

# Banking & Cash Management Course

**November 14-15, 2016**

**Stafford County Public Safety Building, Stafford**

Craig A. Robinson, Sr. Managing Consultant, and Dave J. Calvert, Sr. Managing Consultant, both with PFM Asset Management LLC will be teaching the course.

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.

This course is a mandatory course for initial certification for treasurers. Treasurers, who have already taken it may take it for points only, if it has been more than four years since you last took the course. Deputies may take it for either course credit or points credit. For more information see the ***Certification Handbook***, which can be downloaded from the TAV website.

If you have questions on certification, contact Al Spengler at [aws@virginia.edu](mailto:aws@virginia.edu)

**Registration Deadline is: November 7, 2016**

The enrollment form is online at the TAV web site at: <http://www.vatreas.com>. Clicking on course registration here will take you to the Weldon Cooper Center for Public Service web site at the University of Virginia. **All registrations should be done on-line. How to register is explained on the web site. You will need a password to log onto the online registration system.**

Payment can be made on-line with a credit card. You can also pay by check, electronic transfer or LPO. 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.

Checks should be made payable to the **University of Virginia** and mailed to **Treasurers' Association of Virginia**, Cooper Center for Public Service, PO Box 400206, Charlottesville, VA 22904-4206.

The registration fee is **\$185** for **TAV members** and **\$260** for **non-members**. 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.

**Lunches both days as well as refreshment breaks both days are included in the registration fee. If you need a vegetarian meal, please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.**

## 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 **8:30 a.m.** and concludes around lunch time with exam following lunch.

Open Book Exam begins following the conclusion of the course. 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 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](http://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.

## Directions to the Stafford County Public Safety Center

The **Stafford County Public Safety Center** is located at 1225 Courthouse Road in Stafford (540 658-4450). Located just before the intersection of US Route 1 (Jefferson Davis Highway) and Route 630 (Courthouse Road.)

**From Southern Virginia:** Travel I-95 North towards Washington, D.C. Take the VA- 630 exit, EXIT 140, toward Stafford. Turn right onto Courthouse Road/VA-630. The Stafford County Public Safety Center (Ford T. Humphrey Building) will be approximately 1/2 mile on the left. 1225 Courthouse Road.

**From Northern Virginia:** Travel I-95 South towards Fredericksburg. Take the VA-630 exit, EXIT 140, toward Stafford. Turn left onto Courthouse Road/VA-630. The Stafford County Public Safety Center (Ford T. Humphrey Building) will be approximately 1/2 mile on the left. 1225 Courthouse Road.

## Lodging in the Stafford/Fredericksburg Area

There is a **TownPlace Suites** by **Marriott** in **Stafford**; the **government rate** there is **\$91.00** single/double and includes hot breakfast, Internet, and fitness center. These are large rooms with refrigerator, stove, microwave, dishwasher etc.

I have blocked a limited number of rooms under the name

**TRA (Treasurers' Association of Virginia)**

**The cut-off date for rooms is:**

**October 30, 2016**

The hotel is located at **2772 Jefferson Davis Highway**; phone **540 657-1990**.

If you opt to stay here, they fill up fast. So reserve a room today.

**Website:**

<http://www.marriott.com/hotels/travel/mnzts-towneplace-suites-stafford/>

There are also two **Wingate Hotels** by Wyndam nearby. They are:

20 Sanford Drive (off Exit 133), Fredericksburg, 540 368-8000

15 Salisburg Drive (off Exit 143), Stafford, 540 659-3600

If you opt to stay someplace else, just remember that the government rate is not always the lowest hotel room rate available. If you are an AAA or AARP member sometimes those rates are lower.