

**TO: CITY MANAGER**

**2002 March 12**

**FROM: DIRECTOR FINANCE**

**SUBJECT: EXTERNAL TRAINING AND CONFERENCE AUTHORIZATION**

**PURPOSE:** To request Council approval of conference expenditures for the Manager, Treasury Services.

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**RECOMMENDATION:**

1. **THAT** Council approve conference expenditures not to exceed \$4,400 for the Manager Treasury Services to attend the Association of Financial Professionals conference in 2002 November.

**REPORT**

The Association for Financial Professionals 23<sup>rd</sup> Annual Conference will be held November 3<sup>rd</sup> through 6<sup>th</sup> in New Orleans. This conference offers 150 courses and seminars over the four day period directed at improving best practises in financial stewardship and leadership in the cash management industry. Workshops will address Treasury Operations, Cash and Working Capital Management, Payments Systems, Risk Management and Technology Solutions for treasury professionals. Over 200 North American vendors will display their products and over 6,000 treasury professions will attend the program.

Conference, travel, and accommodation expenditures will not exceed \$4,400. To take advantage of a \$160 US reduced rate for early bird registration and additional reduced hotel rates that are offered on a first come first serve basis this request is being forwarded at this time.

Council approval is required for staff expenditures in excess of \$2,500.

  
Rick Earle  
DIRECTOR FINANCE