

PUBLIC TREASURY INSTITUTE OF NORTH AMERICA

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APT'S CASH FLOW FORECASTING GUIDE

Association of Public Treasurers'

"A Guide to Cash Flow Forecasting"

A cash management tool for the prudent public investor, complete with a PowerPoint presentation to lead you through the steps of building a cash flow forecast. Topics covered include: components of a cash flow forecast; types of forecasts; the benefits of forecasting; tips to improving your forecast; and much more.

PRICE \$48 USD



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Association of Public Treasurers'

"Internal Controls Checklist"

This 100 plus page checklist is written for public officials responsible for establishing and monitoring internal controls. Focusing on containment, early detection and minimizing loss, each of the four functional categories of the Checklist may be implemented independently.

PRICE \$48 USD



APT'S SECOND EDITION CASH HANDLING TRAINING MANUAL

NEW

Association of Public Treasurers'

"Cash Handling Training Manual"

Internationally recognized in the public sector market as the most practical, comprehensive guide for training proper cash handling procedures. Complete with training modules, glossary of terms, sample cash handling legislation, and much more.

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MEDIA TRAINING 101

By Sally Stewart, President, SA Stewart Communications

Media Training 101:

A Guide to Meeting the Press

Media Training 101, an invaluable resource for all public officials, offers proven techniques for working with the press and developing a winning public relations strategy.

PRICE \$25 USD



APT'S DEBT POLICY HANDBOOK: A CAPITAL FINANCING GUIDE

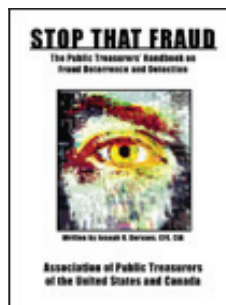
Association of Public Treasurers'

"Debt Policy Handbook:

A Capital Financing Guide"

Outstanding tool for practitioners interested in preparing a comprehensive capital financing policy. The Handbook guides you through formulating a policy, the legal and regulatory requirements, needs assessment and funding alternatives, issuance of obligations, pertinent Internet sites, and much more.

PRICE \$75 USD



APT'S STOP THAT FRAUD

Association of Public Treasurers'

"Stop That Fraud" Handbook

As a public finance professional, you are expected to safeguard the public's money while it's under your control. Unfortunately, there is no typical picture of the fraud perpetrator and embezzlement of public funds is all too common place, so you have your work cut out for you! An excellent place to start is with Joe Dervaes' "STOP THAT FRAUD" Handbook. This brand new Handbook is an outstanding tool.

PRICE: \$75.00 USD

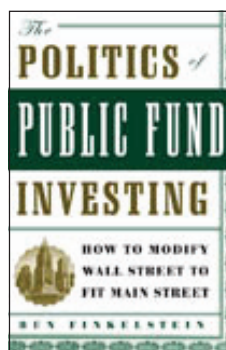


APT'S DISASTER PREPAREDNESS: A GUIDE FOR PUBLIC FINANCE AND TREASURY OFFICIALS

"Disaster Preparedness: A Guide for Public Finance and Treasury Officials"

NEW...This easy-to-follow guide will walk you through the steps necessary to minimize the impact a potential disaster could have on your finance or treasury department. There is no telling when a disaster, man made or natural could occur, but there are strategies, training and techniques that you can count on to protect the public's assets and your office operations.

PRICE \$60 USD



THE POLITICS OF PUBLIC FUND INVESTING

By Ben Finkelstein, Managing Director, Public Funds, Stanford Group Company

"The Politics of Public Fund Investing: How to Modify Wall Street to Fit Main Street"

The Politics of Public Fund Investing is an invaluable resource for public fund managers who believe that when it comes to public fund investing, Main Street is not Wall Street. The author addresses why performance measurement for public funds should focus on stewardship and suitability as opposed to traditional market indices and total return offered up by Wall Street. This book takes an in-depth look at how the unique political, economic and market issues influence a public fund's investment decisions.

PRICE: \$22.00 USD

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Cash Handling Training Manual	75.00	63.75	___ @ \$ ___
Debt Policy Handbook	75.00	63.75	___ @ \$ ___
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Internal Controls Checklist	48.00	40.80	___ @ \$ ___
Revenue Collections Guide	Available in bulk orders only		___ @ \$ ___
Stop That Fraud Handbook	75.00	63.75	___ @ \$ ___
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