

# Roles & Responsibilities of the Treasurer

**13-14 March 2018**  
**UVAVA Tech Higher Ed Center, Newport News**

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.

**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:** **5 March 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 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.

## Class Location and Directions

The **UVA/VA Tech Higher Ed Center** is located at **600 Thimble Shoals Blvd., Suite 210** in the **Wells Fargo Bank Building** in **Newport News** (Zip 23606) just off Jefferson Avenue.

### **From Richmond**

Take I-64 to exit 255 A. Merge onto VA-143 East/Jefferson Avenue. Go 2.8 miles. Turn left onto Thimble Shoals Blvd. Wells Fargo Bank will be on your right. Meeting rooms are on Second Floor.

### **From Norfolk**

Take I-64 to exit 258 A. Merge onto US-17 South/ J. Clyde Morris Blvd. Go 1.8 miles. Turn right onto Jefferson Ave. Go 0.8 mile and turn right onto Thimble Shoals Blvd. Wells Fargo Bank will be on your right. Meeting rooms are on Second Floor.

There are parking lots on both sides of the building.

## Hotel Information

### Marriott Residence Inn Newport News

531 St. Johns Road  
Newport News, VA 23602

**757-842-6214**

**[www.marriott.com/phfn](http://www.marriott.com/phfn)**

Room Block Name:	Treasurers' Association of Virginia
Cut-off Date:	<b>26 February 2018</b>
Room Rate:	\$93 single/double
Hotel Amenities	free Wi-Fi, free breakfast, fitness center
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 across from Patrick Henry Mall.

Click this link to book your room: <https://goo.gl/yP7mD3>

## Directions to Residence Inn

### FROM I-64

The hotel is located just off exit 255A on I-64.

The hotel is located 2.8 miles from the UVA/VA Tech Center—about a 6-minute drive down Jefferson Avenue.

Map and directions to the hotel can be found at the Marriott web site at:  
<http://www.marriott.com/hotels/hotel-information/travel/phfn-residence-inn-newport-news-airport/>