

# Roles and Responsibilities of the Treasurer Course

## September 11-12, 2017

### Virginia Beach

The *Roles and Responsibilities of the Treasurer* course will be offered on **September 11-12, 2017** at the **Fraternal Order of Police Lodge** in **Virginia Beach**.

Fred Parker, Treasurer, Washington County, will be teaching the course. 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.

### Registration Deadline: September 1, 2017

*Roles and Responsibilities* is a **required** course for both treasurers and deputies to complete the Master certification and thus be eligible for the Career Development Program administered by the Compensation Board. **Deputies who have NOT taken the R&R course and are candidates for the Career Development Program (Master certification) should be given priority in your office for enrolling in this course.**

You can register on-line at the Cooper Center website:

<https://commerce.coopercenter.org/ccps/login.php>

*(Please note this link has changed; please bookmark the new site.)*

**All registrations must be completed on-line. How to register is explained on the web site. You will need a password to log onto the online registration system. Only register one person at a time. After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

Payment can be made on-line with a credit card. You can also pay by check, electronic transfer or LPO. 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.

Checks should be made payable to the **University of Virginia** and mailed to **Treasurers' Association of Virginia**, Cooper Center for Public Service, PO Box 400206, Charlottesville, VA 22904-4206.

Registration Fee: **\$170 for TAV and CRAV members** **\$245 for non-members**  
*Members of the Commissioners of the Revenue Association pay the member fee.* 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.

**Lunches both days as well as refreshment breaks both days are included in the registration fee. If you need a vegetarian meal, please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.**

## Class Schedule and What You Need to Bring with You

**Day One**     **Registration:**     **8:30 to 9:00 a.m.**  
Class begins at 9:00 a.m. and ends around 4:30 p.m.

**Day Two**     **Class** will begin at **8:30 a.m.** and ends before lunch.  
Open Book Exam will follow lunch

You have three hours to complete the exam and can leave when you are finished.

Remember to bring the following materials with you to class:

**Several #2 pencils**

**Assorted highlighters and/or stickies for marking important passages in the text.**

Grades will be posted on the Cooper Center web site about a week after the exam.

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 at the Center at 434-982-2144 and she can tell you your grade.

## Meeting Location

The **Fraternal Order of Police Lodge** is located at **961 Birdneck Road** in Virginia Beach.

Directions and map can be found at their website: <http://www.vabeachfop.com/>  
Go to the lower right hand corner of the website and click on "Click here for a map to our lodge". This will bring up another screen with a map and you can then click for directions from your locality.

The Lodge is about 4.2 miles from the **Hampton Inn** on Atlantic Avenue. Take Pacific Avenue south and go over the Rudee Bridge. Pacific Avenue becomes General Booth Blvd after you go over the bridge. Proceed to Birdneck Road and make a left on Birdneck Road and the Lodge Building will be on the right.

For those commuting locally, take the Birdneck Road exit off Interstate I-264 (Exit 22) and proceed south until you reach the Lodge.

## Lodging

**Hampton Inn Virginia Beach-Oceanfront North** is located at **3107 Atlantic Avenue, Virginia Beach 234512**. Cross streets are Atlantic Avenue and 32<sup>nd</sup> Street.

Hotel offers a government rate of **\$99** (\$114.86 inclusive) per night single or double occupancy.

Hotel offers free parking, free Wifi, and free hot breakfast. They also have a pool and fitness room

Reservations can be made at

**757 428-7233** or their special link website below:

[https://secure3.hilton.com/en\\_US/hp/reservation/book.htm?inputModule=HOTEL&city=ORFOCHX&spec\\_plan=CHHTAV&arrival=20170910&departure=20170912&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT](https://secure3.hilton.com/en_US/hp/reservation/book.htm?inputModule=HOTEL&city=ORFOCHX&spec_plan=CHHTAV&arrival=20170910&departure=20170912&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT)

A block of rooms has been reserved under the name **“Treasurers Association of Virginia”**; please mention this when making your reservation.

**Cut-off date is August 20.**

They will honor the rate 3 days before and 3 days after the meeting date for those who want to come down early or stay later.

**Make your reservation today, if you need a room.**

## Directions

Follow I-95 South to I-295 South. Follow I-295 South to I-64 East. Follow I-64 East to I-264 East to the Virginia Beach Oceanfront. Turn left onto Pacific Avenue; continue 18 blocks to 39th Street, turn right onto 39th Street. The hotel will be at the end. Parking is limited to one space per occupied room.

From Interstate 64 - Take I-64 East, Norfolk-Virginia Beach, to I-264 East Virginia Beach, then follow I-264 East, which will turn into 21st Street at the Oceanfront. Take a left on Atlantic Avenue, follow Atlantic Avenue 11 blocks. The hotel will be located at 32nd Street on the right hand side.

From Interstate 95 S - Take I-95 North to Exit 11A, Route 58, then follow I-85 East to I-664, Hampton Beltway towards I-264 East and I-664 West. Merge onto I-264 East, follow I-264 into Virginia Beach, then I-264 will turn into 21st Street at the Oceanfront. Take a left on Atlantic Avenue follow Atlantic Avenue 11 blocks. The hotel will be located at 32nd Street on the right hand side.

## Hampton Inn Website

<http://hamptoninn3.hilton.com/en/hotels/virginia/hampton-inn-virginia-beach-oceanfront-north-ORFOCHX/index.html>