

Roles & Responsibilities of the Treasurer Course

23-24 September 2024

South County Library, Roanoke County

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.

This course was revised August 2018.

Course: Mandatory for initial certification for Treasurers & Deputy Treasurers
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

Instructor: Fred W. Parker, MGT, treasurer, Washington County

Registration Site: <https://coopercenter.my.site.com/certification/s/login/>

Registration Fee: **\$185** Member (TAV and CRAV members)
\$235 Non-Member (all others)

Registration Deadline: **12 September 2024**

Fee includes course material, **lunch first day only**, continental breakfasts, 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 \$10.00 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:** 8:00 to 9:00 a.m.
Class begins at 9:00 a.m. and ends around 5:00 p.m.

Day Two **Continental Breakfast:** 8:00 to 9:00 a.m.
Class Begins: 9:00 a.m. (subject to change on Day One)
There is no lunch today as class will end before 12 noon.

What to Bring to Class: Assorted Highlighters
Post-it and/or Sticky Notes

Exam: Exam will be online at the [UVA Collab](#) site (3 Hours; Open Book)
Exam will be open from 12 noon on September 24 to 5:00 p.m. on September 25.
Once you start the exam the clock starts ticking. You can take the exam from your office or home computer; just make sure you are in quiet location.

NOTE: If you start the exam later than 2:00 p.m. on September 25 you will not have a full three hours to take the exam as the system will lock you out at 5:00 p.m.

Grades: Grades will be available on the [UVA Collab](#) site 48 hours after the close of the exam

Class Location and Directions

The **South County Library** is located at **6303 Merriman Road** in **Roanoke, VA.**
540-772-7507

There is plenty of free parking. **You should park on the left hand side of the building and use the left side/front entrance. Do not use the main front entrance.**

From the North off I-81

Take left lanes to take exit 143 for I-581 S/US 220 S toward Airport/Roanoke.
Continue onto I-581 S/ US-220 S for 9.7 miles.
Take the VA-419 N/US-220 BUS/Franklin Road exit toward Salem.
Turn right onto VA-419 N/Electric Road. Go 0.8 mile.
Use the left 2 lanes to turn left onto Starkey Road. Follow Starkey Road for 2.0 miles.
Turn right onto Merriman Road. Go 0.3 mile, enter the traffic circle and take the 3rd exit.
Library is large building on your left, you cannot miss it.

From the South off I-81

Take the right lanes to take exit 143 for -581 S/US 220 S toward Airport/Roanoke.
The follow the directions above,

For directions from points east of Roanoke, use google maps or other apps to the South Library.

Hotel Information

SpringHill Suites by Marriott

301 Reserve Avenue

Roanoke, VA 24016

540-400-6226

Room Block Name	Treasurers' Association of Virginia
Cut-off Date	29 August 2024
Room Rate	\$122 single/double
Hotel Amenities	free hot breakfast, free Wi-Fi, fitness center, indoor pool
Parking	Parking is \$5 per night.
Shuttle	Free shuttle between hotel and the Library Shuttle will leave the hotel at 8:20 a.m. each day.
Cancellation Policy	48 Hours

Here is the link to the room reservation:

<https://tinyurl.com/4xcvwsxj>

Hotel has only a limited number of doubles, so if you need a double room, reserve one today.

Only a limited a rooms have been blocked. If you try and they are full, contact Al at AlbertSpengler.derJungere@gmail.com and he can have them add more rooms to the block.

Directions

I-81 to 581 7 miles to Wonju Exit - straight to 1st traffic light - turn left - go to second traffic light and turn right on Reserve Avenue. Hotel is on the left.

Other hotel amenities can be found at their website:

<https://bit.ly/2ORuFNP>