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. 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: $75 per person (Parking is free)

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

First, please submit this completed registration form to tdowling@ttc.ocgov.com or you may fax it to 714-834-2912, Attention Cash Handling Workshop. We will verify seating availability and respond with a confirmation via e-mail. Once you receive confirmation that there is space available:

Make checks payable to County of Orange and:

1.) Bring the check to the workshop. We will collect during registration.
- or -
2.) Mail To:
Treasurer-Tax Collector
Attn: Cash Handling Workshop
P.O. Box 4515
Santa Ana, CA 92702-4515

Be sure to include this completed registration form with your payment. Complete one form per participant.

Name: _____

Title: _____

Agency Name: _____

E-mail: _____

Phone: _____

Fax: _____

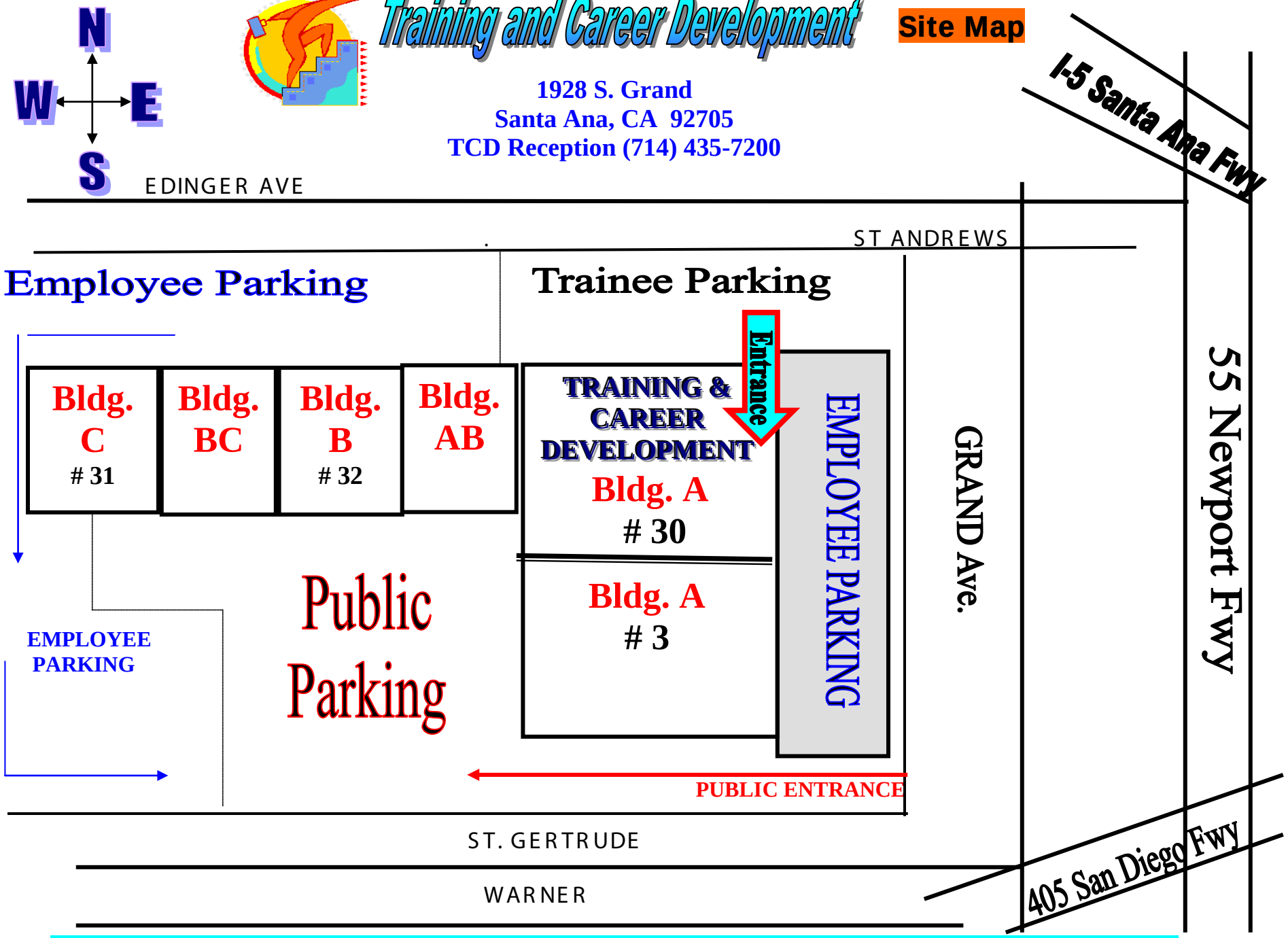
For further information, contact: Taylor Dowling at 714-834-7625 or tdowling@ttc.ocgov.com

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