

# 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 year ending 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 (Area code and number)

5. Fax number (Area code and number)

6. E-mail address

7. Website

8. Form of organization: ☐ Corporation ☐ Partnership ☐ 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 10c)

6. Total number of volunteers (estimate if necessary)

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

8. Net unrelated business revenue (Include from Forms 990-T, line 34)

9. Contributions and grants (Part VIII, line 10a)

10. Program service revenue (Part VIII, line 10b)

11. Investment income (Part VIII, column (d), lines 3, 4, and 7-9)

# Non Profit Secretary Treasurer Manual

**IBP USA**



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

*Every Nonprofit's Tax Guide* Stephen Fishman, 2025-09-01 The essential tax reference book for every nonprofit Dealing with the IRS and its rules is the price all nonprofits pay in return for the substantial tax benefits they receive Failure to comply with nonprofit tax laws can lead to dire consequences revocation of your tax exempt status or the imposition of taxes and penalties on your nonprofit or even on your officers directors or employees personally Fortunately most nonprofits can handle IRS compliance tasks themselves or with minimal help Every nonprofit organization needs this essential all in one tax reference book to avoid common tax problems and issues Every Nonprofit's Tax Guide contains step by step guidance on complex tax laws and regulations governing nonprofits This book explains how to file an annual information return with the IRS the difference between employees and independent contractors proper recordkeeping the deductibility of charitable contributions conflicts of interest UBIT lobbying rules and more With this comprehensive and thorough overview of nonprofit tax rules you and your nonprofit can avoid IRS issues Turn to Every Nonprofit's Tax Guide whenever you have questions about IRS rules or nonprofit compliance issues From ongoing compliance requirements to avoiding losing your tax exempt status this updated edition covers everything nonprofits need to know to prevent a run in with the IRS

**Financial and Accounting Guide for Not-for-Profit Organizations** John H. McCarthy, Nancy E. Shelmon, John A. Mattie, 2012-02-01 A completely revised and expanded edition of the nonprofit industry finance and accounting standard Filled with authoritative advice on the financial reporting accounting and control situations unique to not for profit organizations Financial and Accounting Guide for Not for Profit Organizations Eighth Edition is recognized by professionals as the industry standard reference on not for profit finance and accounting Prepared by the PricewaterhouseCoopers Not for Profit Industry Services Group the book includes accounting tax and reporting guidelines for different types of organizations step by step procedures and forms and more A new chapter on public debt has also been added Presents the latest updates to regulatory reporting and disclosure changes in recent years Reflects the totally revamped and revised AICPA accounting and audit guide for not for profit organizations Addresses concerns of all nonprofit organizations including health and welfare organizations colleges and universities churches and other religious organizations libraries museums and other smaller groups Includes step by step procedures and forms detailed explanations of financial statements and a how to section on setting up and keeping the books Financial and Accounting Guide for Not for Profit Organizations Eighth Edition is the completely revised and expanded new edition of the bestselling not for profit accounting guide

**A Desktop Guide for Nonprofit Directors, Officers, and Advisors** Jack B. Siegel, 2006-05-11 How to keep any nonprofit out of trouble running smoothly and accomplishing its mission Jack Siegel lawyer accountant management consultant and computer whiz takes the putative director or officer of a nonprofit organization on a useful and often entertaining voyage throughout the realm of the tax exempt organizations universe pointing out its quirks foibles and legal liabilities along the way His handbook will make mandatory and arresting reading for

those who are already serving as trustees directors officers and key employees of exempt organizations particularly charitable ones Siegel's goal in which he succeeds is to help directors and officers of nonprofit organizations make better decisions The book is full of large policy analyses and paragraphs on the details such as board size board committees board meeting formats the contents of minutes and the duties of officers Salted with some excellent real life examples what also sets this book apart from most in its genre is the tone the writing style the brusqueness the bluntness He complains that too many directors check their good judgment at the boardroom door He advises individuals who desire agreement and demand adulation to stay off boards he insists on commitment and institutional tension with the executive director He warns prospective directors that some organizations want in addition to time and judgment either your money or your ability to raise money To my delight he extols the virtues of some level of expenditures for qualified lawyers and accountants Please join me in adding this most helpful handbook to your nonprofit library Bruce R Hopkins Attorney at Law author of The Law of Tax Exempt Organizations Eighth Edition and Starting and Managing a Nonprofit Organization A Legal Guide Fourth Edition

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with local Native Americans Drawn by the abundant summer harvests of the Willamette Valley distillers put down roots in the nineteenth century Because of Oregon s early sunset on legal liquor production in 1916 four years before national Prohibition hundreds of illicit stills popped up across the state Residents of Portland remained well supplied thanks to the infamous efforts of Mayor George Baker The failed national experiment ended in 1933 and Hood River Distillers resurrected the sensible enterprise of turning surplus fruit into brandy in 1934 Thanks in part to the renowned Clear Creek Distillery triggering a craft distilling movement in 1985 the state now boasts seventy distilleries and counting Author Scott Stursa leads a journey through the history of distilling in the Beaver State

**Tax Guide for Small Business**,1995 **A Planning Guide for Small and Medium Size Wood Products Companies** Jeffrey Lynn Howe,1995 **State-by-State Guide to Commercial Real Estate Leases, 2024 Edition** Senn,2006 *The Guide to the U.S. Department of Commerce, for Women Business Owners* United States. Department of Commerce,1980 **A New Companion to the Kalendar; being a practical and historical guide to the public establishments; literary, scientific, and commercial institutions; and charitable associations, of the United Kingdom, for the year 1820** Companion,1820 **Tax Guide for Small Business** United States. Internal Revenue Service,1976 **The Complete Guide to Spotting Accounting Fraud & Cover-ups** Martha Maeda,2010 In 2009 high profile fraud cases like the Ponzi schemes of Bernard Madoff and Arthur Nadel vividly illustrated the harm done to investors who placed their trust in these apparently successful money managers and then discovered their money had never been invested at all News stories featured 90 year olds forced by necessity to work in supermarkets elderly people losing their homes because their life savings were gone and wealthy retirees suddenly unable to pay their electricity bills Charities were forced to curtail their services lay off staff and even close their doors forever as their funds evaporated Almost every day there are stories in the media about dishonest employees who have robbed their organisations of hundreds of thousands of dollars Not so well publicised are the countless smaller thefts occurring every day from cash registers warehouses and business bank accounts Sadly the organisations that have the most to lose small businesses family run companies churches and charities are often the most vulnerable because of their size and inexperience According to the Association of Certified Fraud Examiners accounting fraud cost over 994 billion in 2008 and the average organisation lost 7 percent of its total revenue to fraud How can you prevent this from happening to you as an investor business owner or a person attempting to acquire or merge with another firm Read this book and you will be able to understand detect and avoid accounting fraud You will learn how to identify fraud how to spot minor abnormalities that may hide fraud how to spot forgeries and how to prove your case as well as what to immediately suspect and methods for uncovering scams You will know what signs to look for including excessive turnover of lawyers and auditors changing professionals in the middle of a transaction inconsistent information and significant declines in stock prices In addition you will know how to recognise the common manoeuvres earnings manipulation premature and fictitious revenue overvalued

assets undervalued liabilities bogus revenue expenses that have been shifted to another period overstating revenues understating expenses and the misuse and misdirecting of funds This new book is filled with studies and discussions of fraud cases and how they could have been avoided checklists for detecting accounts misdeeds and advice from analysts CFOs and CPAs This manual will be an indispensable aid for serious investors industry pros acquisition and merger managers and small business owners alike After reading this book you will no longer have to worry about accounting fraud and you can increase your company's profits     *The Official Railway Guide* ,1893

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