

Roles & Responsibilities of the Treasurer Course

10-11 September 2024

Ruppert Sargent Building, 1 Franklin Street, Hampton, VA

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: **30 August 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 11 to 5:00 p.m. on September 12.
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 12 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

Class is in the Hampton City Government Center (Ruppert Sargent Building) located at **1 Franklin Street** in **Hampton** (Zip 23669). The classroom is the **Veterans Conference Room** on the first floor.

Free parking garage is located adjacent to the Government Center.

From Points West and North of Hampton

Take Exit 265 C toward Rip Rap Road. Keep right at the fork, follow signs for Armistead Ave/Langley AFB and merge onto Rip Rap Road.

Go 0.1 mile Turn left onto N. Armistead Ave.

Go 0.7 mile Turn left onto W Queen St/Queen QWay W.

Go 0.1 mile Turn right onto Franklin St. Government Center will be on the right.

For Directions from other starting locations, use Googlemap, Mapquest, or other search engines.

Hotel Information

The Landing at Hampton Marina

Tapestry Collection by Hilton

700 Settlers Landing Road

Hampton, VA 23669

757 727-9700

Room Block Name	Treasurers' Association of Virginia
Cut-off Date	16 August 2024
Group Code:	909
	Code is needed if you call Hilton Reservations at 800 774-1500
Room Rate	\$107 single/double plus taxes
Hotel Amenities	free Wi-Fi, fitness center, outdoor pool
Parking	\$12 per day
Cancellation Policy	48 Hours

Here is the link to the room reservation:

<https://group.tapestrycollection.com/2zwau6>

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 and Map can be found on the hotel website:

<https://www.hilton.com/en/hotels/ricdlup-the-landing-at-hampton-marina/hotel-location/>

Other hotel amenities can be found at their website:

<https://tinyurl.com/2w5xkxmu>

The Hotel is a short 10-minute walk from the Municipal Building.
See map on next page.

