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## Course Information

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**Course Title:** *Treasurer's Guidebook*

#365224

**Number of continuing education credit hours recommended for this course:**

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

**CPA: 16** (All states)

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 0004761 (Ethics #0011467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy (for ethics): 002146

Ohio State Board of Accountancy: CPE .51 PSR

Pennsylvania Board of Accountancy: PX 178025

Texas State Board of Accountancy: 009349

**Course Description:**

The treasurer can provide significant value to a business, not just by managing its money, but also through fundraising activities and proper attention to the management of credit and risk. The *Treasurer's Guidebook* shows how to enhance the treasurer position; it does so by discussing how the treasury department's performance can be organized and fine-tuned, focusing on bank relations, cash concentration systems, investment strategies, financing sources, credit management, insurance, and more. The course also addresses the administrative aspects of the treasurer's job, including the accounting for treasury transactions, treasury management systems, controls, and measurements. In short, this course is the ultimate toolkit for anyone intending to expand and improve the treasurer position.

**Course Content**

Publication/Revision date: 8/9/2024.

Author: Steven M. Bragg, CPA.

Final exam (online): Eighty questions (multiple-choice).

**Program Delivery Method:** NASBA QAS Self-Study (interactive)

**Subject Codes/Field of Study**

NASBA (CPA): Finance

**Course Level, Prerequisites, and Advance Preparation Requirements**

Program level: Overview

Prerequisites: None

Advance Preparation: None.

### Instructions for Taking This Course

- Log in to your secure account at [www.bhfe.com](http://www.bhfe.com). Go to "My Account."
- You must complete this course within one year of purchase (If the course is "Expired," contact us and we will add the latest edition of the course to your account (no charge).
- **To retain the course-PDF after completion (for future reference) and to enable enhanced navigation:** From "My Account," Download and save the course-PDF to your computer. This will enable the search function (Menu: Edit>Find) and bookmarks (icon on left side of document window).
- **Complete the course by** following the learning objectives listed for the course, studying the text, and, if included, studying the review questions at the end of each major section (or at the end of the course).
- **Once you have completed studying the course** and you are confident that the learning objectives have been met, answer the final exam questions (online).

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- The exam is not timed, and it does not need to be completed in one session.
- For a printed copy of the exam questions, open the exam and press "Print Exam."
- Once you pass the exam, the results (correct/incorrect answers) and certificate of completion appear in "My Account." A confirmation email is also sent.
- CFP Board and IRS credit hours, if applicable, are reported on Tuesdays and at the end of the month.

**Have a question?** Call us at 800-588-7039 or email us at [contact@bhfe.com](mailto:contact@bhfe.com).

# Learning Objectives

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- Recognize the responsibilities of the treasury function.
- Identify the circumstances under which local treasury expertise is needed.
- Specify the activities of the different parts of the treasury department.
- Specify the different types of bank fees.
- Identify the circumstances that could trigger a credit assessment.
- Specify the benefits of a cash concentration system.
- Recognize the effects of a threshold cash sweep.
- Recognize how notional pooling functions.
- Identify the circumstances under which multi-tiered banking is used.
- Identify the type of cash pooling that works best when managers want local control.
- Specify the methods and adjustments used to develop a cash forecast, and why a cash forecast reconciliation is used.
- Identify the need for a correspondent bank.
- Recognize the different types of settlement systems.
- Specify the different types of investment strategies.
- Recognize the characteristics of the different types of investments.
- Identify the reasons why a secondary market is needed.
- Identify the different techniques available for selling shares outside of an initial public offering, and the restrictions associated with their use.
- Identify the terms used for factoring and hard money deals.
- Specify the circumstances under which a supply chain financing offer would be accepted.
- Identify the types of hedging transactions that can be used to mitigate risk, note the terms of hedging contracts, and recognize when risk mitigation is not needed.
- Recognize the types of insurance sales channels.
- Specify the methods used to review the financial condition of insurers.
- Identify the terms included in insurance contracts, and their effects.
- Identify the benefits and coverage characteristics of the different types of insurance.
- Recognize the methods used to reduce the cost of insurance.
- Specify the documentation typically used in a credit review.
- Recognize the uses to which a credit policy can be put.
- Identify the characteristics of a high-quality credit rating system, and when it works best.
- Identify the indicators of possible future payment delinquencies.
- Identify the actions needed to achieve zero working capital.
- Specify the accounting required for the different investment activities, as well as the accounting for impairment losses, and why investments are assigned to different classifications.
- Specify the accounting required for hedging transactions, the types of hedges, and the characteristics of a highly effective hedge.
- Recognize the costs and advantages of a treasury management system.
- Identify the controls for cash forecasting, investments, debt, and stock issuances.
- Recognize the formulas for turnover measurements, investment returns, and the ability to pay.

## About the Author

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**Steven Bragg, CPA**, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been a two-time president of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written more than 300 books and courses, including *New Controller Guidebook*, *GAAP Guidebook*, and *Payroll Management*. He has also written the science fiction novel *Under an Autumn Sun*, first book in *The Auditors* trilogy.

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## Preface

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The treasurer is responsible for a broad range of activities, which include bank relations, cash forecasting, investments, fund raising, risk management, and even insurance. These are critical high-risk activities, so the treasurer must also have a detailed knowledge of processes, controls, and treasury management systems. The *Treasurer's Guidebook* addresses all of these topics and more, with the intent of giving a new treasurer a solid grounding in how to perform the job.

The book is divided into three sections. In Chapters 1 through 10, we focus on the core treasury activities, which begin with an overview of treasury management and then walk through all major job functions. In Chapters 11 through 13, we cover ancillary treasury functions that may not always be included in a treasurer's job description. These functions are insurance, credit management, and working capital management. In Chapters 14 through 17, we cover the treasury back office, which deals with administrative functions.

You can find the answers to many questions about treasury activities in the following chapters, including:

- What are the differences between cash sweeping and notional pooling?
- How do I create a cash forecast?
- Which investment strategy should I follow?
- How can I reduce the risk of foreign exchange fluctuations?
- Which types of insurance does my business need?
- How do I create an internal credit rating system for customers?
- What is the proper accounting for a hedging transaction?
- What are the components of a treasury management system?
- Which controls should be applied to the various treasury transactions?

The *Treasurer's Guidebook* is designed primarily for professionals, who can use it as a reference tool for all aspects of the treasurer's job, from accounting to risk management.

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