



AGENDA ACTION FORM

Consideration of a Resolution to Adopt a City-Wide Cash Handling Policy

To: Board of Mayor and Aldermen
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-192-2024
Work Session: July 15, 2024
First Reading: N/A
Final Adoption: July 16, 2024
Staff Work By: Winkle/Howell/Thompson
Presentation By: Lisa Winkle

Recommendation:
Approve the Resolution

Executive Summary:
Cash handling policies and procedures are an integral part of the City of Kingsport’s internal control.

Over the years the number of locations that collect payments have increased and the types of payment methods have increased. Policies have not been kept up to date and various locations have written their own policies. Cash collections are referenced in the City Charter and cash procedures are part of internal control, but a specific cash handling policy has never been brought to the BMA for approval.

The purpose of this Cash Handling Policy is to bring all cash collections under one umbrella policy, to clarify requirements for cash handling, to establish a training plan and to establish a monitoring plan.

The policy will be reviewed at least annually and brought back to the BMA as updates are needed.

- Attachments:**
1. Resolution
2. Cash Handling Policy

	<u>Y</u>	<u>N</u>	<u>O</u>
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—