



**ASSOCIATION OF PUBLIC TREASURERS**

UNITED STATES & CANADA

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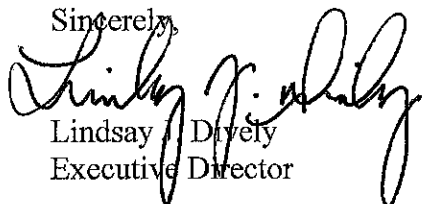
May 31, 2012

To Whom It May Concern:

This letter serves as a friendly reminder from the Association of Public Treasurers of the United States and Canada (APT US&C). The APT US&C's Immediate Past President, Dana J. Kavander, mailed your President the newly revised institute agreement in March 2011. In addition, I emailed a reminder in October 2011. For your convenience, I've attached a copy of the institute agreement. The new agreements more clearly outline the commitment by APT US&C to working together with our State chapter affiliates in furthering education among municipal treasurers and the municipalities they represent. As of today, APT US&C's Headquarters office has not received a signed copy of the agreement.

Please review the agreement, sign where indicated and send one copy to APT US&C Headquarters. Retain one copy for your records. If you have any questions or need any additional information, please do not hesitate to contact me at [ldively@aptusc.org](mailto:ldively@aptusc.org).

Sincerely,



Lindsay Dively  
Executive Director

## State Institute Agreement

**THIS AGREEMENT** is made and entered this \_\_\_ day of \_\_\_\_\_ 2012 by and between the **Association of Public Treasurers of the United States and Canada**, (herein called "APT") a nonprofit organization, and the **California Municipal Treasurers Association**, (herein called "STATE") a nonprofit organization, and collectively (herein called "Parties"),

### RECITALS

*Whereas*, APT, a 501(c)(3) private not-for-profit corporation, was incorporated in 1964 in the state of California for the purposes of advancing professional treasury practices, educating and facilitating communications among municipal treasurers and the municipalities they represent; and

*Whereas*, APT's other objectives are to partner with other government finance organizations in furtherance of purposes that are exempt within the meaning of Section 501(c)(3) of the IRS Code of 1986 and to engage in and/or conduct activities in furtherance of/to promote the foregoing purposes to the extent that those activities are appropriate for an organization exempt from Federal income taxation; and

*Whereas*, APT maintains professional accreditation programs pursuant to which applicants meeting the designated standards may receive the accreditations of Certified Public Finance Administrator (CPFA) or Advanced Certified Public Finance Administrator (ACPFA); and

*Whereas*, the Parties acknowledge that their mutual cooperation is desirable to make the Institute or Training Program a successful educational program for attendees attempting to achieve the CPFA/ACPFA accreditation and therefore are willing to work cooperatively; and

*Whereas*, APT seeks to enter into an agreement with the STATE to promote their joint mission of providing quality education to their members by providing education credit requirements for the CPFA/ACPFA accreditation; and

*Whereas*, APT seeks to allow certain institutions of higher education to develop and offer courses of instruction which have been reviewed by APT and the STATE and which will allow public treasurers and finance officials to meet the education requirements for the CPFA/ACPFA accreditation; and

*Whereas*, the Parties have agreed that any reference to the CPFA Accreditation Program refers to all levels, including both its current and any future levels; and

**Now Therefore**, the Parties have hereby agreed:

## **Article I - Obligations of STATE**

In accordance with the provisions of this Agreement and for the term thereof, the STATE agrees to the following:

1. The STATE seeks to partner with APT to promote their joint mission of providing quality education to their members by providing education credit requirements for the CPFA/ACPFA accreditation.
2. The STATE will pay the fees due per *Article V, Fee Schedule* of this agreement.
3. The STATE will prepare, alone or in conjunction with the University, the training program for the California Workshops. The workshops will comply with the APT Guidelines for the CPFA/ACPFA Program Outline.
4. The STATE, alone or in conjunction with the UNIVERSITY, shall be responsible for providing the speakers for the training program.
5. The STATE may obtain assistance from APT for speaker recommendations or session topics.
6. The STATE may work with APT to include APT products into their curriculum. All APT publications and training programs are the property of APT. These materials may not be copied in part or in whole without the written permission from APT.
7. The STATE may consider including APT products and manuals to its training program (i.e.: Cash Handling, Investment Policy Certification, etc.)
8. The STATE shall develop a workshop that consists of a week-long Institute of education training. The STATE may offer a Maintenance or Advanced level program which may offer additional training for attendees who have completed the three year regular institute training. The maintenance or advanced training program may be able to offer ACPFA points for the Advanced CPFA accreditation.
9. The STATE agrees to a Program Review at least 45 days prior to the Institute. This review consists of providing information to the CPFA/ACPFA Accreditation Chair which outlines the course title and description as well as the speaker's name and bio in order to review the compliance with the guidelines for the program. The STATE must obtain approval in advance in order for CPFA/ACPFA points to be awarded for the program. Once the Program has been approved, APT will send the STATE notification of approval for the program. The STATE will work with APT on any deficiencies. The STATE shall submit any changes or corrections to the training programs to the APT CPFA/ACPFA Accreditation Chair for approval and permit a reasonable time to review and approve of any and all changes before finalizing and using such materials.
10. The STATE shall send a copy of the Institute program and all marketing materials to the CPFA/ACPFA Accreditation Chair for their records.
11. The STATE shall submit to APT a list of the attendees; including name, entity, address, telephone number and email address as well as the number of years

- the attendee has been with the program (Year 1, Year 2, Year 3, or Advanced/Maintenance).
12. The STATE shall provide each attendee with a Certificate of Completion.
  13. The STATE shall notify in materials as well as verbally, that the attendee is required to retain proof of attendance and submit this proof of attendance when completing their application for the accreditation for CPFA, ACPFA, or maintenance of their accreditation.
  14. The STATE shall obtain evaluation forms for each session. APT shall receive a copy of the evaluations or evaluation summaries upon completion of the program.
  15. The STATE agrees to provide its training program dates and locations to be publicized on the APT website and promoted in the APT newsletters.
  16. The STATE agrees to hold APT as an honorary member and to provide conference information, institute information, newsletters as well as a listing of officers including their name, title, entity, address, telephone number and email address. The State Association shall also provide a link on their website to the APT website and to provide APT news to its members through the state newsletter and website.
  17. The STATE shall receive a complimentary registration for its current State Association President to attend the national conference. Should the President be unable to attend, another member of the State Association Executive Board or Education Chair may attend in his/her place. The State Association President or their representative will be required to attend the State Association Presidents' Committee meeting to be held on Sunday afternoon.

### **Article III - Obligations of APT**

In accordance with the provisions of this Agreement and for the term thereof, APT agrees to the following:

1. APT seeks to partner with the STATE to promote their joint mission of providing quality education to their members by providing education credit requirements for the CPFA/ACPFA accreditation.
2. APT will review the training program for the California workshops prepared by the STATE to ensure compliance with the APT Guidelines for the CPFA/ACPFA Program Outline.
3. APT may assist the STATE with speaker recommendations or session topics.
4. APT will provide information on APT training programs and manuals to the STATE who may consider including the APT products and manuals into its training program (i.e.: Cash Handling, Investment Policy Certification, etc.)
5. APT will provide a Program Review at least 45 days prior to the Institute. This review consists of reviewing the information provided by the STATE regarding course title and description as well as the speaker's name and bio to ensure compliance with the guidelines for the program. Once the Program

has been approved, APT will send the STATE notification of approval for the program. APT will work with the STATE on any deficiencies. APT will review any submitted changes or corrections to the training programs for approval.

6. APT agrees to publicize the STATE's training program on the APT website and promote in the APT newsletters.
7. APT shall promote the State Association on its website, by providing a link to the State Association's website and to include upcoming news on the State Association in the APT newsletter and website.
8. APT shall provide a complimentary registration to the STATE for their State Association President to attend the annual conference.
9. APT President or one of its representatives will plan on attending the State Association's annual conference.

#### **Article IV - Terms**

1. The Terms of this Agreement shall be from the date signed by both parties (herein called "Parties") and continue for a period of three (3) years, unless renewed or canceled under the provisions of this Agreement.
2. This Agreement will automatically renew for an additional three (3) year term, unless either party provides written notice a minimum of 180 days prior to the expiration of the Initial Term or the Renewal Term.

#### **Article V - Fee Schedule**

1. The fee for this agreement will be \$300 over each three (3) year term, payable in annual payments of \$100, due when invoiced by APT.

#### **Article VI - Termination**

1. Either APT or the STATE may terminate this Agreement upon the completion of the three year term provided written notice is given a minimum of 180 days prior to the expiration of the Initial Term or the Renewal Term

#### **Article VII - Miscellaneous**

1. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their successors, but shall not be assigned without consent of both Parties.
2. If any term or provision hereunder, or any portions thereof, is held to be invalid or unenforceable, it shall not affect any other term or provision in this Agreement.
3. The Agreement contains the full, entire, and integrated agreement and understanding between the Parties with respect to the covenants, promises, and agreements herein described, and no representations, warranties, provisions, covenants, agreements or understandings, written or oral, not

- herein contained or referred to shall be in force or effect. The Agreement may not be modified or amended except in writing signed by both of the Parties hereto.
4. No waiver of any breach of the term of this Agreement shall be effective unless made in writing signed by the party having the right to enforce such breach, and no waiver shall be construed as a waiver of any subsequent breach.
  5. This Agreement may be executed in counterparts, all of which together shall constitute one and the same instrument.

To APT

To the then current President of the Association  
C/O APT US & C  
962 Wayne Avenue, Suite 910  
Silver Spring, Maryland 20910

To STATE

To the then current President of the State Association  
California Municipal Treasurers' Association  
1215 K Street Suite 2290  
Sacramento, CA. 95814

Any such notice shall be deemed effective on the date of the mailing, if mailed, or upon delivery to a responsible person at the party's place of business or residence.

In Witness Whereof, the parties hereto have executed this Agreement on the date first written above.

California Municipal Treasurers' Association ("STATE")

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Gina Tharani – CMTA President

Date

Association of Public Treasurers of the United States and Canada ("APT")

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Henry Young, III, 2011-2012 President, APT

Date

## EXHIBIT A

### APT GUIDELINES FOR CPFA/ACPFA STATE INSTITUTES

The following standards must be met by each State Association who wishes to hold a Institute of higher education for public financial officials and treasurers that offers courses of instruction approved by APT US&C for credit toward the Certified Public Funds Administrator (CPFA) or Advanced Certified Public Funds Administrator (ACPFA) accreditation.

The Institute or Training Program is designed to be offered annually over a three year period. In addition, the State Association may offer an annual Maintenance or Advanced level of instruction once an attendee has completed the initial three year training program. Advanced level training may include advanced level education to qualify for the Advanced CPFA program.

The course is structured to incorporate a minimum of 100 hours over the three year period. Seventy hours (70) shall be in Public Finance Administration and thirty hours (30) shall be in Professional Development. Hours for the various course titles can be varied and the hourly course "mix" can be varied according to the requirements and resources of each State Association. A sample curriculum is attached to aid in your State Association's curriculum establishment. Each area should be regularly updated to reflect current trends and issues.

#### **Public Finance Administration** (70 hours over the three year period)

- Principles of Public Finance
- Governmental Accounting
- Cash Management
- Banking Relations
- Investing in Public Funds
- Debt Management
- Internal Controls
- Fraud Detection
- Ethics and the Treasurer
- State Laws and Regulations
- Financial Reporting
- Revenue Collection
- Records Management
- Public Budgeting
- Technology
- Disaster Training for the Treasury Department

**Professional Development** (30 hours over a three year period)

- Office Procedures
- Written Communications
- Political Science
- Oral Communications
- Public Relations
- Personnel Management
- Organizational Development
- Problem Solving

Requirements for CPFA/ACPFA credits to be awarded to each attendee include:

1. The Institute must require and obtain a record of attendance by each student for each class session (a sign-in sheet).
2. Attendees must be notified to keep a record of each session attended and the credits awarded for each course. This will be necessary when completing their application for the CPFA/ACPFA accreditation.
3. The courses must be reviewed by the CPFA/ACPFA Accreditation Committee. The Committee shall receive a list of each session title along with a brief description of the course and the time offered. In addition, the speaker and speaker bio will also be submitted. The Committee will review the course offerings to determine the number of credits to be awarded for each session and whether any courses will be eligible for the Advanced CPFA accreditation.



## SAMPLE MODEL CURICULLUM

| <u>Public Finance Administration</u>       | <u>Hours</u> |
|--|--------------|
| Principles of Public Finance               | 6            |
| Governmental Accounting                    | 4            |
| Cash Management                            | 4            |
| Banking Relations                          | 4            |
| Investing in Public Funds                  | 8            |
| Debt Management                            | 4            |
| Internal Controls                          | 4            |
| Fraud Detection                            | 4            |
| Ethics and the Treasurer                   | 6            |
| State Laws and Regulations                 | 4            |
| Financial Reporting                        | 4            |
| Revenue Collections                        | 4            |
| Records Management                         | 4            |
| Public Budgeting                           | 4            |
| Technology                                 | 2            |
| Disaster Training for the Treasury Office  | 4            |
| <b>Total Public Finance Administration</b> | <b>70</b>    |

| <u>Professional Development</u>       | <u>Hours</u> |
|---------------------------------------|--------------|
| Office Procedures                     | 4            |
| Written Communications                | 4            |
| Political Science                     | 4            |
| Oral Communications                   | 4            |
| Public Relations                      | 4            |
| Personnel Management                  | 6            |
| Organizational Development            | 2            |
| Problem Solving                       | 2            |
| <b>Total Professional Development</b> | <b>30</b>    |

YEAR 1

|  | <u>Hours</u> |
|--|--------------|
| <u>Principles of Public Finance</u>              | 6            |
| Public Fiscal Policy                             |              |
| Sources & Uses of Public Funds                   |              |
| Costing Governmental Services                    |              |
| <u>Governmental Accounting</u>                   | 4            |
| Standard Fund Designations                       |              |
| Uniform Chart of Accounts                        |              |
| GASB and FASB Pronouncements                     |              |
| Audit Requirements                               |              |
| Single Audit Act                                 |              |
| Simple Transactions                              |              |
| <u>Cash Management &amp; Banking</u>             | 10           |
| Introduction to Cash Management                  |              |
| Managing Receipts & Disbursements                |              |
| Cash Forecasting                                 |              |
| Cash Management Services                         |              |
| Cash Maximizing Techniques                       |              |
| Evaluating Financial Institutions                |              |
| Paying for Banking Services                      |              |
| Electronic Commerce                              |              |
| <u>Investing Public Funds</u>                    | 8            |
| Current Investment Laws                          |              |
| Investment Policy                                |              |
| Investment Procedures                            |              |
| Investment Instruments                           |              |
| Yield Curve Analysis                             |              |
| Investment Strategies & Practices                |              |
| Use of Computerized Information                  |              |
| <u>Debt Management</u>                           | 6            |
| Debt Policy                                      |              |
| Capital Improvement Plan                         |              |
| Debt Services Funds                              |              |
| Debt Types (Bond) & Structure                    |              |
| The Right Debt Instrument/Financing Alternatives |              |
| Method of Sale                                   |              |
| Selecting Service Providers & Rating Agencies    |              |
| State Law  |              |
| Using the Internet                               |              |

**Total Number of Hours: 34**

YEAR 2

|  | <u>Hours</u> |
|--|--------------|
| <u>Internal Controls</u>                         | 4            |
| Establishment of Internal Controls               |              |
| Monitoring of the Internal Control Structure     |              |
| Keeping Losses to a Minimum                      |              |
| Embezzlement & Fraud                             |              |
| <u>Ethics &amp; the Treasurer</u>                | 6            |
| Disclosure Requirements                          |              |
| State Conflict of Interest Laws                  |              |
| <u>State Laws &amp; Regulations</u>              | 4            |
| Principles of Taxation                           |              |
| Liens & Foreclosures                             |              |
| Miscellaneous Laws Affecting Treasurers          |              |
| <u>Financial Reporting</u>                       | 4            |
| Investment                                       |              |
| Revenues & Expenditures                          |              |
| To Mayor & Council                               |              |
| To Public  |              |
| Annual Reports                                   |              |
| <u>Revenue Collections</u>                       | 4            |
| Developing a Collection Program                  |              |
| Collection Calls & Letters                       |              |
| Collection Techniques                            |              |
| Credit Cards & Electronic Payments               |              |
| Collection Agencies                              |              |
| <u>Office Procedures</u>                         | 4            |
| Written Procedures                               |              |
| Controlling Work Flow                            |              |
| Implementing Technology with On-the-Job Training |              |
| <u>Records Management</u>                        | 2            |
| Retention & Disposal Schedule                    |              |
| Comparison of Record Systems                     |              |
| Current Trends                                   |              |
| <u>Written Communications</u>                    | 4            |
| Effective Writing                                |              |
| Using Graphs as Communication Tools              |              |
| <b>Total Number of Hours:</b>                    | <b>32</b>    |

YEAR 3

|   | <u>Hours</u> |
|---|--------------|
| <u>Public Budgeting</u>                                   | 6            |
| Budget Types  |              |
| Line Item vs. Object Budgets                              |              |
| Budget Transaction Types                                  |              |
| Budget Techniques   |              |
| Financial Planning  |              |
| <u>Technology</u>   | 4            |
| Internet  |              |
| Evolving Technology                                       |              |
| Technology in the Workplace                               |              |
| <u>Political Science</u>                                  | 4            |
| American Political Science                                |              |
| Politics and the Organization                             |              |
| State Legislative and Executive Process                   |              |
| Local Legislative Process                                 |              |
| <u>Oral Communications</u>                                | 4            |
| Oral Presentation Skills                                  |              |
| Conducting a Meeting                                      |              |
| Listening Techniques                                      |              |
| <u>Public Relations</u>                                   | 4            |
| Citizens, Neighbors & Special Interest Groups             |              |
| Dealing with the Media                                    |              |
| Economic Development & Revitalization                     |              |
| <u>Personnel Management</u>                               | 6            |
| Conflict Management                                       |              |
| Employee Performance & Appraisal Systems                  |              |
| Leadership Styles   |              |
| Hiring, Discipline & Termination                          |              |
| Sexual Harassment   |              |
| Fair Labor Standards Act                                  |              |
| Increasing Employee Motivation                            |              |
| Quality through Employee Involvement                      |              |
| <u>Organizational Development</u>                         | 2            |
| Organizational Models                                     |              |
| Cultural Diversity  |              |
| <u>Problem Solving</u>                                    | 2            |
| Analytical Thinking                                       |              |
| Problem Solving Techniques                                |              |
| <u>Goals &amp; Strategies for the Treasury Department</u> | 2            |
| Short/Long-term Goals/Objectives                          |              |
| Goal Setting Skills                                       |              |
| Evaluation of Treasury Operations                         |              |
| <b>Total Number of Hours:</b>                             | <b>34</b>    |