Treasury Management Best Practices

May 20-22, 2025 1-4 ET

DRAFT AGENDA

Instructors:

Andrew Durket, Deputy Aviation Director, Financial Management Division – PHX Sky Harbor Airport, AZ
Dennis Kauffman, Asst. City Manager/CFO, City of Roseville, CA
Tammy Queen, Director of Finance, City of Kansas City, MO
Jaqueline Dunn, Treasurer, City of Philadelphia, PA
Mark Romito, Director of Finance, Township of Upper St. Clair, PA
Ben Davidson, Senior Manager, GFOA

May 20

1:00 – 1:15 **Course Overview and Introductions**

1:15 – 1:45 **Treasury Functions Overview** **Andrew**

- Policies and Procedures
- Role of Treasury Management
  - Daily Treasury Operations
  - Banking Relations
  - Cash Flow Forecasting
  - Investments

1:45 – 2:30 **Fundamentals of Cash Flow Forecasting** **Dennis**

2:30 – 2:45 **BREAK**

2:45 – 3:50 **Handling Receivables** **Tammy/** Andrew

- Billing and Collection Practices
- Types of Receivables
  - Cash
  - Checks
  - ACH
  - Credit/Debit Cards
    - Point of Sale technologies
  - Wire Transfer
- Case Studies
- Discussion

3:50 - 4:00 **Discussion and Wrap Up**

May 21

1:00 – 1:10	**Follow-Up from Day 1**	
1:10 – 2:15	**Handling Payables** • Payables Authorizations and Processes • Types of Payables Methods o ACH o Checks o P-Cards o Wire Transfer o Petty Cash o Outsourcing Payables • Case Studies	**Jackie** **Mark**
2:15 – 2:30	**BREAK**	
2:30 – 3:00	**Internal Controls and Fraud Prevention in the Treasury Office**	**Tammy**
3:00 – 3:20	**Fraud Exercise**	**Tammy**
3:20 – 3:50	**Emerging Technologies in Treasury Services**	
3:50 – 4:00	**Discussion and Wrap Up**	

May 22

1:00 – 1:10	**Follow-Up from Day Two**	
1:10 – 2:20	**Banking Services** • Why It's Important to Have a Process • Understanding What You Need and Should Ask For • One or Many for Banking Services • GFOA Banking Services RFP Checklist Overview	**Dennis**
2:20 – 2:40	**BREAK**	
2:40 – 3:10	**Banking Services, Continued** • What Peer Governments are Looking at Regarding Banking Services • Costs of Banking Services	
3:10 – 3:45	**Selecting, Managing and Due Diligence on Financial Services Providers** • GFOA Best Practice and Resource • Case Study	**Ben**
3:45 – 4:00	**Discussion and Wrap Up**	