

Roles & Responsibilities of the Treasurer

18-19 September 2018

Stafford County Public Safety Building, Stafford

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: 7 September 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 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

Directions to the Stafford County Public Safety Center

The **Stafford County Public Safety Center** is located at 1225 Courthouse Road in Stafford (540 658-4450). Located just before the intersection of US Route 1 (Jefferson Davis Highway) and Route 630 (Courthouse Road.)

From Southern Virginia: Travel I-95 North towards Washington, D.C. Take the VA-630 exit, EXIT 140, toward Stafford. Turn right onto Courthouse Road/VA-630. The Stafford County Public Safety Center (Ford T. Humphrey Building) will be approximately 1/2 mile on the left. 1225 Courthouse Road.

From Northern Virginia: Travel I-95 South towards Fredericksburg. Take the VA-630 exit, EXIT 140, toward Stafford. Turn left onto Courthouse Road/VA-630. The Stafford County Public Safety Center (Ford T. Humphrey Building) will be approximately 1/2 mile on the left. 1225 Courthouse Road.

Hotel Information

Fairfield Inn and Suites Fredericksburg

10330 Spotsylvania Avenue
Fredericksburg, VA 22408

540-891-9100

All Hotel were sold out in Stafford due to major event at FBI in Quantico.

**I had to block all 15 rooms in Fredericksburg in my name
(Albert Spengler)**

**When you call the hotel, give them my name and date of the
room, September 17-19**

**They will then ask for a credit card number and move the room from
my name to your name**

You must call by September 4.

After this date I am cancelling all room left in my name.

Room Block Name:	Albert Spengler
Cut-off Date:	4 September 2018
Room Rate:	\$93 room with two queens (\$102.58 with tax)
Hotel Amenities	free Wi-Fi, free breakfast, fitness center
Cancellation Policy	48 Hours

**Remember to bring a government ID with you for the
Government Rate.**

Only a limited a rooms have been blocked. If you try and they are full, contact Al at aws@virginia and he can have them add more rooms to the block.

For more information on the Fairfield Inn by Marriott Fredericksburg, visit their website:

<http://www.marriott.com/hotels/travel/fkbf-fairfield-inn-and-suites-fredericksburg/>

Directions

Map and directions to the hotel can be found at the Marriott web site at:

<http://www.marriott.com/hotels/maps/travel/fkbf-fairfield-inn-and-suites-fredericksburg/>

**Allow about 20 minutes to commute from the Fairfield Inn to the Stafford County
Public Government Center.**