

## Item Cover Page

### CITY COUNCIL AGENDA ITEM REPORT

**DATE:** March 13, 2024

**SUBMITTED BY:** Corey Fortin, City Administration

**ITEM TYPE:** Resolution

**AGENDA SECTION:** CONSENT AGENDA

**SUBJECT:** Resolution 24-23 - Cashiering Policy and Procedures

**SUGGESTED ACTION:** Approve and adopt Resolution 24-23.

**Is this item Quasijudicial?**

No

**Does this item require a public hearing?**

No

**EXPLANATION:**

The City of Bradenton has an existing cashiering policy that was last revised on July 16, 2014. The Policy was never adopted by Council and accompanied by an adopting Resolution. The City of Bradenton wishes to memorialize all policies going forward by Resolution. The policy has been updated to remove outdated or obsolete procedures, as well as to include new standards and requirements.

This policy memorializes the current guidelines to be followed by all employees of the City of Bradenton in regards to cashiering practices in order to improve accountability, avoid losses of funds, and avoid fraudulent activity in the handling of cash.

**FINANCIAL IMPACT:**

N/A

**ATTORNEY REVIEW/RECOMMENDATION:**

Reviewed and approved by City Attorney.

**SUGGESTED MOTION:**

Motion to approve and adopt Resolution 24-23.

**ATTACHMENTS:**

