

# Roles and Responsibilities of the Commissioner of the Revenue Course

October 24-25, 2016

Washington County Government Center, Abingdon

Ann Burkholder, MCOR, Commissioner of the Revenue, City of Winchester, will be teaching the course. Ann has been the Commissioner of Revenue since 2010.

Roles & Responsibilities of the Commissioner of the Revenue provides an introduction to the duties, interactions and functions of the office. Topics include the history of the office, services provided to and by various state and local entities, and an overview of local assessment for personal property, real estate, business and excise taxes. For treasurers, this course provides a riveting insight into the daily lives of your friends across the hall.

**Registration Deadline is October 17, 2016**

*Roles and Responsibilities* is an **elective** course for both treasurers and deputies to complete the Master certification and thus be eligible for the Career Development Program administered by the Compensation Board. Both treasurers and deputies may take the course for points only. The course is worth 10 points if you take the exam (8 points if you don't take the exam).

For more information go to the **Certification Handbook**. If you have questions on certification, contact Al Spengler at [aws@virginia.edu](mailto:aws@virginia.edu) or 434 982-5518.

The enrollment form is online at the TAV web site at: <http://www.vatreas.com>. Clicking on course registration here will take you to the Weldon Cooper Center for Public Service web site at the University of Virginia. **All registrations should be done on-line. How to register is explained on the web site. You will need a password to log onto the online registration system.**

Payment can be made on-line with a credit card. You can also pay by check, electronic transfer or LPO. 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.

Checks should be made payable to the **University of Virginia** and mailed to **Treasurers' Association of Virginia**, Cooper Center for Public Service, PO Box 400206, Charlottesville, VA 22904-4206.

The registration fee is **\$160 for members** of the Association and **\$235 for non-members**. 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. **CRAV members pay the member registration fee.**

**Lunch will be provided on first day only. Continental breakfast and refreshment breaks both days are included in the registration fee. If you need a vegetarian meal, please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.**

## Class Schedule

- Day One**      Registration: 8:30 – 9: 00 a.m.  
                    **Class begins at 9:00 a.m.** and ends around 4:30 p.m.
- Day Two**      Class Review begins at 9:00 a.m.  
                    Exam will begin around 10:00 a.m.

Open Book Exam is **before** lunch. You have **two hours** to complete the 57 question exam.

**If you don't plan to take the exam, you don't need to come back on Day Two as it will mostly be a review before taking the exam. Deputies must take the exam, if you are using the course as one of your elective courses for initial certification. If you are taking the course for re-certification; the exam is optional. For Day One you will earn 7 points. If you take the review and exam you will earn 10 points (one point for the review and two points for the exam.)**

Remember to bring the following materials with you to class:-

- Number two pencils
- Assorted highlighters

Grades will be posted on the Cooper Center web site about a week after the exam.

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 a 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 at the Center at 434-982-2144 and she can tell you your grade.

## Lodging in Abingdon

Hotel government rate for Washington County is currently **\$101** per night single or \$109 double occupancy. The **Government Rate** is **not always** the **lowest rate**. You may be able to get lower rates through AARP or AAA. **When booking your room ask what is their lowest rate, it may not be the government rate.**

A listing of hotels and other lodging in the area can be found at the Abingdon Visitors Bureau: <http://www.abingdon.com/lodging/hotels/>

I recommend the following hotel as it is just a short distance from the Washington County Government Office Building.

**Comfort Suites**      1093 Ole Berry Drive      **276-698-3040**      **\$101 Single or Double**  
Complimentary hot breakfast, fitness center, indoor pool, Internet, refrigerator  
This is new hotel.

## Directions to Washington County Government Center

The **Washington County Government Center** is located at **1 Government Center Place** just down the road from the Higher Education Center.

There is plenty of free parking.

### From the North:

Take exit 14 off I-81 for VA-140 toward US-19/Abingdon. Go 0.3 mile.

Turn right onto VA-140 N/ Old Jonesboro Road. Go 0.3 mile.

Turn right onto VHCC Drive. After 0.4 miles continue onto French Moorre Jr. Blvd.

Proceed 0.3 miles and turn right onto Government Center Place.

**There are signs indicating the direction to the Government Center.**

### From the South:

Take exit 14 off. Turn left onto VA-140 N/Old Jonesboro Road.

Follow directions as from the North.

The map below shows most of the streets from when you get off I-81 as well as the hotels.

