



KEN BURKE, CPA

Clerk of the Circuit Court & Comptroller
Pinellas County, FL

Division of Inspector General

510 Bay Avenue
Clearwater, FL 33756
Telephone: (727) 464-8371
Fax: (727) 464-8386
Fraud Hotline: (727) 45FRAUD (453-7283)
Clerk's website: www.mypinellasclerk.gov



*Clerk of the County Court | Recorder of Deeds | Clerk and Accountant of the Board of County Commissioners
| Custodian of County Funds | County Auditor*

REPORT NO. 2025-07

TO: Michelle Krickovic, Director
Contractor Licensing Department

FROM: Melissa Dondero, Inspector General/Chief Audit Executive *md*
Division of Inspector General

DIST: Ken Burke, CPA, Clerk of the Circuit Court and Comptroller
Jeanette Staveley, Chief Deputy Director, Finance Division
The Honorable Chair and Members of the Board of County Commissioners
Barry Burton, County Administrator
Tommy Almonte, Assistant County Administrator

SUBJECT: Unannounced Audit of the Contractor Licensing Department Change Fund

DATE: May 27, 2025

This memo serves to inform you that the Division of Inspector General completed an unannounced audit of the Contractor Licensing Department's Change Fund on May 16, 2025.

The objective of our audit was to reconcile the Change Fund and ascertain that the appropriate internal controls, safeguards, and policies and procedures were being followed, safeguarding the County funds under your departmental control.

Our audit was conducted in accordance with the *Global Internal Audit Standards* of The Institute of Internal Auditors and the *Principles and Standards for Offices of Inspector General* of the Association of Inspectors General. Accordingly, it included such tests of records and other auditing procedures as we considered necessary in the circumstances.

Based on our independent and objective assessment, the department's governance, risk management, and internal control environment are effective for the scope of this audit. Governance, risk management, and/or internal controls are operating effectively and consistently applied to support the achievement of objectives in the area audited. We identified areas of strength where controls are strong and aligned with the department's goals, and the Change Fund reconciled to the authorized amount.

We appreciate your staff's cooperation during this audit.

MD/SP