

# Accounting Level 1 Course

21-22 March 2018

UVAVA Tech Higher Ed Center, Richmond

## Background Information

To earn the *Certificate in Accounting*, you need to pass the Level 1, Level 2, and Level 3 accounting courses.

## Exemption from Level 1 course

You can be exempted from taking the Level 1 Accounting Course, if you take and pass the challenge exam.

The cost for the challenge exam is \$50. This is an on-line exam that is open book with a time limit of 2 hours and an honor pledge. It's pass/fail with 50 questions.

If you elect to take the exam, once you register, you will receive a password from Radford University in order to take it.

If you do not pass the challenge exam, and you wish to complete the Certificate Program, you will need to enroll in the Level 1 Accounting Course and pay the \$210 registration fee.

## Course Description

This day and half course is designed for people that have a limited background in **formal** accounting, or need a basic refresher. It covers basic financial statement elements (such as assets, liabilities, fund balance, revenue and expenditures), the effects of transactions on the accounting equation, basic financial statements and debits and credits. It also covers an introduction to funds, budgeting, and financial reporting for governments. The course will incorporate several in class exercises.

**Course:** Elective for deputies. Treasurers may take for points only.

For more information see the ***Certification Handbook***.

If you have questions on certification, contact Al Spengler at [aws@virginia.edu](mailto:aws@virginia.edu)

**Instructor:** Bruce W. Chase, Professor of Accounting, Radford University

**Registration Site:** <https://commerce.coopercenter.org/ccps/login.php>

**Registration Fee:** \$210 Member (TAV members)  
\$260 Non-Member (all others)

**Registration Deadline:** 12 March 2018

Fee includes course material, lunch day one, and breaks.

**If you need a special meal (vegetarian, vegan, gluten free), please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.**

A \$20.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 48 hours before the course unless your space is filled. **After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

Payment: On-line with a credit card  
Check, electronic transfer or LPO also accepted

To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Make checks payable to: **University of Virginia**

Mail to: Treasurers' Association of Virginia  
c/o Cooper Center for Public Service  
PO Box 400206  
Charlottesville, VA 22904-4206

## **Class Schedule and Information**

**Day One**      **Registration & Continental Breakfast: 8:30 to 9:00 a.m.**  
**Class begins at 9:00 a.m. and ends around 4:30 p.m.**

**Day Two**      **Class Begins: 8:30 a.m. (subject in change on Day One)**  
Exam will start around 10:30 a.m. **(2 Hours; Open Book)**

**What to Bring to Class:** Several #2 Pencils  
Assorted Highlighters  
Post-it and/or Sticky Notes

**Grades:** Grades are posted on line--usually within 10 days of end of class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: [www.coopercenter.org](http://www.coopercenter.org) and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Beth Watson Bennett at the Center at 434-982-2144 and she can tell you your grade.

## **University of Virginia Richmond Center**

### **Room TBA**

The **University of Virginia Richmond Center** is located at **2810 N. Parham Road**, Henrico VA 23294 (804-662-7464).

Free parking is available. Do **not** park in spaces marked "Visitor".

#### **From Washington (North)**

Take I-95 South to Exit 84B, connecting with 295 North. Continue on 295 North for 10 miles to Exit 53, merging onto I-64 East. Take I-64 East for 3.2 miles to Exit 181 Parham Road. Turn left at the top of the ramp onto Parham Road North. Remain in the left lane for .3 miles and merge into the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

#### **From Petersburg (South)**

Take I-95 North to Exit 79, I-64 West. Travel 5.4 miles to Exit 181B Parham Road North. This is the first Parham Road exit. Immediately merge over to the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

#### **From Downtown Richmond**

Take the RMA I-195 to I-64 West. Exit I-64 via the ramp at Exit 181B Parham Road North. This is the first Parham Road exit. Immediately merge over to the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

#### **From the Airport (East)**

Take I-64 through Richmond to I-64 West toward Charlottesville. Exit I-64 via the ramp at Exit 181B Parham Road North. This is the first Parham Road exit. Immediately merge over to the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

#### **From Charlottesville (West)**

Take I-64 East. Take Exit 181 Parham Road. Turn left at the top of the ramp onto Parham Road North. Remain in the left lane for .3 miles and merge into the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

Website can be found at:

<http://www.scps.virginia.edu/locations/location-detail/richmond>

## Hotel Information

### Fairfield Inn and Suites by Marriott Richmond North West

9937 Mayland Drive  
Richmond, VA 23233

**804-545-4200**

**[www.fairfieldinn.com/ricfi](http://www.fairfieldinn.com/ricfi)**

|                     |  |
|---------------------|--|
| Room Block Name:    | Treasurers' Association of Virginia              |
| Cut-off Date:       | <b>27 February 2018</b>                          |
| Room Rate:          | \$93 single/double                               |
| Hotel Amenities     | free Wi-Fi, free breakfast, fitness center, pool |
| Parking             | Free   |
| Cancellation Policy | 48 Hours   |

Only a limited a rooms have been blocked. If you try and they are full, contact AI at [aws@virginia](mailto:aws@virginia) and he can have them add more rooms to the block.

The hotel is approximately 2.1 miles from the University of Virginia Richmond Center.

Click this link to book your room: <https://goo.gl/b7V8xc>

For detailed directions from your locality to the Fairfield Inn, go to their website:  
<http://www.marriott.com/hotels/maps/travel/ricfi-fairfield-inn-and-suites-richmond-northwest>