

# 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 ongoing fire department.
- Vice President reported on the subject to the board.
- Treasurer presented the attached to the board for review.
- Secretary noted the backup system and participation of the

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

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 year beginning 2015, and ending:

1. Name of the organization

2. Mailing address (Do not leave blank. If the organization has a different mailing address than its principal office, give the mailing address.)

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

4. Principal office address (Do not leave blank. If the organization has a different principal office address than its mailing address, give the principal office address.)

5. Tax-exempt status: ☐ Charitable ☐ Religious ☐ Educational ☐ Scientific, literary, or artistic ☐ Other

6. Form of organization: ☐ Corporation ☐ Trust ☐ Association ☐ Other

7. 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)

# Non Profit Secretary Treasurer Manual

**Anthony S. Fauci**



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