

# Treasurers/Commissioners of the Revenue Joint Continuing Education Conference & Courses

August 11-14, 2019

## Sunday August 11 (Hotel Roanoke)

- 2:30 p.m. – 5:00 p.m. Registration
- 3:00 p.m. – 5:00 p.m. TAV Board Meeting
- 3:00 p.m. – 5:00 p.m. CORVA Board Meeting

## Monday, August 12 (Hotel Roanoke)

- 8:30 a.m. to 4:00 p.m. TR & CR Joint Summer Workshop

The registration fee is \$125 for members/\$150 for nonmembers and includes lunch and all-day breaks.

For Information regarding rooms at the **Hotel Roanoke**, please see the **Lodging Information** page in this packet.

- 7:30 a.m. – 8:30 a.m. *Continental Breakfast*
- 7:30 a.m. – 4:00 p.m. *Registration*
- 8:30 a.m. – 8:45 a.m. **Welcome & Announcements**  
Carla de la Pava, President, TAV  
Treasurer, Arlington County  
Douglas Mullins, President, CORVA  
Commissioner of the Revenue, Wise County
- 8:45 a.m. – 10:30 a.m. **R&R of the Treasurer - for Commissioners**  
**R&R of the Commissioner - for Treasurers**  
Speakers from each association
- 10:30 a.m. – 10:55 a.m. *Break*
- 10:45 a.m. – 12:00 Noon **The Insider's Guide to TAX Technology**  
C. Kevin Wright, Director of General and Technical Services  
Sherman Chung  
Virginia Department of Taxation
- 12:00 Noon – 1:00 p.m. *Lunch*
- 1:00 p.m. – 2:30 p.m. **Ethical Behavior & Conflict of Interest**  
Speaker TBA

2:30 p.m. – 2:45 p.m. *Break*

2:45p.m. – 4:00 p.m. **Emergency Preparedness & Response**  
Roanoke City Police Department

4:00 p.m. **Announcements**

**TOTAL CE POINTS**  
**2 Commissioners**

## Course Schedule

All courses are held at the Hotel Roanoke (*except as noted*)

### August 13, 2019

8:30 – 9:00 a.m. Course Registration  
9:00 a.m. – 5:00 p.m. All Courses  
Noon – 1:00 p.m. Hot Lunch (provided)

### August 14, 2019

9:00 a.m. – 1:00 p.m. Courses continue

**NOTE:** All exams will take place **before** lunch; there is no lunch provided on Wednesday.

A continental breakfast will be served both days  
with refreshment breaks all day on Tuesday and morning only on Wednesday.

The first three courses listed below being offered by TAV are open to members of the Commissioners Association (register through TAV). The last two courses are being offered by the Commissioners of the Revenue Association.

<u>Course</u>	<u>Member Fee</u>	<u>Instructors</u>
<b>Customer Service</b>	<b>\$185</b>	<b>Jennifer Brown, MGT (retired) Richard Cordle, MGT (retired)</b>
<b>General Technology</b>	<b>\$185</b>	<b>Jeff Henderson, MGDT</b>
<b>Virginia Government &amp; Law</b>	<b>\$185</b>	<b>Fred Parker, MGT</b>
<b>Accounting Level II*</b>	<b>\$210</b>	<b>Ann Shawver, CPA, Radford U</b>
<b>Lobbying 101</b>	<b>\$150</b>	<b>Page Johnson, MCOR</b>
<b>Personal Property II</b>	<b>\$150</b>	<b>Ann Burkholder, MCOR</b>

\*This course meets Monday & Tuesday, August 12-13, at the Roanoke Higher Education Center. Students must have either taken Accounting Level I or passed the challenge exam. See course description for more information on this course.

## **Lobbying 101 and Personal Property II are both Core Courses for Career Development**

An open book exam follows the conclusion of each course.

**NOTE: the exam for Virginia Government and Law is a closed book exam.**

All exams will take place **before** lunch. No lunch on Wednesday.

Depending on the course you will have from two hours to three hours to complete the exam.

Remember to bring the following materials with you to class:

**Several #2 pencils**

**Assorted highlighters and/or stickies for marking important passages in the text.**

Grades are posted online--usually within a week of the end of the class.

If you are **not** enrolled in the CORVA 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 Bennett at the Center at 434-982-2144 and she can tell you your grade.

## Workshop & Course Registration:

You can enroll for a course only, the workshop only, or both the workshop and a course. You must register for each event separately.

**NOTE: If you are taking the [Accounting Level II](#) course you cannot enroll for the workshop as this course meets on Monday and Tuesday.**

Course enrollment is limited, so enroll early. You can enroll at:

The **conference registration deadline** for the workshop and the courses is **July 31, 2019**

If you find that you can't register for a course online, that means that the course is already full.

## Conference & Course Registration Cancellation Policy:

Since class size is limited, if you find you cannot attend, you must notify Beth Bennett (eaw3f@virginia.edu) immediately, so that your space can be offered to another student.

A \$20.00 processing fee will be assessed for cancellations.

**No refunds for cancellations received after August 7 unless your space is filled.**

## Other Information

If you need a **special meal**, please make sure you request it when you register online.

**Hospitality Suite each night sponsored by:**



# Summer Conference Course Offerings 2019

## Courses being offered by TAV

The first three courses are open to members of the Commissioners Association at the member registration fee.

### Customer Service

**Instructors:** Richard Cordle, MGT, retired treasurer, Chesterfield County  
Jennifer Brown, MGT, retired treasurer, City of Charlottesville

The goal of this customer service class is to create a standard level of knowledge with respect to the laws, policies and procedures that the Treasurer and Commissioner of the Revenue and their staffs follow and provide useful tools that they can apply in their day to day operations and citizen interactions.

### General Technology

**Instructor:** Jeff Henderson, MGD, Deputy Treasurer, City of Newport News  
Jeff maintains the TAV website and mass email system.

The course has been revised; new sections have been added dealing with ipads/notepads and other new hardware and software. The course will cover the following topics: Personal Computer Hardware, Common PS Software, PC Connectivity, The Internet, Security Management, Data, Tech Support, E-mail, Mobile Computing, and Current Technology Trends & Concerns.

### Virginia Government & Law

**Instructor:** Fred Parker, MGT, Treasurer, Washington County

This course covers the structure of Virginia state and local government; the Dillon Rule, intergovernmental relations, how to use Opinions of the Attorney General, FOI and Conflict of Interest, the role of the Compensation Board, and public meetings.

The exam for this course is closed book!

### Accounting Level II: Understanding Governmental Accounting

**Instructor:** Ann Shawver, CPA, Assistant Professor, Radford University  
She is teaching this course in lieu of Bruce Chase.

This course will meet **Monday and Tuesday, August 12-13**, at the **Roanoke Higher Education Center**. *Lunch on Monday will be at the Hotel Roanoke.* Breaks will be at the Higher Ed Center.

This course covers accounting and reporting standards, budgeting and fund accounting. A major focus of the course is on the main difference in the measurement focus and basis of accounting between governmental funds and proprietary funds. It covers some of the unique accounting methods for these fund as well as the related fund financial statements.

The course will incorporate several in class exercises.

**Courses being offered by the  
Commissioners of the Revenue Association of Virginia (CORVA)**

**Lobbying 101**

**Instructor:** Page Johnson, MCR, Commissioner of the Revenue, City of Fairfax

A course intended to provide specific instruction in successfully lobbying members of the General Assembly of Virginia. Included is discussion of the history of lobbying and legal requirements and prohibitions associated with lobbying activities.

**Personal Property II**

**Instructor:** Ann Burkholder, MCR, Commissioner of the Revenue, City of Winchester

This updated course is a sequel to Personal Property I with an in-depth focus on mobile personal property. Topics include classifications for value and rate, proration versus nonproration, tax relief and special considerations, along with multiple class exercises.

## Lodging at the Hotel Roanoke

### Hotel Reservations:

Room rates are:           \$111 single           \$131double           plus taxes

Reservation Deadline:   July 21, 2019

Room Block Name: Joint Treasurer & Commissioners Conference

You may reserve a room by calling 540 985-5900 or toll free at 866 594-4722 (between the hours of 8:00 am, and 5:30 pm Monday thru Friday).

If you need to cancel a room, remember that there is a 24-hour prior to arrival cancellation policy; failure to cancel a room will result in one night lodging being charged to you.

Parking Rates:       Self-Parking \$10 per day   Valet \$16 per day   Daily \$1.00 - \$10.00

Self Parking Shuttle Service

8:00 -11:30 a.m. and 3:00 -7:30 p.m.

The shuttle runs continuously during these hours between the self-parking lot and the main entrance.

Hotel Roanoke website:   <http://www.hotelroanoke.com/>

Direct booking website:   <https://book.passkey.com/e/49940308>

### The Hotel Roanoke & Conference Center

110 Shenandoah Avenue

Roanoke, VA 24016

Phone: 540-985-5900; Fax: 540-853-8290

#### From North or South I-81

Exit 143 (I-581 South) to Exit 5. Cross Wells Avenue and continue to the main entrance of the hotel.

#### From 220N (Martinsville)

220N becomes I-581N. Take exit 4E (Orange Avenue). Take first right at traffic light onto Williamson Road. After the third traffic light, turn right on Shenandoah Avenue. Take the first right to main entrance of the hotel.

#### From 460W (Lynchburg)

460 becomes Orange Avenue. Turn left at the traffic light at Williamson Road and Orange Avenue. After the third traffic light, turn right on Shenandoah Avenue. Take the first right to main entrance of the hotel.

For maps go to the Hotel Roanoke's website at:

[http://www.hotelroanoke.com/southwest\\_va\\_hotel/directions/](http://www.hotelroanoke.com/southwest_va_hotel/directions/)