

# HART DISTRICT TEACHERS ASSOCIATION

DECLARATION OF CANDIDACY: Treasurer

TERM OF OFFICE: July 1, 2022---- June 30, 2023 | STIPEND:\$1450/quarter

The following duties have been established by the Executive Council for the office of Treasurer of the Hart District Teachers Association:

- Attend all Executive Council meetings per month
- Attend all Executive Board meetings per month
- Maintain and oversee the accounts (working and savings) of the Association funds as deposited with First Financial Credit Union
- Prepare a yearly budget of projected Association expenditures to be presented to the Executive Council for approval
- Prepare and present a monthly statement of Association expenditures to be presented to the Executive Council
- Pay all bills, monthly and yearly, in accordance with the Association's financial obligations
- 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 as 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

I have read the duties and responsibilities of the office of Treasurer delineated in this Declaration of Candidacy, and I agree to fulfill and perform those duties and responsibilities should I be elected to office.

I am a member of the Hart District Teachers Association, CTA/NEA.

PRINTED NAME AS IT SHOULD APPEAR ON THE BALLOT:

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Signature

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Date

RETURN THIS DECLARATION OF CANDIDACY FORM TO: Todd Henderson (SV) at  
thenderson@hartdistrict.org

This declaration must be received via email no later than 5 p.m. on Friday, April 22nd, 2022.