County of Orange
Treasurer-Tax Collector

Cash Handling Workshop

February 13, 2013

1:00 p.m. – 5:00 p.m. (Registration Begins at 12:30 p.m.)
Training and Career Development Building
1928 S. Grand
Building A, Rooms AB 101-AB 105
Santa Ana, CA 92705

SHARI L. FREIDENRICH, CPA
Treasurer-Tax Collector

ABOUT THE WORKSHOP:
The Orange County Treasurer-Tax Collector (TTC) is pleased to host the Association of Public Treasurers of the United States and Canada's (APTUSC) four-hour Cash Handling Workshop on February 13th. This workshop was developed by APTUSC and was designed to train finance and treasury officials, cashiering supervisors, and cashiers in proper cash handling techniques. With rapidly changing practices and technologies in the field of payment processing and cash acceptance, it is important that cashiers receive on-going education and training on cash handling techniques. **The TTC requires that at least one participant from each agency/major unit that accepts any payments attend, however, all staff handling payments are encouraged to attend.** In addition, we are inviting our voluntary pool participants to attend at the same low cost. Each participant will receive four hours of cash handling training instruction, the APTUSC Cash Handling Certificate of Completion, and a copy of the APTUSC Model Cash Handling Manual.

Cost: $55 per person (Parking is free)
(If your agency is unable to afford the cost of the workshop, provide a letter requesting a "hardship waiver" signed by your Department Head or designee and we will review your request).

ABOUT THE TRAINER:
Anthony Francisco, CPFA, CPFIM, has taught cash handling training courses to treasurers and cash handling staff for more than 10 years. He is the main author of the APTUSC Cash Handling Manual and certification course and currently chairs the APTUSC Cash Handling Committee. Anthony has served as Finance Director for the City of Norman, OK since 1996 where he oversees the City's budget, accounting, treasury, management information systems, debt administration, investment, printing services, utility customer service, payroll, and purchasing functions.

Registration due by January 30th

Complete one form per participant and submit via one of the following:

1.) PONY to TTC Attn: Cash Handling Workshop
2.) E-mail the completed form to tdowling@ttc.ocgov.com
3.) Fax the completed form to: 714-834-2912 Attn: Cash Handling Workshop

Upon receipt we will provide you a confirmation via e-mail.

Pool Participants: We will deduct the fee from your pool balance, and it will be reflected on your monthly statement.

County Agencies: We will prepare a Journal Voucher (JV) to charge your agency. Please provide the general ledger coding below to use for the JV:

Name: _____

Title: _____

Agency Name: _____

E-mail: _____

Phone: _____

Fax: _____

County Departments Only: Please provide e-mail address for JV contact. JV Contact: _____

Fund	Dept	Budget Control	Unit	OBJ / REV	SOBJ/REV	DOBJ/DREV	BSA	SUB-BSA	Dept BSA	Job Number

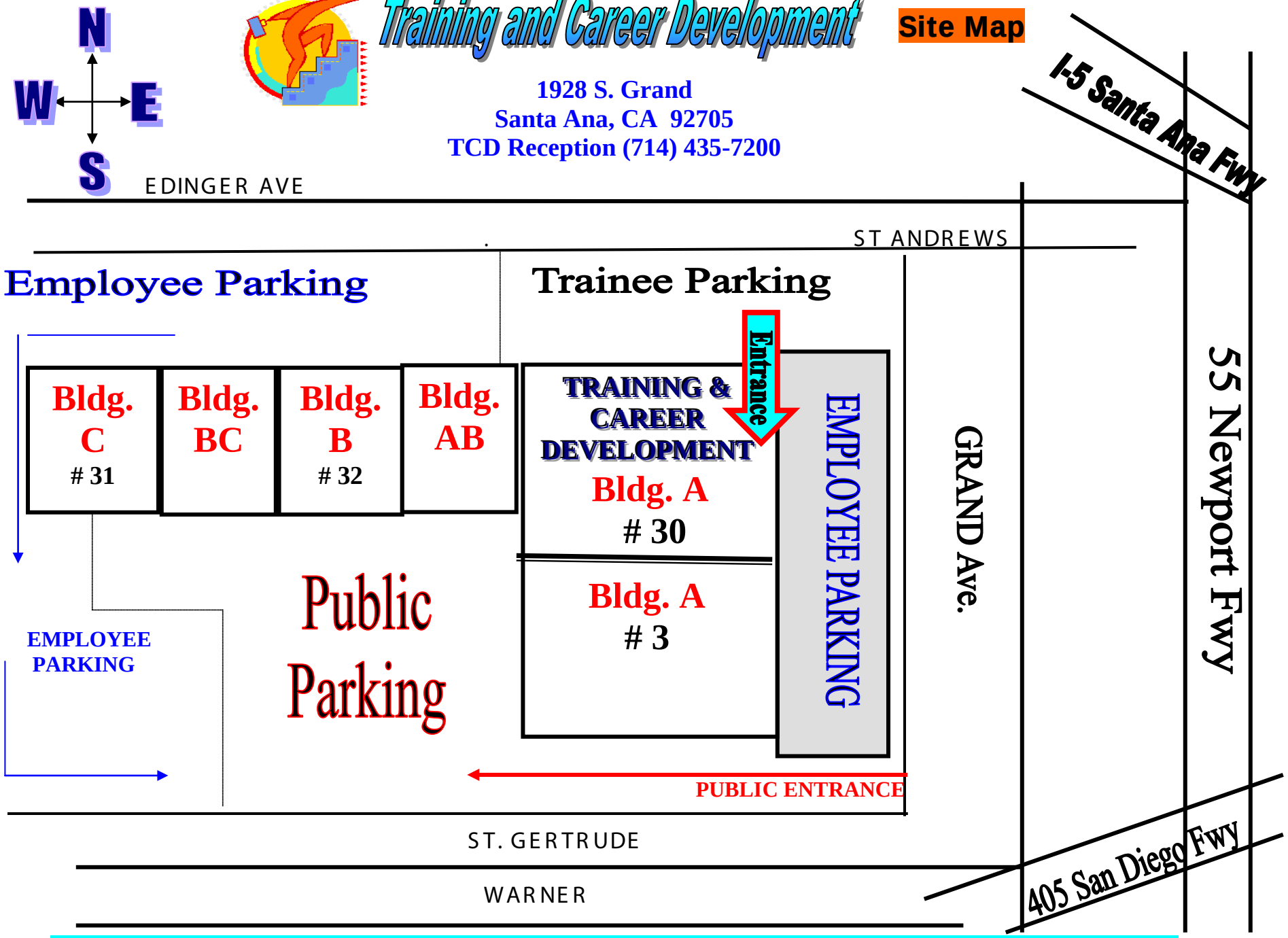
For further information, contact: Taylor Dowling at 714-834-7625 or tdowling@ttc.ocgov.com

Attachment IV

Training and Career Development

Site Map

1928 S. Grand
Santa Ana, CA 92705
TCD Reception (714) 435-7200



Park in the Public Parking and walk around (Grand Ave.) to the TCD entrance