

Application for Office Accreditation

Revised 2012

Treasurer's Office: _____

I hereby certify that my office has met all of the following core criteria established by the Treasurers' Association of Virginia as statewide standards of performance:

- ❖ The required mandated courses for certification have been taken and exams passed by the Treasurer/principal officer or members of the office staff. The "Ethics" course shall also be mandatory for the Treasurer/principal officer.
- ❖ The minimum number of current employees are actively enrolled in the Certified Government Deputy Treasurer program administered by the Weldon Cooper Center for Public Service at the University of Virginia, as determined by the chart below, has been met.

<u>Locality Population*</u>	<u>Required Minimum Number of Employees Enrolled and Participating</u>
Less than 19,999	1
20,000 – 39,999	2
40,000 – 69,999	3
70,000 – 99,999	4
100,000 – 174,999	5
175,000 – 249,999	6
250,000 and over	7

- *Population shall be determined by using the most recent U.S. Census data or population estimate provided by the Weldon Cooper Center for Public Service.
- ❖ The office has developed and implemented written policies consistent with applicable State and Federal law addressing:
 - A. **Personnel** policies including, but not limited to: leave and attendance, equal opportunity, sexual harassment, recruitment and selection and employee disciplinary procedures; or, has adopted local government policies that meet the same standard.
 - B. **Customer Service** policies
 - C. **Delinquent Collections** policies and procedures
 - D. **Investment** policies
- ❖ The office collection rate for the 12-month period after the tax due date, adjusted by the local unemployment rate, is not less than 95% for real estate and 90% for personal property.
- ❖ The most recent outside audit of the office reported no finding of material financial weakness. For those collecting only state taxes, the most recent state audit of the office reported no findings of material weakness.

