

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.
- Vice President reported on the subject of the fire department.
- Treasurer presented the attached to the meeting report on the review of the fire department.
- Secretary noted the meeting.
- President reported on the backup system and the fire department.
- 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.

For the 2015 calendar year, or for year beginning 2015, and ending:

1. Name of the organization: _____

2. Mailing address (do not leave blank): _____

3. City or town, state or province, country, and ZIP or foreign postal code: _____

4. Telephone number: _____

5. E-mail address: _____

6. Website: _____

7. Form of organization: ☐ Corporation ☐ Partnership ☐ Trust ☐ Association ☐ Other: _____

8. 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 10a): _____

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

Emilie Sanchez



Non Profit Secretary Treasurer Manual:

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