

MMTCTA
60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330



Maine Municipal
Tax Collectors'
&
Treasurers' Association

**presents a
workshop on**

CASH MANAGEMENT

Wednesday
February 14, 2007
Androscoggin Bank Colisee
190 Birch Street, Lewiston

AGENDA

I. Introduction to Cash Management

- A. Components of Cash Management
- B. Cash Flow Analysis Overview

II. Developing a Cash Flow Analysis

- A. Expenditures
 1. Payroll (including schools, if appropriate)
 2. Debt Payments
 3. Utility Payments (i.e., hydrant rental)
 4. General Expenses
 5. Non-recurring Large Ticket Items (i.e. fire truck)
- B. Revenues
 1. State funds (i.e., state revenue sharing, educational funds, others)
 2. Property Taxes
 3. Other Sources
- C. Impact of other uses of cash
 1. Special Funds (i.e., special revenue funds, capital projects, BANs, TANs, etc.)
 2. Due To/Due From
 3. Funds Collected for Other Agencies (i.e., motor vehicle registrations)

III. Using the Cash Flow Analysis

- A. Tax Anticipation Notes (TANs)
- B. Investment Decisions
- C. Purchasing Decisions

IV. Other Uses of Cash Flow Analysis

- A. Budgetary Tracking Devices
- B. Part of Internal Controls

V. Determining Safe Investments

VI. General Questions and Answers

VII. Conclusion

CERTIFICATION

This course is mandatory for certification under the MMTCTA Treasurer Certification Program. Participants must attend the **full day** to receive certification credit.

DATE/LOCATION/TIME

Wednesday, February 14, 2007
Androscoggin Bank Colisee
190 Birch Street, Lewiston
*Directions will be on confirmation cards
9:30 a.m. - 3:30 p.m.

INSTRUCTOR

James Bennett, Administrator
City of Lewiston

FEE

\$45.00 per person - MMTCTA Member
\$55.00 per person - Non-Member
Fee includes lunch and workshop materials.

REGISTRATION

To register, please fill out the attached registration form and mail it with payment to: 60 Community Drive, Augusta, ME 04330, or fax your registration to 626-5947. You may also register online at www.memun.org.

QUESTIONS/CANCELLATIONS

If you have any questions, or wish to cancel, call Margaret Langhill at 1-800-452-8786 (Augusta area 623-8428). Notification must be given at least 72 hours before the session begins to obtain a refund (minus processing fee). All cancellations are subject to a \$10.00 administrative fee for processing.

STORM POLICY

If there is inclement weather, a decision to postpone will be made by 5:00pm the day prior to the workshop. Please call 1-800-452-8786 ext. 296, 297, or 293 for information. (Augusta area: 623-8428)

Cash Management Workshop – February 14, 2007 – Androscoggin Bank Colisee

Please register the following person(s) from _____ for the Cash Management Workshop.
(Municipality)

FULL NAME : _____ TITLE : _____ FEE: \$ _____

FULL NAME : _____ TITLE : _____ FEE: \$ _____

BILLING ADDRESS : _____ TELEPHONE: _____ TOTAL FEE: \$ _____

EMAIL: _____

Mail all Registration Forms to: Cash Management Workshop, MMTCTA, 60 Community Drive, Augusta, ME 04330

Fax form to: 207-626-5947 or Register online at: www.memun.org

To ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

ATTENDING

MAKE CHECKS PAYABLE TO MMTCTA