

# Roles & Responsibilities of the Treasurer Course

March 27-28, 2017

Frederick County Government Center, Winchester

*Registration is open to members of the Commissioners of the Revenue Association (CRAV) at TAV member fees.*

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: March 20, 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.**

For more information go to the **Certification Handbook**. If you have questions on certification, contact Al Spengler at [aws@virginia.edu](mailto: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 **\$170 for members** of the Association and **\$245 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. or as determined in class on day one.  
The exam is after lunch.

Open Book Exam follows 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 and or stickies**

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](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.

## Frederick County Government Center

The **Frederick County Government Center** is located at **107 North Kent Street** in Winchester, VA 22601.

### From the South: Harrisonburg, Staunton and points south

From all points south off Interstate 81, take **Exit 313**, Winchester.

Continue on US-17N/US-50W/US-522 N

Stay straight to go onto Millwood Ave.

Turn right onto S. Cameron Street. Go about 0.5 mile

Turn right onto E. Boscawen Stret

Take the first left on N. Kent Street

107 N. Kent Street in on the left

**For other directions from other locations use an application such as Googlemap, Mapquest, etc.**

## Lodging

A limited number of rooms have been reserved at the **George Washington - A Wyndham Grand Hotel** in downtown **Winchester**. The hotel is next door to the Frederick County Government Center. The **room block** is under the name **“FREDCOTRE”**. The room rate is **\$91 single/double and includes** free wireless Internet and free parking. Hotel has fitness center with indoor pool.

### **George Washington A Wyndham Grand Hotel**

**103 East Piccadilly Street**

**Winchester, VA 22601**

**540-678-4700**

**Single/Double Rate: \$91**

<http://www.wyndham.com>

**Cut-off Date for Hotel Rooms is March 1, 2015**