

STAFF MEMORANDUM

TO: Board of Mayor and Alderman
FROM: Rebecca Holden – Finance Director
DATE: 06/15/2026
SUBJECT: Cash Management Policy

STAFF RECOMMENDATION:

Staff recommends approval of the proposed Cash Management Policy

BACKGROUND:

The proposed cash management policy establishes guidelines for the collection, deposit, safeguarding, disbursement, and monitoring of City funds. The policy formalizes current financial management practices, incorporates applicable state law requirements, and strengthens the City's overall internal control framework. The proposed policy separates cash management from investments, which is the next proposed policy on the schedule.

FINANCIAL IMPACT:

none

SUPPORTING DOCUMENTS:

Current Policy and Proposed Policy are attached.



City of Spring Hill | Finance Department

199 Town Center Parkway
Spring Hill, Tennessee 37174
rholden@springhilltn.org