

# THE FIRE SERVICE SECRETARY & TREASURER MANUAL

WRITTEN BY BRADLEY M. PINSKY, ESQ.

NEW YORK STATE EDITION  
FOR FIRE DISTRICT, FIRE DEPARTMENT AND FIRE COMPANY SECRETARIES AND TREASURERS

## MEETING MINUTES OF THE MAYDAY FIRE DEPARTMENT

Meeting Date: July 1, 2017 @ 0911  
Held at: Jan Street, Station 1  
Attendance: See meeting list  
OPENING: Pledge of Allegiance and National Anthem  
REPORTS:

- President gave report on the meeting of the fire department.
- Open meeting involved to be subject to the fire department.
- Treasurer presented the attached to the fire department report on the review.
- Secretary noted the meeting.
- President reported the backup system and the participation of the fire department.

Form **990**

### Return of Organization Exempt From Income Tax

Under section 501(c)(3), 501(c)(29), or 4947(a)(2) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

For the 2015 calendar year, or for fiscal years ending 2015, and ending:

1. Name of the organization: \_\_\_\_\_

2. Mailing address: \_\_\_\_\_

3. Number and street (or P.O. box) (Do not include street address): \_\_\_\_\_

4. City or town, state or province, country, and ZIP or foreign postal code: \_\_\_\_\_

5. Telephone number: \_\_\_\_\_

6. E-mail address: \_\_\_\_\_

7. Website: \_\_\_\_\_

8. Form of organization: ☐ Corporation ☐ Trust ☐ Association ☐ Other \_\_\_\_\_

9. Year of formation: \_\_\_\_\_

**Part I Summary**

1. Briefly describe the organization's mission or most significant activities: \_\_\_\_\_

2. Check this box ☐ if the organization discontinued its operations or disposed of most of its assets: \_\_\_\_\_

3. Number of voting members of the governing body (Part VII, line 10b): \_\_\_\_\_

4. Number of independent voting members of the governing body (Part VII, line 10b): \_\_\_\_\_

5. Total number of individuals employed in calendar year 2015 (Part VII, line 2a): \_\_\_\_\_

6. Total number of volunteers (estimate if necessary): \_\_\_\_\_

7. Total unrelated business revenue from Part VIII, column (c), line 12: \_\_\_\_\_

8. Net unrelated business taxable income from Part VIII, line 24: \_\_\_\_\_

9. Contributions and grants (Part VIII, line 10c): \_\_\_\_\_

10. Program service revenue (Part VIII, line 2g): \_\_\_\_\_

11. Investment income (Part VIII, column (d), lines 3, 4, and 7d): \_\_\_\_\_

12. Other revenue (Part VIII, column (e), lines 5, 6, 7c, and 7e): \_\_\_\_\_

# Non Profit Secretary Treasurer Manual

**Joseph Frein**



## **Non Profit Secretary Treasurer Manual:**

**Low's Handbook to the Charities of London, Giving the Objects, Date of Formation, Office, Income, Expenditure, Invested Funds, Bankers, Treasurers and Secretaries of ... Charitable Institutions** ,1875     **The Dover, Folkestone, & Deal guide & appendix, with almanack** Dover, Folkestone, and Deal guide,1875     *The Handbook of Jamaica for ...* ,1924     **A Handbook for the Aggressive Temperance People of the United States** Walter W. Spooner,1888     The Bengal and Agra Annual Guide and Gazetteer, for 1841- ,1841     Labor Relations Reference Manual ,1962     *Ohio ... Community Service Guide* ,1954     The Clerical Guide and Churchman's Directory ,1879     New Handbook for England, Wales, and Scotland, of the Laws and Regulations Relating to Contagious and Infectious Diseases Among Animals Great Britain,1885     **The California Non-profit Corporation Handbook** Anthony Mancuso,1984

This work for the layman explains how to form and operate a non profit corporation in California Articles of Incorporation Bylaws Minutes and other material are included Instructions for applying for Section 501 c 3 status from the IRS are also provided

TESOL: A Guide Jun Liu,Cynthia Berger,2015-02-26 This book serves as a comprehensive reference resource for current and prospective English language teachers students of TESOL academics and other professionals working within the field of Teaching English as a Second or Other Language TESOL As an essential single volume resource TESOL A Guide explores TESOL in three dimensions as a profession as a field of study and as an international association In doing so it offers a thorough summary of themes and issue relevant to TESOL s multiple dimensions including a practical overview of the TESOL profession and a compendium of current TESOL research topics and methodologies In commemoration of the 50th anniversary of TESOL International Association a key section of the book highlights the development of this association and features the reflections of several previous TESOL International Association presidents Readers will also appreciate the extensive glossary and appendix of TESOL resources both of which are designed to comprise a valuable and manageable guide for newcomers to the field as well as for developing practitioners and researchers     *Handbook of Construction Management and Organization* Joseph Frein,2012-12-06 The primary purpose of this handbook is to make available to general contractors consulting engineers construction managers specialty contractors and subcontractors as well as to professors and students in Universities and technical institutes which offer courses on the subject the fundamentals of construction management together with the most workable types of organization and the necessary capabilities they must include to reasonably ensure success and minimize the possibility of failure in this most hazardous profession The second and equally important purpose is to furnish equipment manufacturers dealers material suppliers bankers surety bondsmen and others who traditionally rely on financial statements and general reputation something more concrete to look for the type of management and organization and its scope and capability in deciding how far to go along with contractors with whom they deal or wish to deal This the second edition of the Handbook is an updated version of the work published in 1973 The book

covers very many subjects which are part of construction The greatest care was exercised in consideration of their practical aspects based on the theory and practice of construction management and its structure and the functions of the various departments both in the field and central offices that make up construction organization Leading specialists in their particular fields were selected to write chapters on the vital segments making up the structure of construction management and organization These fields include construction contracts and conditions job organization by general types of projects equipment maintenance and preventive maintenance and overhaul engineering and estimating scheduling and controls data processing and the use of computer equipment in engineering and accounting techniques office administration corporate and cost accounting payroll employment and labor relations safety public relations legal and contractual problems banking and finance taxes surety bonding insurance pension and retirement problems and others *The Canadian Engineer* ,1897

Nonprofit Corporation Forms Handbook ,1995      Corporation Secretary's Guide William H. Crow,1926      *Guide Book and Standard* American Rabbit and Cavy Breeders Association, inc,1931      **Handbook ...** Catholic Library Association,1953  
Lists of officers committees and members      **Yearbook** National Interfraternity Conference,1935      **Western Industry and Western Industrial Guide** ,1958      Medicare and Medicaid Guide, Transfer Binder ,1981-07

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