

# 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 2015, and ending 2015.

1. Name of the organization: Mayday Fire Department

2. Address (street, P.O. box, and city or town, state, and ZIP or foreign postal code): Jan Street, Station 1, City of New York, NY 10001

3. Telephone number: (212) 555-1234

4. Form of organization: ☒ Corporation ☐ Partnership ☐ Sole proprietorship ☐ Other

5. Year of formation: 2010

Part I Summary

1. Briefly describe the organization's mission or most significant activities: Fire department providing fire protection and emergency services.

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): 10

4. Number of independent voting members of the governing body (Part VII, line 10b): 0

5. Total number of individuals employed in calendar year 2015 (Part VII, line 2a): 10

6. Total number of volunteers (estimate if necessary): 10

7. Total unrelated business revenue from Part VIII, column (c), line 12: 0

8. Net unrelated business taxable income from Part VIII, line 24: 0

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

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

11. Investment income (Part VIII, column (d), lines 3, 4, and 7d): 0

12. Other revenue (Part VIII, column (e), lines 5, 6, 7c, and 7e): 0

# Non Profit Secretary Treasurer Manual

**G Psacharopoulos**



**Non Profit Secretary Treasurer Manual:**

Corporation Secretary's Guide William H. Crow,1926      **New Mexico Statutes, Annotated** New Mexico,1929  
Platers' Guide ,1916      **NBS Special Publication** ,1960      Ohio ... Community Service Guide ,1954      Industrial Arts & Vocational Education ,1930      Real Estate Record and Builders' Guide ,1903      **The Spectator Handy Guide to Standard and Special Contracts, Premium Rates, Non-forfeiture Values, Annuities and War Risk Provisions** ,1904  
*The Brass World and Platers Guide* ,1916      *The Federation Guide and Market News of the National Cheese Producers' Federation* ,1924      *Country Guide and Nor'west Farmer* ,1924      **Farmers' Elevator Guide** ,1913      **United Farmers' Guide** ,1927      *Country Guide* ,1928      **Marvyn Scudder Manual of Extinct Or Obsolete Companies** ,1930      *The Purchaser's Guide to the Music Industries* ,1924      *The Official Railway Guide* ,1908      *Miscellaneous Publication - National Bureau of Standards* United States. National Bureau of Standards,1934      **The Official Guide of the Railways and Steam Navigation Lines of the United States, Porto Rico, Canada, Mexico and Cuba** ,1901      *Macoupin County Farmers' Guide* ,1923

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