

October 17, 2014

City of Spring Hill
Mr. Victor H. Lay
City Administrator
199 Town Center Parkway
Spring Hill, Tennessee 37174

VIA ELECTRONIC MAIL

Dear Mr. Lay:

As a follow up to our meeting on September 26, 2014 regarding the establishment of a policy for charitable donations, the following items are provided for your use:

- Draft Charitable Donation Policy Guidelines with Discussion Issues;
- Draft Charitable Donation Application Form;
- T.C.A. § 6-54-111, Charities; appropriations
- Internal Control and Compliance Manual for Tennessee Cities – Nonprofit Contributions;
- Sample Charitable Donation Appropriation Agreement (Bristol); ; and
- Sample Resolution approving Charitable Donation Appropriation Agreement (Bristol).

Please let me know if you require further assistance regarding this matter.

Very truly yours,



Jeffrey J. Broughton
Municipal Management Consultant