

**PROPOSED REGULATION OF THE DIVISION OF  
INTERNAL AUDITS OF THE OFFICE OF FINANCE  
IN THE OFFICE OF THE GOVERNOR**

**LCB File No. R101-15**

February 9, 2016

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §1, NRS 353A.055.

A REGULATION relating to governmental administration; revising provisions that require certain employees of certain state agencies to receive training regarding the administration of budgetary accounts; and providing other matters properly relating thereto.

**Legislative Counsel's Digest:**

Existing law requires the Division of Internal Audits of the Office of Finance in the Office of the Governor to adopt regulations requiring that employees of agencies who are responsible for administering budgetary accounts be provided with training concerning the administration of such accounts. (NRS 353A.055) Under existing regulations, the head of an agency and any employee of an agency whose duties include administering budgetary accounts are required to attend training provided by the Division regarding the administration of such accounts at least once every 5 years. (NAC 353A.100) This regulation requires instead that the head of an agency and the employee attend the training: (1) within 90 days after being hired for or promoted or otherwise transferred into a position whose duties include administering budgetary accounts unless the person has previously attended the training; (2) if the person's attendance is recommended by the Division following a review or audit of the agency; or (3) in the case of an employee of an agency, if directed to attend by the head of the agency.

**Section 1.** NAC 353A.100 is hereby amended to read as follows:

353A.100 1. ~~The~~ *Except as otherwise provided in NRS 353A.055, the* head of an agency and any employee of an agency whose duties include administering budgetary accounts shall ~~at least once every 5 years,~~ attend training provided by the Division of Internal Audits ~~+~~ :

*(a) Within 90 days after being hired for or promoted or otherwise transferred into a position whose duties include administering budgetary accounts, unless the person has previously attended such training;*

*(b) If attendance is recommended by the Division following a review or audit of the agency; or*

*(c) In the case of an employee of an agency, if directed to attend by the head of the agency.*

↪ Each agency is responsible for the attendance of any employee required to attend training.

2. The training must include instruction in:

(a) Systems of internal accounting and administrative controls;

(b) Methods for documenting systems of internal accounting and administrative controls;

(c) Methods for evaluating the effectiveness of a system of internal accounting and administrative controls;

(d) Any subject which is of concern to a particular agency relating to its system of internal accounting and administrative controls;

(e) Laws and regulations of this state and the Federal Government concerning systems of internal accounting and financial management that are applicable to the operations of a particular agency; and

(f) Any other areas of financial management which affect the budgetary accounts of any agency.

3. An employee who attends such training shall answer any question submitted by the Division of Internal Audits to evaluate the effectiveness of the training provided to the employee.

4. An agency shall notify the Division of Internal Audits within 30 days after an employee is hired for or promoted or otherwise transferred into a position whose duties include administering budgetary accounts and arrange training for the employee.

5. As used in this section:

(a) “Administering budgetary accounts” means the financial administration of the resources of an agency and the protection of those resources against waste, loss and misuse.

(b) “Agency” has the meaning ascribed to it in NRS 353A.010.

(c) “Training” means a curriculum of instruction approved by the Administrator of the Division of Internal Audits which is provided in a classroom or similar setting.