



# Cherishing Our Past - Embracing Our Future CITY OF INGLEWOOD

One W. Manchester Boulevard Inglewood, CA 90301-1750

OFFICE OF THE CITY TREASURER



Wanda M. Brown, Ph.D, Ph.D, MBA, CCMT, CPT, CPFIM  
CITY TREASURER

## CITY TREASURER STUDENT INTERN PROGRAM

Wanda M. Brown, MBA, CPT, CCMT, CPFIM, PhD  
City Treasurer

### OBJECTIVE OF PROGRAM:

City Treasurer Student Intern Program is a four week program. We will meet once weekly at the Office of the City Treasurer for a 2 hour period. The goal is provide the student intern with an understanding of how their local elected officials represent their community and how the Office of City Treasurer functions and to communicate the following:

#### • OVERVIEW OF CITY GOVERNMENT

1. Mayor & City Council
2. City Treasurer
3. City Clerk
4. City Charter
5. Council Resolutions - Purpose
6. Council Ordinances - Purpose
7. City Department tour

#### • CITY TREASURER RESPONSIBILITIES

1. Payment of all bills
2. Appointment of deputies & Responsibilities
3. Investment of idle funds for:
  - City of Inglewood
  - Inglewood Redevelopment Agency
  - Inglewood Housing Authority
  - Inglewood Public Financing Authority
4. Treasurer Report
  - Procedure for investment selection
5. Investment policy
6. Banking responsibilities
7. Committee responsibilities
8. Audit function
9. Map Signing & purpose

**MAIL OR BRING PAGES 3 AND 4 TO TREASURER OFFICE**

**INVESTMENT TERMINOLOGY:**

1. **BOND**
  - A. **Kind of bonds**
2. **INTEREST/COUPON**
3. **CALL DATE**
4. **MATURITY DATE**
5. **PRINCIPAL**
6. **LIQUIDITY**
7. **YIELD**
8. **CREDIT RISK**
9. **BUDGET**
10. **STOCK**

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- **DEPARTMENT INTERACTIONS – Will visit five departments**
  
- **OTHER – How to apply basic investment principles on a Personal basis.**
  1. **How money grows, Interest rate, and the Rule of 72**
  2. **Importance of consistent saving**
  3. **How to read the Daily Market page in newspaper**
  4. **Importance of avoiding credit card debt**
  5. **Importance of having a good credit rating – FICO Score Importance**

**NEW!!!**

**Career in Multi-Media Entertainment**

- |                              |                              |
|------------------------------|------------------------------|
| 1. Sound Recording           | 8. Film & Video Editing      |
| 2. Mastering                 | 9. Film & Video Editing      |
| 3. Commercial Spots          | 10.. Music Video Production  |
| 4. Audio Editing             | 11.. Film & TV Show Concepts |
| 5. Song Writing              | AND MORE....                 |
| 6. Voice-Overs               |                              |
| 7. CD Release Debut Facility |                              |

# PARENTAL PERMISSION FOR PROGRAM

**Final Examination** - The intern will be required to answer a series of questions at the end of the program to demonstrate what has been learned.

**Examination -Take home examination**

A plaque of completion shall be issued to each intern whom successfully completes the City Treasurer Intern Program.

I,/we \_\_\_\_\_ and \_\_\_\_\_

Parent(s) of \_\_\_\_\_, do hereby give my/our permission for her/him to attend City Treasurer Intern Program for a two month period.

\_\_\_\_\_  
Date Signature of parent

\_\_\_\_\_  
First Middle Last

\_\_\_\_\_  
Date Signature of student intern

\_\_\_\_\_  
Wanda M Brown, City Treasurer

**City Treasurer office is on the 2<sup>nd</sup> Floor of City Hall  
Address - One Manchester Blvd. (310) 412-5642**

# PROGRAM APPLICATION

## CITY TRESURER STUDENT INTERN PROGRAM

Eligible Students – High School, Middle School and Grammar School

### STUDENT INFORMATION Must be Completed by Student Intern

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Phone No. \_\_\_\_\_

Best time to call \_\_\_\_\_

School: \_\_\_\_\_ Grade \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

#### Favorite Subjects:

1. \_\_\_\_\_

2. \_\_\_\_\_

#### Favorite Hobby:

1. \_\_\_\_\_

2. \_\_\_\_\_



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# APPLICATION

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## CITY TREASURER OVERSIGHT COMMITTEE

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

\*\*\*\*\*

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

If self-employed, name of business \_\_\_\_\_

Years in business: \_\_\_\_\_

Business specialty: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Education:

High School: Graduated Yes \_\_\_\_\_ No \_\_\_\_\_

College: Graduated Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Phone No. \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_

\*\*\*\*\*

Investment, Consulting, Finance, or Business experience:

Describe \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Years of Investment experience \_\_\_\_\_ Education \_\_\_\_\_

Years of experience in Finance \_\_\_\_\_ Education \_\_\_\_\_

Years of experience in Business \_\_\_\_\_ Education \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature