

Roles and Responsibilities of the Treasurer Course

March 14-15, 2016
UVAVA Tech Higher Ed Center, Richmond

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 is March 7, 2016

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.**

For more information go to the *Certification Handbook*. If you have questions on certification, contact Al Spengler at aws@virginia.edu or 434 982-5518.

The enrollment form is online at the TAV web site at: <http://www.vatreas.com>. Clicking on course registration here will take you to the Weldon Cooper Center for Public Service web site at the University of Virginia. **All registrations should be done on-line. How to register is explained on the web site. You will need a password to log onto the online registration system.**

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.

The registration fee is **\$160 for members** of the Association and **\$235 for non-members**. 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

- Day One** Registration: 8:30 – 9: 00 a.m.
Class begins at 9:00 a.m. and ends around 4:30 p.m.
- Day Two** Class begins at 8:30 a.m. and ends after lunch with the exam following lunch.

Open Book Exam begins following lunch on Day Two. 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:

- Number two pencils
- Assorted highlighters

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

University of Virginia Richmond Center

Room 302

The **University of Virginia Richmond Center** is located at **2810 N. Parham Road**, Henrico VA 23294 (804-662-7464).

Free parking is available. Do **not** park in spaces marked "Visitor".

From Washington (North)

Take I-95 South to Exit 84B, connecting with 295 North. Continue on 295 North for 10 miles to Exit 53, merging onto I-64 East. Take I-64 East for 3.2 miles to Exit 181 Parham Road. Turn left at the top of the ramp onto Parham Road North. Remain in the left lane for .3 miles and merge into the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

From Petersburg (South)

Take I-95 North to Exit 79, I-64 West. Travel 5.4 miles to Exit 181B Parham Road North. This is the first Parham Road exit. Immediately merge over to the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

From Downtown Richmond

Take the RMA I-195 to I-64 West. Exit I-64 via the ramp at Exit 181B Parham Road North. This is the first Parham Road exit. Immediately merge over to the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

From the Airport (East)

Take I-64 through Richmond to I-64 West toward Charlottesville. Exit I-64 via the ramp at Exit 181B Parham Road North. This is the first Parham Road exit. Immediately merge over to the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

From Charlottesville (West)

Take I-64 East. Take Exit 181 Parham Road. Turn left at the top of the ramp onto Parham Road North. Remain in the left lane for .3 miles and merge into the left turning lane. Turn left at the stoplight onto Mayland Dr. Turn right onto Operations Center Dr. (3rd entrance on the right). Proceed to the building straight ahead. Use the main entrance to enter the building.

Website can be found at:

<http://www.scps.virginia.edu/locations/location-detail/richmond>

Lodging In Richmond Area

Note: Rooms can be reserved after February 12.

A block of rooms has been reserved at the **Fairfield Inn and Suites Richmond North West**. The rate is **\$89 single/double** occupancy plus state and local taxes.

Cut – Off Date for rooms is **March 1**.

The government rate is substantially lower then the regular room rate.

Check with the hotel about their cancellation policy.

The hotel is approximately 2.1 miles from the University of Virginia Richmond Center.

Hotel website can be found at:

<http://www.marriott.com/hotels/hotel-information/travel/ricfi-fairfield-inn-and-suites-richmond-northwest/>

Fairfield Inn and Suites by Marriott

9937 Mayland Drive

Richmond, VA 23233

Phone: 804-545-4200

Fax: 804-545-4219

www.fairfieldinn.com/ricfi

For detailed directions from your locality to the Fairfield Inn, go to their website:

<http://www.marriott.com/hotels/maps/travel/ricfi-fairfield-inn-and-suites-richmond-northwest>