



MEMORANDUM

TO: Lisa Nocerini, City Manager

FROM: Matt Smith, Treasurer

DATE: November 27, 2023

SUBJECT: De minimis benefits policy

Internal controls and policies are an important part of any government's operations. They are used to establish safeguards to minimize the opportunities to commit fraud, improve accuracy of financial reporting, and ensure compliance with laws, grants, and regulations.

When spending taxpayer dollars, it is extra important to ensure those dollars are spent in ways allowed by the Michigan constitution, State laws, and regulations. The de minimis benefits policy being presented tonight helps ensure that the City is in compliance with the requirements of the State.

I recommend that the City Council approves the attached de minimis benefits policy.