

Short Term Investments Course

25-26 September 2019

Stafford County Public Safety Center, Stafford, VA

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.

Course: Required course 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: Nelson Bush, Managing Director
Leslie Weaber, Senior Analyst
PFM Asset Management LLC

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

Registration Fee: \$185 Member (TAV and VGFOA members)
\$260 Non-Member (all others)

Registration Deadline: 16 September 2019

Fee includes course material, lunch 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 Information

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

Day Two **Class Begins: 8:45 a.m.** (*subject in change on Day One*)
Open Book Exam (**3 Hours**) will follow lunch

What to Bring to Class: Several #2 Pencils
 Assorted Highlighters
 Post-it and/or Sticky Notes

Grades: Grades are posted on line--usually within 10 days of end of 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 a 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 Bennett at the Center at 434-982-2144 and she can tell you your grade.

Meeting Location

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.

Hotel Information

TownePlace Suites by Marriott

2772 Jefferson Davis Highway
Stafford, VA 22554

540-657-1990

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

Room Block Name:	TAV
Cut-off Date:	10 September 2019
Room Rate:	\$94 single/double
Hotel Amenities	free Wi-Fi, free breakfast, fitness center These are large rooms with refrigerator, stove, microwave, dishwasher etc.
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.

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