

**NEW 2<sup>ND</sup> EDITION!**

**2024 RELEASE**

**FINALLY, A “MUST HAVE” MANUAL WRITTEN JUST FOR SECRETARIES AND TREASURERS OF FIRE DISTRICTS, FIRE DEPARTMENTS AND FIRE COMPANIES!**

*It will make your job easier by explaining the laws that govern your positions. Sample policies, forms, notices and best practices are included.*

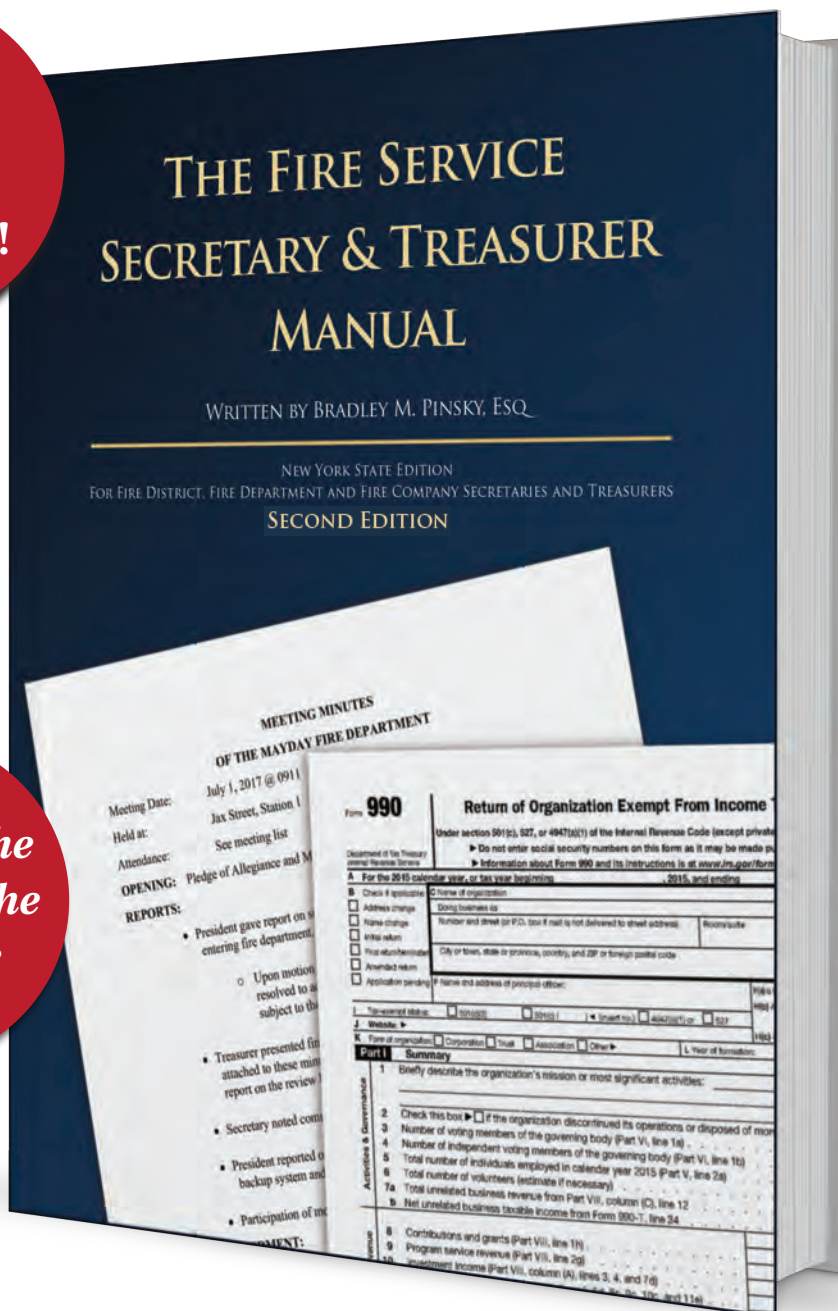
**NEW  
2<sup>ND</sup>  
EDITION!**

**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  
**SECOND EDITION**

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# OVER 400 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
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- Open Meetings Law
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