

# Roles and Responsibilities of the Treasurer Course

June 13-14, 2011

Wythe County Judicial Center, Wytheville

*Roles and Responsibilities of the Treasurer* will also be offered on in **September** in **Virginia Beach**; dates TBA.

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 Friday, June 3, 2011.**

*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 **\$100 for members** of the Association and **\$125 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 9:00 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:

- Title 58.1 of the Code of Virginia**
- 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](http://www.coopercenter.org) and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Carolyn Thompson at the Center at 434-982-2190 and she can tell you your grade.

## Meeting Location

The **Wythe County Judicial Center** is located at **225 S. 4<sup>th</sup> Street** in Wytheville.

Take exit 70 off I-81 and proceed south on 4th street.  
Go through 5th traffic light and it's the second building on the right, Wythe County Judicial Center.

There is a public parking lot across the street beside the Community Center.

If you need a map, go to the Wythe County/Wytheville website at:  
<http://visit.wytheville.com/map.htm>

## Lodging

### Comfort Inn

315 Holston Road  
276 228-4488

#### Directions

##### From Interstate 81

Take exit 70 off I-81.

If coming from the north, turn right when you exit; if coming from the south, turn left upon exiting I-81. Turn right at Kangaroo Gas Station and follow Holston Road up the hill. Hotel is on the right.

##### From Interstate 77

From I-77 take exit 40 to I-81 South.  
Then follow the direction as above.

Map can be found at the **Comfort Inn** web site at:

<http://www.choicehotels.com/>

You will need to do a search for Wytheville.

Hotel offers a government rate of **\$77** per night.

Rate includes a deluxe continental breakfast with biscuits & sausage gravy, oatmeal, grits, etc.

There is free wireless Internet connection in the rooms.

State that you are with the ***“Treasurers Association of Virginia”*** and we will be grouped together.