

SAUGUS DISTRICT TEACHERS ASSOCIATION

DECLARATION OF CANDIDACY

Office of Treasurer 2018-2019

The following duties have been established by the Site Rep Council of the Saugus Teachers Association:

- **Attend all Site Rep Council meetings**
- **Attend all Executive Board meetings**
- **Maintain and oversee the accounts (working and savings) of the Association funds as deposited with First Financial Credit Union and/or Telesis Community Credit Union.**
- **Prepare a yearly budget of projected Association expenditures to be presented to the Executive Council for approval**
- **Pay all bills, monthly and yearly, in accordance with the Association's financial obligations**
- **Prepare and present a monthly statement of Association expenditures to be presented to the Executive Council.**
- **Pay all stipends on a monthly and yearly basis as directed by the Executive Council**
- **Complete PERB financial disclosure reports as required by law**
- **Complete all IRS taxation reports and forms required by law and in conjunction with tax reporting obligations of Association members**
- **Communicate with tax consultant/auditor in connection with yearly audit, IRS, and State Tax Franchise Board requirements**
- **Perform support/collaborative tasks as requested by the President**