

Banking and Cash Management

September 7-8, 2017

Roanoke County Public Library – Vinton Branch

Kathleen L. Bowe, 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 is 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

Registration Deadline is: August 28, 2017

You can register on-line at the Cooper Center website:

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

(Please note this link has changed; please bookmark the new site.)

All registrations must be completed on-line. How to register is explained on the web site. You will need a password to log onto the online registration system.

Only register one person at a time. After you select your event, don't forget to check the box before the class in order to complete your on-line registration.

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.

Registration Fee: **\$185 for TAV and VGFOA** **\$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 **8:45 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 **Roanoke County Public Library – Vinton Branch** is located at **300 S. Pollard Street** in **Vinton, VA 24179**. 540-857-5043

You can find maps to the library at this website:

<http://www.roanokecountyva.gov/facilities.aspx?page=detail&rid=45&MOBILE=ON>

If you are staying at the **Cambria Hotel & Suites**, the hotel will offer a free shuttle from the hotel to the Vinton Library. They will drop off and pick up. See schedule on next page.

If you are commuting, there is plenty of free parking at the library.

Lodging

Lodging Information

A small block of rooms has been made at the **Cambria Hotel & Suites** under the name **Treasurers' Association**. The hotel offers free parking and free Wi-Fi and has fitness center.

Room rates: **\$107 King Suite** **\$107 for Double**

Room Reservation Deadline: August 25, 2017.

The hotel has only a limited number of double, so if you need a double room, reserve one today!

Note: The hotel offers a free shuttle; shuttle will leave the hotel for the Vinton Library:

8:00 a.m. on September 7

8:00 a.m. on September 8.

CAMBRIA HOTEL & SUITES

301 Reserve Ave

Roanoke, VA 24016

Phone: (540) 400-6226

Directions to the hotel and other amenities offered by the hotel can be found at their website:

<https://www.choicehotels.com/virginia/roanoke/cambria-hotels>