

# Roles & Responsibilities of the Treasurer

23-34 October 2018

## City of Roanoke Public Library - Gainsboro Branch

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:** **12 October 2018**

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](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.

## Meeting Location

The **City of Roanoke Public Library – Gainsboro Branch** is located at  
**15 Patton Avenue NW, Roanoke, VA 24016.** 540-853-2540

**You can find a map to the library at this website:**

<http://www.roanokeva.gov/Facilities/Facility/Details/Gainsboro-Branch-Library-15>

If you are staying at the **SpringHill Suites**, the hotel will offer a free shuttle from the hotel to the Gainsboro Library.

They will drop off and pick up. See schedule on next page.

If you are commuting, there is plenty of free parking at the library.

**NOTE:** The Library does not normally open until 10 a.m. When I sent out the registration confirmation about 10 days before the class (sooner if the class fills up), I will let you know which entrance to use to enter the Library.

## Hotel Information

### SpringHill Suites by Marriott

301 Reserve Avenue  
Roanoke, VA 24016

**540-400-6226**

Room Block Name	Treasurers' Association – Roles & Responsibilities of the Treasurer course
Cut-off Date	<b>28 September 2018</b>
Room Rate	\$107 single/double
Hotel Amenities	free Wi-Fi, fitness center, indoor pool
Parking	Free
Shuttle	Free shuttle between hotel and higher education center Shuttle will leave the hotel at <b>8:00 a.m. each day.</b>
Cancellation Policy	48 Hours

**Hotel has only a limited number of doubles, so if you need a double room, reserve one today.**

**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.**

### Directions

I-81 to 581 7 miles to Wonju Exit - straight to 1st traffic light - turn left - go to second traffic light and turn right on Reserve Avenue. Hotel is on the left.

Other hotel amenities can be found at their website:

**<https://bit.ly/2ORuFNP>**