

# Roles & Responsibilities of the Treasurer

12-13 March 2020

Cross Bros. Grocery (aka Ashland Meat Co.), Ashland, VA

Topics include: legal constraints; relationship with the commissioner of the revenue; preparation of tax bills; collecting real and personal property; and collection of other taxes, licenses, fees and fines, including dog tags, state income tax.

**This course was revised August 2018.**

**Course:** Mandatory for initial certification for treasurers and deputies  
Elective for COR and Deputy Commissioners

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:** Fred Parker, Treasurer, Washington County

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

**Registration Fee:** \$185 Member (TAV and CRAV members)  
\$235 Non-Member (all others)

**Registration Deadline:** 2 March 2020

Fee includes course material, lunches both days, 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 after lunch (3 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 a 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.

### Cross Bros. Grocery (aka Ashland Meat Co.)

The **Cross Bros. Grocery (aka Ashland Meat Co.)** is located at **107 South Railroad Ave, Ashland VA 23005 (804-798-8311)**.

**Plenty of free parking behind the Ashland Branch Library next door (201 S. Railroad Ave.)**

#### From I-95

From I-95 take Exit 92 onto VA-54 W/ West Patrick Henry Road.  
Go 1.0 mile following VA-54. Road changes name to England Street.  
Turn left onto Virginia Street, one block before the railroad tracks.  
Turn right at the second cross street onto Lee Street, parking on the left.  
Turn right onto S. Railroad Avenue. Destination will be on the right

**For directions from other locations, use Google Map or other app.**

Website can be found at:

<https://www.amcashland.com/locations>

**Cross Brothers Grocery is 1.1 mile from the Sleep Inn.**  
**You can either drive from the hotel--6-minutes**  
**or walk--17 minutes via England Street.**

## Hotel Information

### Sleep Inn & Suites Ashland – Richmond North

80 Cottage Green Drive

Ashland, VA 23005

**804-752-2355**

**<https://tinyurl.com/y7my8zye>**

Room Block Name:	Treasurers' Association of Virginia
Cut-off Date:	<b>21 February 2020</b>
Room Rate:	\$74.99 single/double plus taxes
Hotel Amenities	free Wi-Fi, free breakfast, fitness center, indoor 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.edu](mailto:aws@virginia.edu) and he can have them add more rooms to the block.**

Cross Brothers Grocery is approximately 1.1 mile from the Sleep Inn.

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

From I-95 South take Exit 92 onto VA-54 W/E Patrick Henry Road.  
Go 0.4 mile following VA-54. Road changes name to England Street.  
Turn left onto S. Cottage Green Drive. Hotel will be on your right.

#### **From Richmond (South)**

From I-95 North take Exit 92 onto VA-54 W/E Patrick Henry Road.  
Go 0.4 mile following VA-54. Road changes name to England Street.  
Turn left onto S. Cottage Green Drive. Hotel will be on your right.

**For directions from other locations, use Google Map or other app.**