

Banking and Cash Management

18-19 April 2019

Brittingham-Midtown Community Center, Newport News

This class introduces fundamental cash management strategies and techniques for governments. It covers the important elements of cash collection, disbursement, and reporting. Participants will learn the latest in cash management procedures, policies, and technology. The seminar will also provide tips for getting the most out of your banking relationship and show how to use the RFP process to get better services from your bank and minimize the cost to the government.

Registration Deadline is: April 8, 2019

Course: Mandatory for initial certification for treasurers; elective for deputies

For more information see the *Certification Handbook*.

If you have questions on certification, contact Al Spengler at aws@virginia.edu

Instructors: Kathleen L. Bowe, Managing Consultant
Dave J. Calvert, Sr. Managing Consultant
PFM Asset Management LLC will be teaching the course.

Registration Site: <https://commerce.coopercenter.org/ccps/login.php>

Registration Fee: \$185 Member (TAV and CRAV members)
\$235 Non-Member (all others)

Registration Deadline: 4 September 2018

Fee includes course material, lunches both days, and breaks.

If you need a special meal (vegetarian, vegan, gluten free), please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.

A \$20.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 48 hours before the course unless your space is filled. **After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

Payment: On-line with a credit card
Check, electronic transfer or LPO also accepted

To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Make checks payable to: **University of Virginia**

Mail to: Treasurers' Association of Virginia
c/o Cooper Center for Public Service
PO Box 400206
Charlottesville, VA 22904-4206

Class Schedule and What You Need to Bring with You

Day One **Registration:** **8:30 to 9:00 a.m.**
Class begins at 9:00 a.m. and ends around 5:00 p.m.

Day Two **Class** will begin at **8:45 a.m.** and ends before lunch.
Open Book Exam will follow lunch

You have three hours to complete the exam and can leave when you are finished.

Remember to bring the following materials with you to class:

Several #2 pencils

Assorted highlighters and/or stickies for marking important passages in the text.

Grades:

Grades are posted on line--usually within a week of the end of the class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: www.coopercenter.org and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Beth Watson at the Center at 434- 982-2144 and she can tell you your grade.

Meeting Location

The **Brittingham-Midtown Community Center** is located at **570 McLawhorne Drive** in **Newport News**. McLawhorne Drive is just off Jefferson Avenue (VA Route 143).

Phone: 757-591-4853.

There is plenty of free parking.

Follow the signs once you turn off Jefferson Avenue onto McLawhorne Drive. Enter the main entrance and you will come to information desk. The classroom will be to the left.

DIRECTIONS

You can use direction websites such as Googlemap.com or mapquest.com to obtain directions from your locality to the meeting site. Below are some sample directions.

From Richmond:

Take I 64-East. Merge onto Jefferson Avenue/VA-143 East via Exit 255A. Proceed 6.2 miles. Turn right onto McLawhorne Drive. Follow signs for the Community Center.

From Suffolk:

Take US-13 North/US-58 East/US-460 East to I-664 North. Merge onto I-664 North towards Newport News/Hampton. Take the Jefferson Avenue/35th Street/US-60 West, Exit 5. Keep left to take the Jefferson Avenue ramp. Turn left onto Jefferson Avenue/VA-143 W. Proceed 4.3 miles. Turn left onto McLawhorne Drive. Follow signs for the Community Center.

Hotel Information

Marriott Residence Inn Newport News

531 St. Johns Road
Newport News, VA 23602

757-842-6214

www.marriott.com/phfn

Room Block Name:	Treasurers' Association of Virginia
Cut-off Date:	5 April 2019
Room Rate:	\$94 single/double
Hotel Amenities	free Wi-Fi, free breakfast, fitness center
Parking	Free
Cancellation Policy	48 Hours

Only a limited a rooms have been blocked. If you try and they are full, contact AI at aws@virginia and he can have them add more rooms to the block.

The hotel is across from Patrick Henry Mall.

Click this link to book your room: <http://tinyurl.com/yyup5dxn>

Directions to Residence Inn

FROM I-64

The hotel is located just off exit 255A on I-64.

The hotel is located 2.8 miles from the UVA/VA Tech Center—about a 6-minute drive down Jefferson Avenue.

Map and directions to the hotel can be found at the Marriott web site at:

<http://www.marriott.com/hotels/hotel-information/travel/phfn-residence-inn-newport-news-airport/>