

Roles & Responsibilities of the Treasurer

23-24 May 2019

Augusta County Government Center

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

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: 10 May 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 an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: 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.

Augusta County Government Center

The **Augusta County Government Center** is located at **18 Government Center Lane** in Verona.

From the North: Harrisonburg, Winchester & Washington D.C.

From Harrisonburg and all points North, on Interstate 81, take **Exit 227**, Verona. Merge onto Laurel Hill Road (Route 612).

At the **second traffic light, turn left** onto Lee Highway (Route 11).

At the **next traffic light, turn left** into the Government Center complex.

From the South: Staunton, Waynesboro, Charlottesville, and Roanoke

From Staunton, Waynesboro, and all points South, on Interstate 81, take **Exit 225**, Woodrow Wilson Parkway.

Turn left onto Woodrow Wilson Parkway (Route 275).

At the **first traffic light, turn right** onto Lee Highway (Route 11).

At the **second light, turn right** into the Government Center complex.

Lodging

There are numerous hotels in the Staunton area. I was able to get a great rate at the **Stonewall Jackson Hotel** in downtown **Staunton**. The rate is **\$94 single/double**. These rates are available under the **Treasurers' Association of Virginia** room block, so call the hotel today to reserve a room at these rates.

There is a **\$6** charge for **overnight parking**.

Free Wifi; breakfast is not included.

Cancellation Policy: 24 hours.

Cut Off Date: April 22, 2019

There are a lot of great restaurants in downtown Staunton within walking distance of the hotel.

Directions to the hotel as well as what the hotel offers can be found on their website. The hotel is about 10 minutes from the meeting location.

Stonewall Jackson Hotel

24 South Market Street

Staunton, VA 24401

540 885 4848

Single/Double: \$94

Web Site: <http://www.stonewalljacksonhotel.com/>