



Government Finance Officers Association



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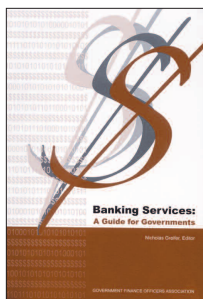
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Banking Services: A Guide for Governments

Nicholas Greifer

This revision of a GFOA classic is an essential reference for both experienced and new government finance officers who are looking for ways to improve the performance from their bank. This book reviews banking services that are relevant to public-sector finance officers, including services to manage cash inflows, cash outflows/disbursements, and cash concentration. It also provides guidance on building RFPs for securing “core” services of a depository bank and ancillary services that can complement primary banking services. The book takes a practical approach based on the real-world experiences of GFOA member governments and GFOA recommended practices.

2004. Paperbound. 266 pp.

LOC no. 2004107201

ISBN 0-89125-271-1

■ **\$35 members | \$45 nonmembers** ■



An Elected Official's Guide: Investing

(second edition)

Sofia Anastopoulos

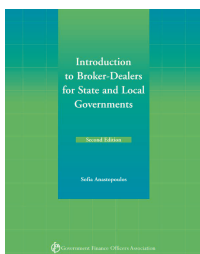
GFOA has published a revised second edition of its popular book, *An Elected Official's Guide: Investing*, to help public-sector investors keep pace with the many regulatory, technological, and other changes they have faced in the last decade. Using the series' proven question-and-answer format, this guide covers key aspects of developing an investment policy, relationships with banks and broker-dealers, investment instruments, cash flow forecasting, internal control considerations, the investment process, basic portfolio strategies, investment advisers, investment reporting, investing bond proceeds, and technology. Also included are a glossary of common investment terms and a list of useful Web sites.

2007. Paperbound. 130 pp.

LOC no. 2007936703

ISBN 0-89125-293-2

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An Introduction to Broker-Dealers for State and Local Governments

(second edition)

Sofia Anastopoulos

Government investors depend on broker-dealers for a number of services. How has technology transformed the broker-dealer industry and the services that broker-dealers offer? How has industry regulation evolved? What does this mean for conducting due diligence on broker-dealers and how the industry is monitored?

Learn answers to these questions and more in *An Introduction to Broker-Dealers for State and Local Governments* (second edition).

This book aims to assist government investors in understanding, navigating, and managing their relationships with securities broker-dealers in today's marketplace.

2008. Paperbound. 35 pp.

LOC no. 2008935622

ISBN 0-89125-296-7

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An Introduction to Collateralizing Public Deposits

(second edition) (e-book)

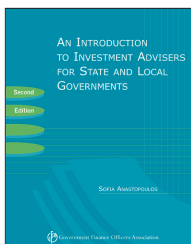
M. Corinne Larson

This electronic book is available for purchase by download from GFOA's e-store. This document presents concrete steps that governmental entities can take to protect their deposits in today's banking environment. Major sections cover alternative collateralization policies, implementing recommended practices for collateralization, and other forms of prudent risk control. Appendices include GFOA sample agreements, GFOA model collateralization statute, state pledging requirements for public deposits, eligible collateral for deposit pledging by state, deposit pledging statutes: citations, GFOA policy statement, and GFOA recommended practice.

2006. Download link from GFOA's e-store. 52 pp.

ISBN 0-89125-282-7

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An Introduction to Investment Advisers for State and Local Governments (second edition)

Sofia Anastopoulos

This publication aims to help government officials with selecting, monitoring, and evaluating investment advisers. It also provides guidance for drafting investment advisory agreements that formalize and enable such engagements. Included with this publication are a sample investment advisory agreement and a sample request for proposals to help you improve how you connect with an investment adviser.

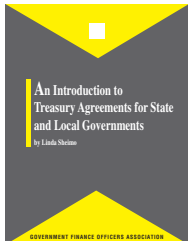
Please note that no part of this publication is intended as a substitute for proper legal advice. Legal counsel should be involved in the development, execution, and review of all legally binding agreements.

2007. Paperbound. 51 pp.

LOC no. 2007928592

ISBN 0-89125-290-8

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An Introduction to Treasury Agreements for State and Local Governments

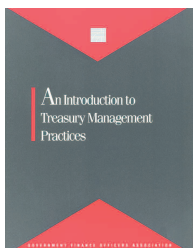
Linda Sheimo

Examines the critical components of various treasury agreements used by states and localities, including banking services, wire transfer, lockbox, and trust and escrow account agreements. Intended to aid public finance professionals in tailoring these agreements to the needs of their own jurisdictions, it includes useful tips and sample language from actual agreements.

1993. Paperbound. 26 pp.

ISBN 0-89125-169-3

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An Introduction to Treasury Management Practices

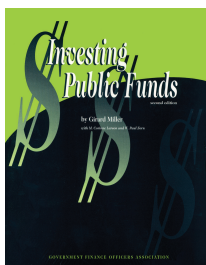
Offers a practical viewpoint on effective treasury management guidelines and how to implement them. The book describes six topics commonly found in the treasury function and discusses the important elements of each one. Topics covered

are: receipts, disbursements, banking, investment, forecasting, and computer security. Self-assessment questions and reference sources are also provided for each topic.

1998. Paperbound. 65 pp.

ISBN 0-89125-211-8

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Investing Public Funds

(second edition)

*Girard Miller with M. Corinne Larson
and Paul Zorn*

A valuable reference source for new or experienced public investors, the revised edition of the classic GFOA text on investing offers a complete and up-to-date overview of the public-sector

investment function. It covers: the investment process; investment policies; cash budgeting, cash forecasting and arbitrage investing; administrative systems and internal controls; short-term investment instruments; relationships with depositories and dealers; factors that influence interest rates; the yield curve; the markets; establishing an investment outlook; technical approaches to short-term investing; short-term investment strategies; fixed-income investments; administration of retirement funds; and public pension fund investments. Fully illustrated.

1998. Paperbound. 399 pp.

LOC no. 97-74935

ISBN 0-89125-237-1

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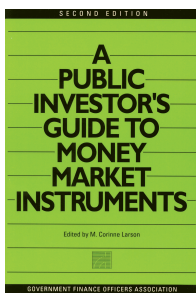
Investment Procedures and Internal Control Guidelines

(e-book)

This electronic book compiled by GFOA's Committee on Treasury and Investment Management is available for purchase by download from the GFOA's e-store. Its purpose is to provide a sample manual on investment procedures and internal controls guidelines that can serve as a useful starting point for any government. Included in this e-book are many sample policy documents, agreements, and operating documents.

2004. Download link from GFOA's e-store. 59 pp.

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A Public Investor's Guide to Money Market Instruments

(second edition)

M. Corinne Larson

Written for government investment officers who must have a working knowledge of money market securities, this updated edition provides information on current money market options and practices. The book looks at each instru-

ment and describes the risks, characteristics, and suitability of these securities for the public sector, including U.S. Treasury obligations; U.S. government agency securities; U.S. government-sponsored corporations; certificates of deposit; repurchase agreements; bankers' acceptances; commercial paper; money market funds; and financial futures.

1994. Paperbound. 91 pp.

LOC no. 93-81327

ISBN 0-89125-181-2

■ **\$15 members** | **\$22 nonmembers** ■

Revenue Collection Administration: A Guide for Smaller Governments

Ian J. Allan

This book provides practical information and examples of successful practices relating to all aspects of collecting revenues, including: organization of the revenue collections office; assessment and billing procedures; accounting, internal controls and auditing; collection and processing procedures; external collection procedures; revenue deposit procedures; enforcement of revenue collections; and evaluation of collection performance. The special circumstances of smaller governments and their unique needs are addressed throughout this book, but its comprehensive approach to the total organization of revenue operations recommends it to governments of any size.

1992. Paperbound. 130 pp.

LOC no. 92-75692

ISBN 0-89125-164-2

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