

GLADSTONE



**City of Gladstone, MI**

1100 Delta Avenue  
Gladstone, MI 49837  
www.gladstonemi.org

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> November 13, 2023	<b>Eric Buckman, City Manager:</b>
<b>Department:</b> Treasurer	<b>Department Head Name:</b> Vicki Schroeder
<b>Presenter:</b> Vicki Schroeder	<b>Kim Berry, City Clerk:</b>

**This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:** City of Gladstone Cash Handling Policy

**BACKGROUND:** The cash handling policy is one of the policies the City needs to have adopted in order to receive Federal funds. I've had this policy written for quite some time but just haven't gotten to bringing it before the Commission for approval.

A cash handling policy gives more direction, structure and controls on the authorization, collection, and custody of cash and cash equivalents. This will also help the Recreation Department who has multiple collection points.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:** City of Gladstone Cash Handling Policy

**RECOMMENDATION:** Approve the cash handling policy as presented.