

# Roles & Responsibilities of the Treasurer

9-10 September 2019

UVA/VA Tech Higher Education Center, Richmond

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:** 30 August 2019

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.

## 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>25 August 2019</b>
Room Rate:	\$94 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://tinyurl.com/y4g6g9d5>**

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](#)

## **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>