



Government Finance Officers Association



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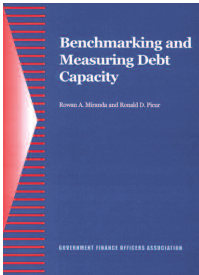
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## **Benchmarking and Measuring Debt Capacity**

*Rowan A. Miranda and Ronald D. Picur*

This is the first volume in a series related to the recommended budget practices of the National Advisory Council on State and Local Budgeting (NACSLB). This book provides a useful analytic approach to implementing NACSLB

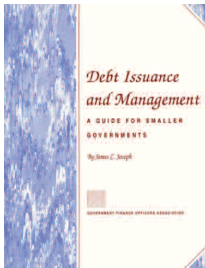
recommended budget practices on measuring debt capacity and implementing debt policies. Using a case study of the City of Pittsburgh, Pennsylvania, the authors illustrate how data collection and analytical techniques can be used to form peer group comparisons and determine debt affordability. Key sections of the book address: a framework for debt capacity analysis; benchmarking techniques for comparing debt burden; measuring debt capacity; elements of a comprehensive debt policy; implementing NACSLB recommended practices.

2000. Paperbound. 62 pp.

LOC no. 00-133081

ISBN 0-89125-221-5

■ **\$20 members** | **\$25 nonmembers** ■



## **Debt Issuance and Management: A Guide for Smaller Governments**

*James C. Joseph*

Provides answers to basic questions that arise as governments initiate the debt issuance process, select a financing team, market bonds, and maintain an ongoing debt management program. This book introduces the essential concepts of

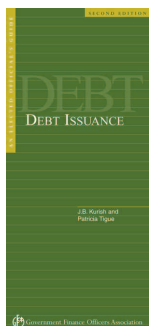
tax-exempt debt financing, compares and contrasts options, provides practical advice, and highlights potential pitfalls. It takes the reader chronologically through each step necessary to initiate and carry out an effective debt management program, covering: the design of a capital improvements program; the decision to borrow; the selection of advisors and counselors; securing a credit rating; the award of the bid for the bonds; the investment of bond proceeds; and the conduct of a continuing disclosure program. Ideal for new market participants, infrequent issuers, and small-scale borrowers from governmental units of all types, small and large.

1994. Paperbound. 137 pp.

LOC no. 94-76751

ISBN 0-89125-186-3

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**An Elected Official's Guide:  
Debt Issuance** (second edition)  
*J.B. Kurish and Patricia Tighe*

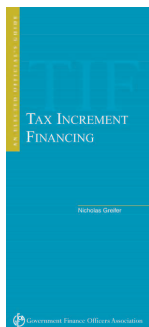
This publication provides readers with an introduction to the principles and practices of issuing debt. Updates to this edition include the discussion of federal disclosure requirements, the use of derivatives, and competitive versus negotiated bond issuance. The book describes each step of the debt issuance process: the development of financing plans and debt policies before bonds are issued, the sales process, and outstanding debt management.

2005. Paperbound. 88 pp.

LOC no. 2005925699

ISBN 0-89125-278-9

■ **\$20 members** | **\$30 nonmembers** ■



**An Elected Official's Guide:  
Tax Increment Financing**  
*Nicholas Greifer*

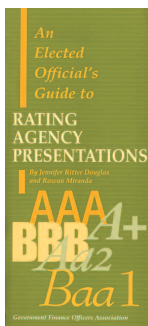
This booklet introduces the fundamentals of tax increment financing (TIF). It reviews how governments establish and manage TIF districts, common techniques for financing TIF projects, and the pros and cons associated with TIF usage. It also discusses the risks and risk management tools for helping to ensure successful TIF outcomes.

2005. Paperbound. 63 pp.

LOC no. 2005925700

ISBN 0-89125-272-X

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## **An Elected Official's Guide to Rating Agency Presentations**

*Jennifer Ritter Douglas and Rowan Miranda*

Understand the role of ratings and credit rating agencies in the debt management and issuance process with this guide.

Key sections address:

- basic questions and issues;
- the ratings process;
- obtaining a bond rating;
- effective rating agency presentations;
- maintaining credit quality;
- glossary;
- and a complete sample presentation.

Like other books in this popular series, material is presented in simple question-and answer format using clear and jargon-free language.

2000. Paperbound. 88 pp.

LOC no. 00-133078

ISBN 0-89125-220-7

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## **A Guide for Preparing a Debt Policy**

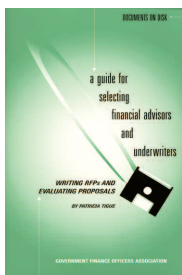
*Patricia Tighe*

This publication in GFOA's "Documents on Disk" series provides unique assistance with debt policy development through two products: a booklet that presents an overview of the subject and an accompanying diskette containing files with sample debt policies from eight jurisdictions. The samples are accessible in WordPerfect 6.1 and ASCII text formats, and were chosen to illustrate the range of issues that may be addressed in a debt policy. For ease of use, the booklet contains a table that summarizes key elements of a debt policy, and indicates where each of these elements can be found in the selected samples. Taken together, these helpful references can be used to provide focus and direction to the debt policy development process.

1998. Paperbound. 24 pp.

ISBN 0-89125-214-2

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## **A Guide for Selecting Financial Advisors and Underwriters: Writing RFPs and Evaluating Proposals**

*Patricia Tighe*

The booklet provides guidance on how to develop a good RFP process for the selection of financial advisors and senior managing underwriters. It also provides a written overview of the roles typically played by financial advisors and underwriters, elements to include in an RFP for these services and advice for designing an evaluation process. The accompanying diskette (in WordPerfect 6.1 and ASCII text formats) provides 11 sample RFPs for financial advisors and underwriters for various types of issues. Reference tables in the booklet summarize key elements of RFPs for financial advisors and underwriters, and indicate where these elements can be found in the selected samples.

1997. Paperbound. 42 pp.

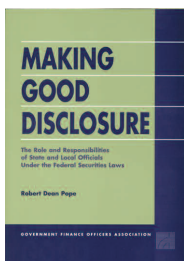
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## **Making Good Disclosure: The Role and Responsibilities of State and Local Officials Under the Federal Securities Laws**

*Robert Dean Pope*

State and local governments need permanent access to the debt markets to fund the public projects their citizens require. By issuing debt, governments subject themselves to both the increasing demands of investors for full and accurate disclosure and the risk that either investors or regulators will challenge the adequacy of their disclosure. Increased enforcement activities by the Securities and Exchange Commission (SEC) and the new world of continuing disclosure have expanded and complicated the responsibilities of local officials charged with producing disclosure documents. *Making Good Disclosure: The Role and Responsibilities of State and Local Officials Under the Federal Securities Laws* was written by an attorney to assist government issuers in better understanding their disclosure obligations and how to meet them. Key topics covered include: application of federal securities laws to municipal securities; producing the official statement; making disclosure decisions; employing and relying on experts; conflicts of interest; conduit issues; private placements; living with continuing disclosure; and enforcement. In addition, substantial appendix material includes SEC regulations and interpretive releases.

2001. Paperbound. 168 pp.

LOC no. 2001 132463 | ISBN 0-89125-254-1

■ \$25 members | \$40 nonmembers ■

## **Purchasing Credit Enhancement: How to Decide If Bond Insurance Makes Sense**

*Patricia Tighe*

Bond insurance can provide important benefits to issuers of tax-exempt bonds. For many issuers, the important reason to purchase bond insurance is to obtain lower borrowing costs. This booklet describes the calculations involved in determining the cost effectiveness of insuring a bond issue. Factors other than cost savings — including insurer requirements, municipal market reception, ability to purchase insurance in the future, and policy issues — are also covered.

1994. Paperbound. 15 pp. | ISBN 0-89125-189-8

■ \$5 members | \$9 nonmembers ■

## Structuring and Sizing the Bond Issue

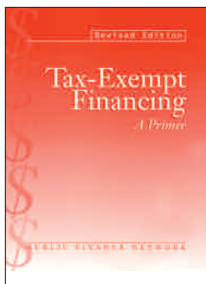
Patricia Tighe

Devising an optimal approach to structuring and sizing a bond issue can enhance an issuer's ability to maximize the amount of bond proceeds for construction purposes, to meet cash flow requirements, to reduce financing costs, or to achieve long-term policy and financial goals. A careful examination of the implications of structuring and sizing options is essential in order to adequately compare the costs and benefits of various alternatives.

1995. Paperbound. 34 pp.

ISBN 0-89125-193-6

■ \$9 members | \$14 nonmembers ■



## Tax-Exempt Financing: A Primer

(revised edition)

*GFOA for the Public Finance Network*

This primer covers the history and legislation behind tax-exempt financing, and is an ideal introduction to the basics of this financing method. A series of questions and answers covers four general areas: fundamentals of tax-exempt financing; constitutional

and policy issues; Congressional actions and their effects; and responses to questions about tax-exempt financing. A summary of federal legislation related to tax-exempt bonds is also included. This second edition was prepared by GFOA for the Public Finance Network.

2000. Paperbound. 27 pp.

■ \$10 members | \$15 nonmembers ■

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