



THE ARC TRAINING GROUP
A Division of The ARC Consulting Group, Inc.
A Profit Enhancement Firm
Providing Educational and Consultative Services to the
International Business Community

SEMINAR FACT SHEET

ARC's Cash Management Workshop: Overcoming Today's Economic Challenges COURSE No. ARC 018

SEMINAR OVERVIEW

Facing cash flow problems as you wade through today's economic difficulties? Learn solid money-saving strategies from top financial pros.

This is the most current introductory cash management seminar available. It is constantly being updated to reflect the current trends and best practices used by today's leading, forward-thinking and profitable businesses who have found effective solutions to meet today's business challenges. This "Nuts & Bolts" program is specifically designed for individuals taking on new cash management responsibilities and to lead new cash managers through the changing dynamics of cash management. It will provide the latest information and "Best-Practices" you can use today! It is also a great refresher for those who just need to "Re-Up!" Finally, you will understand how to bridge the gap between your company's cash needs and your banker's available services. Learn how to make your cash work harder--and your company's profits soar higher!

Attendees:

New Cash Managers, Treasury Managers and those who need to understand how to maximize the return on the Cash-To-Cash Cycle.

How You Will Benefit:

- Learn the current structure and key issues relating to the Federal Reserve System
- Maximizing the return on the Cash-To-Cash Cycle
- Learn ways to decrease your Days in Receivables
- Maximize the benefit of the Accounts Payable process
- Maximize the Return on /investment and Yield of Short Term and Sweep Investments.
- Develop a clear, concise and effective investment policy
- Be able to complete timely and effective cash account analyses
- Manage the bank-corporate relationship
- Discuss current technology developments in Cash and Treasury Management

What You Will Cover:

- Basics of cash management
- How money moves
- Cash management techniques
- Technology in cash management
- Short-term investments

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- Short-term borrowing
- Cash forecasting
- The bank-corporate relationship

Learning Objectives

- Know what the federal reserve system is up to with regard to regulations, electronic checks risk, and the changing banking environment
- Optimize your cash flow for both receipts and payments
- Accelerate the collection of remittances and improve control of disbursements
- Successfully invest excess funds in alternative short-term instruments under the guidelines of a clearly written investment policy
- Understand the account analysis statement and effectively manage the bank-corporate relationship
- Use the latest technology in treasury workstations and corporate trade payments

Seminar Outline:

The U.S. Banking system

- The importance of the federal reserve system
- Latest developments in the commercial banking arena
- Frank-Dodd Compliance and other legislation that impacts the banking system today
- Clearing House and how money moves.

Introduction to Cash Management

- The key components of cash management
- Maximizing company's cash flow timeline to identify cash management opportunities
- How to design the cash management function
- Checks, ACH, and other payment systems
- The latest development in the check clearing house process

Managing the Accounts Receivable Process

- The objective of the cash collection system
- The various types of payment systems and how to shorten the cash receipts cycle
- Use of Automated Clearing House payments
- Creating the Fraud-Resistant® billing and cash receipts system
- The benefits of Lock-Box systems
- Choosing the optimal lockbox model

Disbursement checking accounts

- The objectives of a the Cash Disbursement process
- The various types of checking accounts
- Effectively using "Zero Balance" accounts
- Creating the Fraud-Resistant® cash disbursement system
- Why purchasing cards can reduce your cost of doing business

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- The benefits of "outsourcing" payables to your bank

Electronic funds transfer systems

- The basics and uses of electronic fund transfers and Electronic Payment Systems
- The key features of each system and how they impact direct deposit

Sweep Accounts and other "Funds Concentration" alternatives

- The benefits and objectives of a funds concentration system
- The benefits of using "deposit anticipation"
- The importance of developing investment policy guidelines

Cash Forecasting

- Building the Cash Forecasting Model
- Defining the framework of the cash forecasting system
- Understanding and applying the various time horizons for each aspect of the cash forecast
- Benefits and Risks of short-term borrowing and when each type applies

COURSE SUMMARY AND WRAP-UP

This section provides you with the opportunity to address any specific issues with the total group as a resource, to review any specific issue or topic addressed in the program, or to just recap the benefits received from the program and the group as a whole. We address your specific learning objectives are addressed and program evaluations are completed.

SEMINAR PRICING AND LOGISTICS

Duration: 2 Days	Program Level: Introductory
Prerequisites: None	Advanced Preparation: None
Maximum Attendance: 6	CPE Hours: 16
Delivery Method: Group Live	Booking Instructions: Call (904) 268-1148
Seminar Fee: \$1,995.00 per person	Email: Rick@ARCTraining.com
Group Discount: Book 3 people and the fourth person is free!	

Cancellation Policy:

If you cannot attend a seminar you can contact ARC in advance to transfer to a future session, or you can send someone to take your place. If you need to cancel your attendance, ARC will give you a complete refund if you cancel more than three weeks before your seminar begins. To cancel, simply email us at rick@arctraining.com. If you cancel with less than three weeks' advance notice, you will be liable for the entire seminar fee. Once your payment has been received, you may request a courtesy transfer to use at any future ARC seminar of equal or lesser length up to three weeks prior to the session. The courtesy transfer must be used within one year of the date of your originally scheduled seminar. In fairness to all attendees, if you do not attend a seminar session for which you are confirmed and do not contact ARC to cancel in advance, you will be charged the entire seminar fee.

ARC grants courtesy transfers to people who cannot attend their scheduled sessions up to three weeks prior to the session. You can use a courtesy transfer for any seminar of equal or lesser length than the original seminar. You must use your courtesy transfer within one year of the date of your originally scheduled seminar.

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ARC guarantees the quality of our seminars. If, for any reason, you are not satisfied with a seminar for which you have paid, ARC will give you credit toward another seminar of comparable price or will refund your fee. You can also register on our website at <http://www.arconsultinggroup.com/open-enrollment-programs/>. You can also call Rick Balog at 904-268-1148.



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