

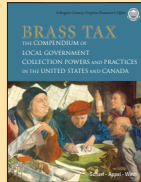
# PUBLICATIONS FOR TREASURY AND FINANCE OFFICIALS

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## Brass Tax

**By Arlington County VA Treasurer's Office:  
Scharf, Appel and Weth**

Examines collection tools available throughout the US and Canada. The Compendium is an excellent resource for those looking for innovative collection methods and offers contacts, sample legislation and a complete glossary of terms. The objectives of the Compendium are to offer information about the range of collection techniques available to public treasurers and collectors as defined by the laws of their state or province; to ascertain which techniques are actually being employed by localities; to evaluate the effectiveness of these collection techniques; to propagate and encourage the adoption of effective techniques and to provide model legislation for adoption by states and provinces.



## APT'S Disaster Preparedness: A Guide for Public Finance and Treasury Officials

**By the Association of Public Treasurers**

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.



## APT'S Cash Flow Forecasting Guide

**By the Association of Public Treasurers**

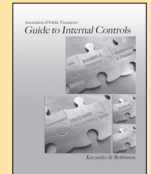
A cash management tool for the prudent public investor, complete with a PowerPoint presentation to lead you through the steps of building a cash flow forecast. Topics covered include: components of a cash flow forecast; types of forecasts; the benefits of forecasting; tips to improving your forecast;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



## APT'S Guide to Internal Controls

**By the Association of Public Treasurers**

This brand new guide is the ideal reference tool to identify and access operating controls, financial reporting and legal or regulatory compliance processes and to take action to strengthen controls where needed. Start today to build an effective system of internal controls!



## APT'S Second Edition Cash Handling Training Manual

**By the Association of Public Treasurers**

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.



## Media Training 101

**By Sally Stewart, President,  
SA Stewart Communications**

Media Training 101, an outstanding guide for all public officials, offering proven techniques for working with the press and developing a winning public relations strategy.



## APT'S Debt Policy Handbook: A Capital Financing Guide

**By the Association of Public Treasurers**

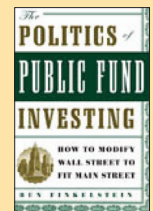
Outstanding tool for practitioners interested in preparing a comprehensive capital financing policy. The Handbook guides you through formulating a policy, the legal and regulatory requirements, needs assessment and funding alternatives, issuance of obligations, pertinent Internet sites, and much more.



## The Politics of Public Fund Investing

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

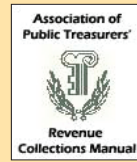
The Politics of Public Fund Investing is an invaluable resource for public fund managers who believe that when it comes to public fund investing, Main Street is not Wall Street. The author addresses why performance measurement for public funds should focus on stewardship and suitability as opposed to 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.



## APT's Revenue Collections

*By the Association of Public Treasurers*

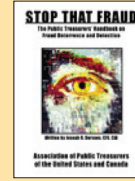
The highly sensitive task of successfully collecting revenues due to your government or organization requires proper training, strategies and techniques. This Manual focuses on methods to create an efficient revenue collection program that will immediately increase revenues.



## APT'S Stop That Fraud

*By the Association of Public Treasurers*

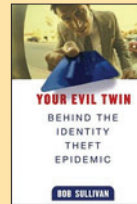
As a public finance professional, you are expected to safeguard the public's money while it's under your control. Unfortunately, there is no typical picture of the fraud perpetrator and embezzlement of public funds is all too common place, so you have your work cut out for you! An excellent place to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



## Your Evil Twin: Behind the Identity Theft Epidemic

*By Bob Sullivan, Senior Writer, MSNBC.com*

Identity theft is the fastest-growing white-collar crime in America. It strikes ordinary citizens and celebrities alike. This crime of the twenty-first century is profitable, nearly unpreventable, and hardly ever prosecuted. Some estimates say that nearly ten million Americans each year become victims—and the crime shows no sign of letting up. Author and identity theft expert Bob Sullivan agrees that criminals should, without a doubt, be blamed for this crisis, but he also notes that so should those entrusted with our identities. Sullivan digs deep to reveal how institutions designed to protect our identities have let us down, while corporate America—in choosing profits over privacy—has shirked much of its responsibility for the problem.



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*Debt	73.50	62.48	___ @ \$ ___	
*Disaster	60.00	51.00	___ @ \$ ___	Address _____
*Guide to Internal	73.50	62.48	___ @ \$ ___	
Media 101	25.00		___ @ \$ ___	City/State/Zip _____
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