



SANTAQUIN CITY CORPORATION

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MEMO

TO: Santaquin City Mayor, City Council & City Manager Beagley

FROM: Shannon Hoffman/Finance Director

DATE: 11/12/2025

RE: Financial Management Policies

On the City Council agenda for your consideration are proposed amendments to the Santaquin City Financial Management Policies. While minor revisions have been made throughout to enhance clarity and consistency, the most significant updates involve:

- Revisions to the Credit Card Policy to strengthen oversight, accountability, and compliance.
- Implementation of a new Gift Card Policy to establish clear procedures for issuance, use, and documentation.

These amendments are recommended to ensure:

- Compliance with State Code
- Alignment with Auditor Recommendations
- Adherence to Financial Management Best Practices

Approval of these amendments will enhance the City's overall financial integrity, promote transparency, and ensure continued compliance with regulatory and audit standards.

Please let me know if you have any questions.