

Treasury Management Best Practices

November 13-14, 2024 - Chicago, IL

**Day One (420 minutes)**

**20 Course Overview and Introductions**

**30 Treasury Functions Overview**

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

**90 Handling Receivables**

* + - * Billing and Collection Practices
      * Types of Receivables
        + Cash
        + Checks
        + ACH
        + Credit/Debit Cards

Point of Sale technologies

* + - * + Wire Transfer
      * Case Studies
      * Discussion

**15 Receivables Discussion**

**90 Handling Payables**

* + - * + Payables Authorizations and Processes
        + Types of Payables Methods

ACH

Checks

P-Cards

Wire Transfer

Petty Cash

Outsourcing Payables

* + - * + Case Studies

**15 Payables Discussion**

**45 Fundamentals of Cash Flow Forecasting**

**45 Internal Controls and Fraud Prevention in the Treasury Office**

**30 Fraud Exercise**

**20 Emerging Technologies in Treasury Services**

**10 Discussion and Wrap Up**

**DAY TWO (210 Minutes)**

**90 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

What Peer Governments are Looking at Regarding Banking Services

* + - * Costs of Banking Services

**30 Banking Services Discussion**

**30 Selecting, Managing and Due Diligence on Financial Services Providers**

* + - * GFOA Best Practice and Resource
      * Case Study

**45 Treasury Potpourri**

**15 Wrap Up**