



THE FIRE SERVICE SECRETARY & TREASURER MANUAL

OVER 300 PAGES, INCLUDING THE FOLLOWING CHAPTERS

- Fire District Secretary “Must Know Information”
- Fire District Treasurer “Must Know Information”
- Checklist for the Fire Company Treasurer & Secretary
- The Not-For-Profit Corporation Law & Bylaw Matters
- The Board of Directors & Executive Officers
- Audits of the Fire Company (Internal & External)
- Reporting Requirements of Fire Departments/Companies
- Practices to Protect the Finances of the Corporation
- Financial Record Keeping Practices
- Financing Options for Fire Department
- Payments to Volunteer Firefighters
- Miscellaneous Issues
- Auxiliaries
- Role of the Fire Company Treasurer
- Role of the Fire Company Secretary
- Membership Issues of Fire Companies
- Policies & Practices to Protect Funds
- Foreign Fire Insurance Funds (“2% Funds”)
- External Audits of Fire Companies
- Fundraising
- Raffles
- Property & Improvement District Taxes
- Retention Efforts
- Freedom of Information Law (“Foil”)
- Open Meetings Law
- Records Management Programs

\$250.00 PER MANUAL + \$15.00 SHIPPING EACH MANUAL

ORDER FORM

Name: _____ Quantity of Manuals: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Total Amount Enclosed: _____

Email: _____ Sales Tax Exempt Number*: _____

*If not tax exempt, add local tax rate to total.

Call Nicole at (315) 428-8344 Ext. 14 with questions or email at: nicole@pinskylaw.com

Make check payable to: Fire Law Publishing, Inc.

Mail order form to: Pinsky Law Group, PLLC, 5789 Widewaters Parkway, Syracuse, NY 13214