink, appearing to read "A. K. Clinger", written over a horizontal line.

Andrew K. Clinger, Director  
Department of Administration

\* NRS 353A025(3) Specifically exempts the following agencies from reporting requirements:

- A board or commission created by the provisions of NRS 590.485 and chapters 623 to 625A, inclusive, 628, 630 to 644, inclusive, 648, 654, and 656 of NRS.
- The Nevada System of Higher Education.
- The Public Employees' Retirement System.
- The Housing Division of the Department of Business and Industry.
- The Colorado River Commission.