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# New Local Officer

Bill McQuillen

June 3, 2014

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New Secretary-Treasurer  
New Local Officer

Congratulations  
or my condolences?

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# New Officer

Material for this presentation gathered  
from IAFF Secretary-Treasurers manual &  
IAFF Local Administration Guide Book  
Excel Formulas and Functions for  
Dummies

# Duties Under Constitution & Bylaws

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- Financial Secretary

*Separate people receive funds/disburse funds*

- Secretary

*Solely the record keeper, communicator*

- Treasurer

*Sole job the treasury*

- Secretary-Treasurer

*Both jobs, all the work*

# Duties

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- For presentation purposes we will refer to and assume Secretary-Treasurer as one job.
- Use what is pertinent to you and your Local.

# Secretary-Treasurer's Job

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- ❑ To serve as Secretary of your Local, you must act as its primary communications specialist. Communications among your officers and members is vital to the functioning of your Local Union.
- ❑ Unless a good network of communication exists within your Local, misunderstandings will occur. These misunderstandings create inefficiency and cause trivial matters to become magnified, which in turn leads to membership resentment and dissatisfaction.

# Duties – Record Keeping

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- ❑ Keeping custody of all documents, records, books, and papers belonging to your Local, except as otherwise stated in your Local Constitution and Bylaws.
- ❑ Keeping an accurate record of your Local Union and Executive Board meetings.
- ❑ Attesting all official documents with your signature and seal of your Local.

# Duties – Filing

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- ❑ Conducting correspondence of your Local.
- ❑ Maintaining an accurate and current list of members in good standing.
- ❑ Executing and maintaining records of reports that are filed with federal and state authorities.



# Duties – Financial

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- ❑ Receiving all money due to your Local and ensuring that all funds are deposited in your Local's account on a frequent basis.
- ❑ Disbursing all money owed by your Local.
- ❑ Maintaining a current record of members with their dues payments, assessments, and all financial transactions.
- ❑ Exhibiting receipts and vouchers upon audit of your books.
- ❑ Forwarding your Local's annual audit to the International General Secretary-Treasurer.

# Duties – Meetings

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- ❑ The Minutes Book
- ❑ The Reports of Committees Book
- ❑ A copy of the International's Constitution and Bylaws
- ❑ A copy of your Local's Constitution and Bylaws
- ❑ The Parliamentary Procedure Manual adopted by your Local Union (Atwoods or Roberts Rules)
- ❑ The IAFF Manual of Common Procedures & Related Subjects

# Duties – Meetings

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- ❑ As Secretary of your Local, not only are you responsible for having the documents at every Local Union meeting but you should be familiar enough with their contents to find any requested information quickly and easily.
- ❑ You and your President must prepare all items of business, making sure all recommendations and motions are in the correct language and their intent is not contrary to your Local's or the International's Constitution and Bylaws.

# Duties – Meetings

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- ❑ Your most important meeting duty is maintaining the minutes of your membership meetings!
- ❑ Record the minutes in ink (permanent pen ink, typewritten, or computer printed) and keep them in hard-bound volumes. Pencil written and loose-leaf records (three-ring binders) can easily be changed.
- ❑ Record the time, day, month, and year of the meeting.
- ❑ Record who presided, the fact a quorum was present, and the number of members present when the meeting was called to order.

# Duties – Meetings Minutes

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- ❑ Reports of Committees should be entered in the minutes only by reference to the fact that such a committee did report. If there are committee recommendations, these should be entered with the vote taken on each recommendation.
- ❑ The complete Report of the Committee should not be entered in the minutes.
- ❑ The Report itself should be kept along with other committee reports in a separate, loose-leaf binder.

# Duties – Meetings Minutes

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- ❑ All motions made, seconded, and stated by the Chair should be included in the minutes.
- ❑ The fact a motion was defeated does not change this requirement.
- ❑ The number of votes for and against, and if a vote is taken by raising the hand, standing, or ballot should always be entered.
- ❑ If a voice vote is taken the entry should be, “The motion was adopted ...”, or “The motion was defeated ...”.

# Duties – Meetings Minutes

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- When recording any motions in the minutes, you should read back the motion until the person making the motion is satisfied with its wording.
- Record the name of the person making the motion as well.

# Duties – Meetings Minutes

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- ❑ All rulings of the Chair concerning points of order, as well as points of order themselves, should be entered in the minutes.
- ❑ As Secretary, you have the right to ask the Chair to have the member raising a point of order to put it in writing.
- ❑ Questions of privilege and the decision of the Chair should be entered, as should appeals taken from such decisions.



# Duties – Meetings Minutes

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- ❑ The minutes are to reflect what was done in the meeting and not what was said.
- ❑ No member has the right to request that his views on any matter be “placed on record”.
- ❑ The only way that member’s views can be recorded is by a roll call vote, which means that all members are recorded.

# Duties – Meetings Minutes

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- ❑ Your personal reaction to the proceedings should never appear in the minutes.
- ❑ The factual situation should be recorded.
- ❑ DO NOT EDITORIALIZE!
- ❑ Minutes should always be brief and reflect what was done in the meeting.
- ❑ If a quorum is not present, or a scheduled meeting not held, a page should be typed listing the time, day, month, and year that the meeting was not held and the reason for not conducting it.

# Duties – Meetings Minutes

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- ❑ The Executive Board minutes are kept in the same manner as the minutes of a membership meeting.
- ❑ All minutes must be signed by the person who recorded them.

# Duties – Meetings Minutes

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- ❑ Any member of your Local in good standing has the right, at reasonable times, to read the Minutes Book (only members of the Executive Board have the right to view the Executive Board Minutes Book).
- ❑ However, this does not mean that your books and files can be taken from your custody. A member must read the Minutes Book in your presence.

# Duties – Meetings Minutes

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- ❑ If your Local has shift meetings, then you need to be aware that each shift meeting has its own set of minutes. Except for the purposes of taking a final action vote, the minutes by shift are always separate events.
- ❑ The results of a vote for one shift are never announced in another shift meeting until the voting process has been completed.

# Duties – Meetings Minutes

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- ❑ Remember that your permanent file of pending business, Reports of Committees, and minutes are of great importance to both a temporary successor (when needed) and to your successor at the close of your office. Your permanent files are not your personal property, but the property of your Local.
- ❑ Upon leaving office, you are required to turn over all books, papers, and other property of your Local Union that may be in your possession.

# Treasurer's Duties

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- ❑ Accurate financial records are not only good business practice, but a requirement of the International's Constitution and Bylaws, federal laws, and the Internal Revenue Service.
- ❑ Employer Identification Number
  - EIN
- ❑ You can not open a bank account without an EIN or social security number

# Treasurer's Duties

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- ❑ Your duty as Local Union Treasurer is to keep an appropriate record of all financial transactions of your Local.
- ❑ This will require you to maintain all receipts such as income from dues, investments, and interest on bank accounts. It also includes a complete accounting of all expenditures, such as per capita tax to the IAFF and sums paid to your state association.



# Treasurer's Duties

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- ❑ Receiving all money due to your Local and insuring that all funds are deposited in your Local's checking account on a frequent and regular basis.
- ❑ Disbursing all money owed by your Local in a timely manner.

# Treasurer's Duties

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- ❑ Make sure you have a policy of when bills are paid and deposits made.
- ❑ Make sure your monthly reports reflect these.
- ❑ Don't deviate from the policy.
- ❑ Maintaining a current record of members with their dues payments, assessments, and all financial transactions.
- ❑ Exhibiting receipts and vouchers upon audit of your books.
- ❑ Forwarding your Local's annual audit to the International General Secretary-Treasurer.

# Treasurer's Duties

- All disbursements should be done by voucher, signed by your President, and in conformity with a vote of your Local or by checks that have been signed by your President.
- Disbursements should never be paid in cash and checks should never be pre-signed.
- You should also verify that all disbursements are backed up by proper documentation (i.e., receipts, vouchers, membership meeting minutes, etc.)



Name William McQuillen  
 Office Secretary Treasurer  
 Address 25 Nashua Road Suite E1  
 Town/City Londonderry  
 State NH  
 Zip Code 03053

## Expense Report

Report Date June 14, 2011

Date \_\_\_\_\_  
 \_\_\_\_\_ Sunday  
 \_\_\_\_\_ Monday  
 June 8 \_\_\_\_\_ Tuesday  
 June 9 \_\_\_\_\_ Wednesday  
 \_\_\_\_\_ Thursday  
 \_\_\_\_\_ Friday  
 \_\_\_\_\_ Saturday

Meeting Purpose	Coverage	Per diem \$90.35	Mileage	\$.51/Mile	Reimb.	Travel
HB 1675 hearing		90.35	108	55.08		
HB 474 testimony		90.35	216	110.16		
		180.70	324	165.24		
Totals						
Coverage	Date	#Hours				
Travel	Dates	Cost				

Signature \_\_\_\_\_

# Treasurer's Duties

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- ❑ Good accounting practices recommend that the person writing the checks not be the person accepting and depositing the receipts.
- ❑ However, most Locals do not have the luxury of extra people to record and make bank deposits.
- ❑ As such, it would be helpful if the Trustees reviewed the receipts to see that all the funds that are expected are deposited.

# Treasurer's Duties

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- ❑ The International Constitution and Bylaws stipulate that the books and accounts of all of its affiliates must be audited on an annual basis.
- ❑ Your Local Union President is responsible for seeing that this audit is completed.
- ❑ Depending on your Local's Constitution and Bylaws, your trustees, an audit committee, or an outside Certified Public Accountant will perform the audit.
- ❑ As Treasurer, it is your duty to forward this audit report to the International Secretary- Treasurer, over the seal of your Local, no later than 180 days after the close of the fiscal year.

# Audits/Trustees

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- ❑ As Treasurer you want to work with the Trustees and make sure they give your books clean health.
- ❑ You also want an audit when you first take over for your own sake.
- ❑ They make sure that policy is followed, they don't set the policy.

# Trustees

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- ❑ As an elected or appointed Trustee you will play a key role in making sure that your Union's funds and other assets are properly accounted for and used solely for the benefit of your union and its members. Few tasks could be more critical to the well-being of any organization.
- ❑ Your specific duties and responsibilities may be outlined in your Union's Constitution and Bylaws or otherwise defined by your parent body. However, your primary task as a Trustee is to ensure that all Union resources (money/assets) are used for legitimate Union purposes as authorized by your membership in accordance with your Constitution and Bylaws. In addition, you should ensure that your Union is properly submitting per capita taxes to its parent body and is complying with legal requirements for financial reporting, recordkeeping, bonding, and loans.

# Audits/Trustees - What To Look For

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- ❑ Step 1 -Trace cancelled checks to the bank statements and disbursements journal.
- ❑ Step 2 - Scan the disbursements journal and record unusual entries.
- ❑ Step 3 - Trace employer dues checkoffs to the receipts journal and bank statements.
- ❑ Step 4 - Confirm that receipts from all other sources have been properly recorded and deposited.
- ❑ Step 5 - Identify all bank accounts, verify their ending balances, and review withdrawals/transfers.
- ❑ Step 6 - Inventory fixed assets.



# Audits/Trustees - What To Look For

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- ❑ Step 7 - Confirm that the annual financial report for the latest completed fiscal year was filed on time.
- ❑ Step 8 - Determine whether financial records were properly maintained.
- ❑ Step 9 - Ensure that all officers and employees who handle funds are adequately bonded.
- ❑ Step 10 - Confirm that no officers or employees were loaned more than \$2,000 by your Union.
- ❑ Step 11 - No checks made out to cash.
- ❑ Step 12 - No cash advances on credit cards or cash withdrawals from account.

# Audits/Trustees

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- ❑ Like any organization, your Union must spend money to operate. Most Unions have a checking account which is used to make disbursements. Typical disbursements from your Union's checking account might include payments for per capita taxes, hall rentals, office supplies, and lost time to officers. Members expect that when their union spends money it will be for legitimate Union purposes and that these expenditures will be properly authorized. Documents, such as your Union's Constitution, minutes of meetings, bills, and vouchers, will help you determine why disbursements were made and whether they were authorized by your membership in accordance with your Constitution and Bylaws.
- ❑ Confirming that established disbursement practices are being followed is essential to ensuring that your Union's funds are being handled responsibly on behalf of all members. By examining cancelled checks, and journal entries and bank records you will see how the funds are spent. They will assist you in determining whether payments were for approved, legitimate union business. In addition, they will enable you to determine if payments were properly recorded in your Union's records, allowing for accurate financial reporting to the members of your Union, the IAFF, and various government agencies.

# Audits/Trustees

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- The situations listed below **may** suggest that your Union's financial records are unreliable or that union funds have been misused:
  - Basic disbursements records have not been maintained.
  - Serious discrepancies in the records have been detected which cannot be easily resolved.
  - Missing disbursements records, such as cancelled checks, bills, or vouchers, are not produced as promised and an adequate explanation is not provided.
  - Bank deposits are less than monies received for the same period.
  - Undue delays occur between receipt dates and bank deposit dates.
  - Alterations have been made on cancelled checks.
  - Cash receipts are frequently received but little or no cash is deposited into the union's bank account.
  - Your union's checking account has a negative balance or frequently reflects "bounced" checks.

# Audits/Trustees

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- Review the receipts journal for the entire audit period. Look for the type and frequency of non-dues money coming into your union, such as proceeds from:
  - the sale of jackets, hats, and other items
  - interest or dividends earned on your union's bank accounts
  - checks identified as loan repayments
  - income from hall rentals
  - vending machine receipts or rebates
  - union-sponsored raffles
  - parent body payments for conventions, strike fund assistance, or per capita tax rebates
- Make sure the amounts and frequency of these entries seem appropriate.
- Select at least two months from your audit period in which non-dues receipts were recorded. Trace these receipts from the union's receipts journal to the corresponding entries on the union's bank statement. (You may find the bank deposit slips to be helpful if several receipts were deposited at the same time and only the total amount of deposit appears on the bank statements.)

# Audits/Trustees

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- ❑ **Identify All Bank Accounts, Verify Their Ending Balances, and Review Withdrawals/Transfers**
- ❑ You should be able to identify the bank accounts maintained by your Union during the audit period, determine the total amount of money in these accounts, and verify that withdrawals from these accounts were used for legitimate Union purposes.
- ❑ Make a list of the name, location, type of account, and account number for each of your Union's bank accounts. Determine what happened to the proceeds from any union accounts closed during the audit period. Determine whether the initial deposit into any accounts opened during the audit period can be traced from one of the Union's other bank accounts.
- ❑ Prepare a liquid assets inventory, which shows the ending balances for each of your Union's bank accounts.
- ❑ Determine that all withdrawals from your Union's savings, money market, or certificate of deposit accounts during the audit period were used for legitimate Union purposes as approved by your membership.

# Audits/Trustees

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## ❑ **Inventory Fixed Assets**

- ❑ By completing the Audit you should be able to identify the fixed assets owned by your union and verify the location of these assets.
- ❑ Determine if your Union prepared an inventory of fixed assets prior to your audit period and, if so, verify the existence of all items on the list. Confirm that any missing items were properly disposed of as approved by the membership. Suggest that principal financial officers add or delete items to update the inventory as appropriate.
- ❑ Assist the principal financial officers in creating an inventory of fixed assets if one was not previously prepared. Use a guide and list each item; the approximate date of purchase; either the original cost, the estimated current value, or the value carried in your Union's books for the asset (cost less depreciation); and the location of each asset.

# Audits/Trustees

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- ❑ It is easy to lose track of a fixed asset, or sometimes even a bank account, if accurate records are not maintained. The situations listed below **may** suggest that your Union's financial records are unreliable or that union funds or assets have been misused:
- ❑ A Union bank account was closed or a withdrawal was made from an existing account with no indication of what happened to the money.
- ❑ Unexplained differences exist between a previous inventory of fixed assets and your current inventory of fixed assets, such as a missing computer or photocopier.
- ❑ Missing records, such as savings passbooks or stock certificates, are not produced as promised and an adequate explanation is not provided.
- ❑ Assets such as stocks, bonds, and bank accounts are held in the name of individuals instead of the Union.

# Audit/Trustee Report

CITY-STATE \_\_\_\_\_  
 LOCAL NO. \_\_\_\_\_  
 DATE \_\_\_\_\_

**IAFF LOCAL UNION AUDITORS REPORT  
 GENERAL INSTRUCTIONS**

THIS YEARLY REPORT SHOULD BE PREPARED IN DUPLICATE BY THE TRUSTEES OF THE LOCAL UNION. THE ORIGINAL COPY SHALL BE MAILED TO THE OFFICE OF THE INTERNATIONAL SECRETARY/TREASURER OF THE IAFF WITHIN 180 DAYS AFTER THE CLOSE OF THE LOCAL'S FISCAL YEAR. THE CARBON COPY SHALL BE RETAINED IN THE FILES OF THE LOCAL UNION IN ACCORDANCE WITH THE INTERNATIONAL CONSTITUTION. THIS YEARLY AUDIT REPORT SHALL BE CERTIFIED BY THE TRUSTEES OF THE LOCAL UNION.

**THE FOLLOWING QUESTIONS SHOULD BE ANSWERED BY THE TRUSTEES**

1. ARE ALL CASH RECEIPTS RECORDED AND CURRENTLY DEPOSITED? ..... YES \_\_\_ NO \_\_\_
2. ARE ALL DISBURSEMENTS PAID BY CHECK? ..... YES \_\_\_ NO \_\_\_
3. DO CHECKS REQUIRE THE SIGNATURES OF AT LEAST TWO OFFICERS? ..... YES \_\_\_ NO \_\_\_
4. WERE ALL EXPENDITURES APPROVED AND SUPPORTED BY INVOICES OR OTHER SUPPORTING DOCUMENTS? ..... YES \_\_\_ NO \_\_\_
5. WAS THERE EVIDENCE OF ANY CHECK BEING SIGNED IN BLANK OR IN ADVANCE BY ANY OFFICER OR OFFICERS? ..... YES \_\_\_ NO \_\_\_
6. WERE ANY CHECKS MADE PAYABLE TO CASH? ..... YES \_\_\_ NO \_\_\_
7. ARE ADEQUATE MINUTES OF MEMBERSHIP AND EXECUTIVE MEETINGS MAINTAINED? ..... YES \_\_\_ NO \_\_\_
8. WAS THE TRUSTEES ANNUAL AUDIT REPORT FOR THE PRIOR YEAR SUBMITTED TO MEMBERSHIP? ..... YES \_\_\_ NO \_\_\_
9. ARE REQUIRED FEDERAL AND STATE PAYROLL TAX RETURNS CURRENTLY FILED WITH THE RESPECTIVE AGENCIES? ..... YES \_\_\_ NO \_\_\_
10. DOES THE U.S. LOCAL UNION FILE 'RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX FORM' (FORM 990) WITH THE IRS? ..... YES \_\_\_ NO \_\_\_

(NOTE, IF NORMAL GROSS ANNUAL RECEIPTS (INCLUDING FUND RAISING) ARE LESS THAN \$25,000 YOU ARE NOT REQUIRED TO FILE FORM 990)

REPORT FOR THE PERIOD FROM \_\_\_\_\_ MO \_\_\_\_\_ DAY \_\_\_\_\_ YR \_\_\_\_\_ TO \_\_\_\_\_ MO \_\_\_\_\_ DAY \_\_\_\_\_ YR \_\_\_\_\_

NUMBER OF MEMBERS LAST AUDIT \_\_\_\_\_ DATE \_\_\_\_\_

NUMBER OF MEMBERS THIS AUDIT \_\_\_\_\_ DATE \_\_\_\_\_

DATE \_\_\_\_\_

BALANCE ON HAND, END OF LAST AUDIT (DATE \_\_\_\_\_ ) \$ \_\_\_\_\_

**RECEIPTS**

INITIATION FEES ..... \$ \_\_\_\_\_  
 DUES ..... \_\_\_\_\_  
 REINSTATEMENT FEES ..... \_\_\_\_\_  
 OTHER INCOME (LIST) ..... \_\_\_\_\_  
 ..... \_\_\_\_\_  
 ..... \_\_\_\_\_  
 ..... \_\_\_\_\_  
 ..... \_\_\_\_\_  
 TOTAL RECEIPTS FOR PERIOD ..... \$ \_\_\_\_\_  
 BALANCE ON HAND PLUS RECEIPTS ..... \$ \_\_\_\_\_

**EXPENSES**

IAFF PER CAPITA TAX AND FEES ..... \$ \_\_\_\_\_  
 STATE OR PROVINCIAL FIRE FIGHTERS ASSN ..... \_\_\_\_\_  
 STATE OR PROVINCIAL CENTRAL BODY DUES ..... \_\_\_\_\_  
 LOCAL CENTRAL BODY DUES ..... \_\_\_\_\_  
 OFFICE SUPPLIES ..... \_\_\_\_\_  
 RENT ..... \_\_\_\_\_  
 OFFICERS SALARIES ..... \_\_\_\_\_  
 TRAVEL EXPENSES ..... \_\_\_\_\_  
 COMMITTEE EXPENSES ..... \_\_\_\_\_  
 PRINTING EXPENSES ..... \_\_\_\_\_  
 TELEPHONE/TELEGRAPH ..... \_\_\_\_\_  
 OTHER EXPENDITURES (LIST) ..... \_\_\_\_\_  
 ..... \_\_\_\_\_  
 ..... \_\_\_\_\_  
 ..... \_\_\_\_\_  
 ..... \_\_\_\_\_  
 TOTAL EXPENSES FOR PERIOD ..... \$ \_\_\_\_\_  
 BALANCE ON HAND, END OF PERIOD (DATE \_\_\_\_\_ ) \$ \_\_\_\_\_



# Audits/Trustee Report

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- ❑ At this point, your Union's members and parent body probably want to know what the general financial condition of your organization is, whether your audit disclosed any problems and, if so, how they were resolved. If your Union has standard forms to document your work and report your findings to the membership, fill them out..
- ❑ Completion of the 10-step audit allows you to make some broad statements about the financial books and records of your union. For example, if no significant problems for the audit period were uncovered, you can say your audit indicates:
  - ❑ The Union's disbursements were accurately reflected in the records and made for legitimate purposes.
  - ❑ The Union's receipts were accurately reflected in the records and deposited to your Union's bank accounts.
  - ❑ The Union's assets were properly accounted for.
  - ❑ The Union appears to be complying with the LMRDA's provisions for financial reporting, recordkeeping, bonding, and loans.
  - ❑ The Union appears to be using good internal financial controls to safeguard its assets.
  - ❑ The Union appears to be complying with the financial practices and procedures of your parent body.
  - ❑ Any additional findings or recommendations can be incorporated in your report. If the 10-step audit has verified the accuracy of your Union's books and records it should also be relatively easy to create a balance sheet like that found in this figure to report the general financial condition of your union.
- ❑ Once you have decided what to say and how to say it, you should probably select a spokesperson to respond to any questions. Your audit report should then be submitted to your Executive Board, membership, and parent body, as applicable. Copies of your report could also be posted on union bulletin boards or cited in your union's newsletter.

# Audit/Trustee Report

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## ***Report of the Trustees***

In accordance with Article #4, Section 8 of the Professional Fire Fighters of New Hampshire Constitution and Bylaws, the Board of Trustees has met and performed a review of the financial books and records for the fiscal year ending April 30, 2009 and they appear to be in order.

We have reviewed the financial statements and supplementary information prepared by David J. Penchansky, CPA at 70 Stark Street, Manchester NH, as well as the performance of Wachovia Securities at One Tech Drive Andover MA. The Board of Trustees also reviewed Edward Jones Securities investment performance and Investment Policy and makes no recommendations for the 4 F Fund at this time.

The Board of trustees, individually and collectively, reviewed the expenditures of the PFFNH of the Secretary-Treasurer's office and the documentation backup of those expenditures. The Secretary-Treasurer's office complied with all spot checks, documentation requests and account verifications in a timely and thorough manner. We believe the Secretary-Treasurer's office is performing with due diligence to ensure proper stewardship of the organizations assets

The Board of Trustees would like to thank Secretary-Treasurer McQuillen, David Penchansky CPA, David Sailor of Edward Jones Securities, and current book keeper Dawn Kilmer of Accurate Bookkeeping and Accounting Services for their assistance and for their hard work in preparing these reports, answering our questions, and providing the necessary documentation for our questions.

Respectfully submitted,

\_\_\_\_\_  
First District Trustee

\_\_\_\_\_  
Second District Trustee

\_\_\_\_\_  
Thirtds District Trustee

# Audit/Trustee

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The IAFF has a master bonding plan to provide protection of funds of local unions, state and provincial associations. Under this plan each officer and employee of all affiliated local unions, state and provincial associations are bonded in the base amount of \$5,000. The premium for the bond is paid by the IAFF.

The Blanket Bond covers loss of funds or other property sustained through the failure of employees or officers, acting alone or in collusion with others, to discharge their duties in handling funds or other property of the local or affiliate as prescribed by law, or by the Constitution and By-Laws, or governing body of the International Association of Fire Fighters.

For locals and affiliates subject to the Labor-Management Reporting and Disclosure Act, the required minimum bond limit is 10% of funds handled. For those not subject to the Act, the recommended minimum limit is also 10% of funds handled. This is determined by liquid assets on hand at the end of the prior fiscal or calendar year plus the amount of income received during the fiscal or calendar year.

## Sample Bonding Formula

Liquid Assets: \$30,000

Dues, Rental Income, etc. \$70,000

Funds Handled: \$100,000

In this example, the minimum required or recommended bond amount of 10% would be \$10,000.

While 10% is the minimum recommended limit, it is prudent for locals and affiliates to consider a bond limit equal to the total amount of funds handled. Limits up to \$500,000 are available and may be purchased by each Bond participant. Three year premiums for increased bond limits are shown on the rate schedule page.

# Labor-Management Reporting and Disclosure Act

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- ❑ The **Labor-Management Reporting and Disclosure Act (LMRDA)** of 1959 (also known as the Landrum-Griffin Act) deals with the relationship between a union and its members. It protects union funds and promotes union democracy by requiring labor organizations to file annual financial reports, by requiring union officials, employers, and labor consultants to file reports regarding certain labor relations practices, and by establishing standards for the election of union officers. The act is administered by the Office of Labor-Management Standards (OLMS).

# LMDRA

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- ❑ Only covers labor organizations that represent employees who work in private industry and most Federal government employees
- ❑ Does not cover city, county, or municipal employees

# LMDRA

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- ❑ Labor Management Reporting and Disclosure Act.
  
- ❑ The *Labor-Management Reporting and Disclosure Act* (LMRDA) grants certain rights to union members and protects their interests by promoting democratic procedures within labor organizations. The LMRDA establishes the following:
  - Bill of Rights for union members
  - Reporting requirements for labor organizations, union officers and employees, employers, labor-relations consultants, and surety companies
  - Standards for the regular election of union officers
  - Safeguards for protecting labor organization funds and assets
  - Unions representing federal employees are similarly covered by the implementing regulations of the standards of conduct provisions of the Civil Service Reform Act. Unions representing solely state, county, and municipal employees are not covered by either of these laws except that intermediate bodies that are subordinate to an LMRDA-covered national or international labor organization are subject to the LMRDA.
  - The Secretary of Labor enforces certain provisions of the LMRDA and has delegated that authority to the Office of Labor-Management Standards (OLMS).

# LMDRA

## Title I - Bill of Rights of Union Members

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- ❑ Union members have equal rights to nominate candidates for union office, vote in Union elections, and participate in Union meetings. They may also meet with other members and express any opinions.
- ❑ Unions may impose assessments and raise dues only by democratic procedures.
- ❑ Unions must afford members a full and fair hearing of charges against them.
- ❑ Unions must inform their members about the provisions of the LMRDA.
- ❑ Members may enforce Title I rights through a private suit against the union, but may be required to exhaust internal union remedies for up to four months before filing suit.
- ❑ Union members and nonunion employees may receive and inspect collective bargaining agreements. This right may be enforced by the individual or by the Secretary of Labor.

# LMDRA

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- ❑ **Title II - Reporting Requirements**
- ❑ **Title III – Trusteeships**
- ❑ **Title VI - Miscellaneous Provisions**
- ❑ Authority is granted to the Secretary of Labor to investigate possible violations of most provisions of the LMRDA (except those specifically excluded) and to enter premises, examine records, and question persons in the course of the investigation.
- ❑ A union or any of its officials may not fine, suspend, expel, or otherwise discipline a member for exercise of rights under the LMRDA.
- ❑ No one may use or threaten to use force or violence to interfere with a union member in the exercise of LMRDA rights.



# LMDRA

## Title V - Safeguards for Labor Organizations

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- ❑ Officers have a duty to manage the funds and property of the union solely for the benefit of the union in accordance with its constitution and bylaws.
- ❑ A union officer or employee who embezzles or otherwise misappropriates union funds or other assets commits a federal crime punishable by a fine and/or imprisonment.
- ❑ Officials who handle union funds or property must be bonded to provide protection against losses.
- ❑ A union may not have outstanding loans to any one officer or employee that in total exceed \$2,000.
- ❑ A union or employer may not pay the fine of any officer or employee convicted of any willful violation of the LMRDA.
- ❑ Persons convicted of certain crimes may not hold union office or employment for up to 13 years after conviction or after the end of imprisonment.

# Massachusetts Specific

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- ❑ **EMPLOYEE ORGANIZATION Information Report (form 1)**
- ❑ Pursuant to M.G.L. c. 150E, §13, all employee organizations must file a statement of its name, the name and address of its Secretary or other officer to whom notices may be sent, the date of its organization, and its affiliations, if any, with other organizations.
- ❑ **EMPLOYEE ORGANIZATION FINANCIAL REPORT (Form 2)**
- ❑ Pursuant to M.G.L. c. 150E, §14, within sixty days after the end of its fiscal year, all employee organizations must file a detailed written.
- ❑ Covered in yesterday's class

# IRS and Tax Issues

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- ❑ You should hire a qualified tax accountant
- ❑ This presentation is not giving advice and is designed only to provide general information on a seminar topic. This presentation is not rendering any legal advice or professional services.
- ❑ If legal or professional advice is required the services of a professional should be sought.
- ❑ You are receiving this presentation from a presenter who has no formal accounting or tax training.

# IRS and Tax Issues

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- ❑ A provision of a 2006 Pension Bill placed a filing mandate on smaller nonprofits (Under \$25,000 in annual receipts) who faced automatic revocation of their exempt status if they did not comply. In response to over 320,000 organizations failing to meet the mandate, IRS issued one time relief under IR 2010-87 through Oct 15, 2010. Those organizations may file form 990N
- ❑ The Form 990 provides the public with financial information about a given organization, and is often the only source of such information. It is also used by government agencies to prevent organizations from abusing their tax-exempt status.
- ❑ **Public Inspection** IRC 6104(d) regulations state that an organization must provide copies of its three most recent Forms 990 to anyone who requests them, whether in person, by mail, fax, or e-mail.

# IRS and Tax Issues

US Treasury Department



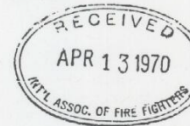
**Internal Revenue Service**  
Washington, DC 20224

Date: APR 10 1970 In reply refer to:  
Form M-3444  
T:MS:EO:R -OCS

International Association of Fire  
Fighters  
905 - 16th Street, N. W.  
Washington, D. C. 20006

Gentlemen:

Date of original group exemption letter: October 10, 1940  
I.R. Code: Section 501(c)(5)



Based on the information supplied, we rule that the new subordinates recently submitted for addition to your group exemption roster are exempt from Federal income tax under the section of the Internal Revenue Code shown above. This ruling supplements your original group exemption letter.

The new subordinates are not required to file a Form 1120 income tax return. However, if they are subject to the tax on unrelated business income under section 511 of the Code, they must file Form 990-T. They are required to file an annual information return, Form 990. If you do not include the subordinates in a group return, each must file this return by the 15th day of the fifth month after its annual accounting period closes.

Next year, within 45 days after your annual accounting period closes, please send us two copies of the following information about your subordinates:

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates.
2. A list of the names, mailing addresses including ZIP Codes, and employer identification numbers (if required for group exemption letter purposes) of subordinates on your group exemption roster that during the year:
  - a. changed names or addresses;
  - b. were deleted from the roster;
  - c. were added to the roster.

# IRS and Tax Issues

---

Exempt under IRS code 501(C)5

Exempt from income tax for:

- member dues
- interest
- special events

# IRS and Taxes

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- ❑ IRS Mistake 1. Poor Recordkeeping and Reporting
  - The IRS will fine any organization that does not report required financial information in a timely or accurate manner.
- ❑ All IRS records must be maintained for four years.
- ❑ Failure to report will increase the chance of an IRS audit.

# IRS and Taxes

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- How to Avoid IRS Mistake 1
- Keep up to date with IRS forms.

The IRS has forms for:

- Employment
- Employee Benefits
- Business Expenses and Revenue



# IRS and Taxes

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## ❑ Mistake 2. Treating Employees as Contractors

Employee: An individual that performs services which are subject to the will and control of an employer

See IRS 20 Questions

How to Prevent:

Assume that local officers are employees under IRS guidelines.

File appropriate forms.

# Employer Obligations

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- Employment Taxes
- FICA tax (regular) = 6.2% of the first \$90,000
- FICA Med. tax = 1.45% of all wages (no limit)
- Federal withholding tax = rate set by federal government
- State withholding tax = rate set by local government

# Employer Obligations

---

- State Unemployment tax = rate set by local government
- FUTA (Federal Unemployment Tax) = 6.2% of first \$7,000 but 5.4% credit given if state unemployment tax paid:  
(6.2% - 5.4% = 0.8%)

# IRS and Taxes

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## ❑ Mistake 3. Failure to Pay Tax on Unrelated Business Income

### Problem:

Local is generating over \$1,000 in profits through a business they own (advertising, restaurant sales, or a t-shirt company that provides products to the general public for retail purposes, etc.)

### How to Prevent:

If this exists, then check this three part test:

1. Must be a trade or business
2. Regularly carried on, and
3. Not related to exempt purpose, then  
Must file Form 990T  
(Note: only pay tax on net income)

# IRS and Taxes

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## ❑ Mistake 4. Failure to account for Non-Charitable Fund Raising Solicitations

### Problem:

Local does not state that their fundraising for the local or fire department is non-charitable, misleading the public to think that they can deduct their donation on their individual tax return.

- ❑ *Penalty is \$1,000 a day up to \$10,000, unless intentional*
- ❑ *If intentional, there is no limit*

# IRS and Taxes

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## How to Prevent:

- ❑ Must include an explicit statement that clearly states that contributions or gifts to it are not deductible as charitable contributions

# IRS and Taxes

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## ❑ Mistake 5. Raising Red Flags

### Problem:

Part VII Other Information has series of questions that require you to tell the IRS of potential audit areas

### How to Prevent:

- Review such questions as 78 (990-T), 81 (1120-POL), 83 (public inspection), and 84 (solicit of contributions) a head of time
- Answer true fully, but be aware of consequences

# IRS and Taxes

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- ❑ Mistake 6. Improper reporting of political activity on Form 990

## Problem:

Local does not report political activity to the IRS on Form 990.

## How to Prevent:

- Form 990 Question 85 (a)-(h)
- Answer "Yes" to question 85 (a) and skip lines 85 (b) through (h).



# Record Retention

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- Records maintained at least 4 years
- Electronic document storage

# Quickbooks

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- Home page set up
- Using centers
- Using forms
- Receiving payments/deposits
- Writing checks
- Company snapshot
- Profit & Loss
- Balance sheets
- Home page set up
- Using centers

# Quickbooks

The screenshot shows the QuickBooks Premier Edition 2011 Home screen for a sample company file. The interface is organized into several sections:

- Navigation Bar:** Includes menu items like File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Online Services, Window, and Help. Below this is a secondary bar with Home, Search, Company Snapshot, Customer Center, Vendor Center, Employee Center, Online Banking, Doc Center, Report Center, App Center, Help, Invoice, and Item.
- Process Flow Diagram:** A central diagram with icons and arrows showing the workflow between various business processes such as Purchase Orders, Receive Inventory, Enter Bills, Create Invoices, and Pay Bills.
- Company Section:** Contains icons for Chart of Accounts, Inventory Activities, Items & Services, and QuickBooks Connect.
- Banking Section:** Includes Record Deposits, Reconcile, Write Checks, Check Register, Print Checks, and Enter Credit Card Charges.
- Employees Section:** Features Payroll Center, Pay Employees, Pay Liabilities, Process Payroll Forms, and Employee Benefits.
- Right-Hand Panel:** Contains several informational and utility boxes:
  - Getting Started:** Quick Start Center, Get Started Right.
  - Account Balances:** A table showing account balances.
  - Do More with QuickBooks:** Links to payroll options, credit cards, checks, and recommended services.
  - Backup Status:** A warning that data is partially protected, with backup details and links to back up or activate data protection.
  - Reminders & Alerts:** View Reminders.

You are using a sample company file

Start your new company file now

**Getting Started**

- Quick Start Center
- Get Started Right

**Account Balances**

Name	Balance
Accounts Payable	2,578.69
Accounts Receivable	35,810.02
Barter Account	0.00
CalOil Card	1,403.99

- Do More with QuickBooks**
- Learn about payroll options
  - Accept credit cards & eChecks
  - Order Checks & Business Cards
  - Recommended Services

**Backup Status**

Your data is partially protected!

Last Backup 09/21/10 22:10:01

[Back up now](#)

[Activate Intuit Data Protect](#)

**Reminders & Alerts**

[View Reminders](#)

# Quickbooks

Write Checks - Bank Account 1

Previous Next Save Print Find Attach

Bank Account Bank Account 1 Ending Balance 8,865.00

No. To Print  
Date 06/20/2011  
\$ 750.00

Pay to the Order of GeneStore

Seven hundred fifty and 00/100\*\*\*\*\* Dollars

Address  
GeneStore  
Gene Stoors

Memo

Order Checks

Expenses \$750.00 Items \$0.00  Online Payment  To be printed

Account	Amount	Memo	Customer:Job	Billable?
Purchases - Resal...	250.00		Five	<input checked="" type="checkbox"/>
Cost of Goods ...	500.00		Four	<input checked="" type="checkbox"/>

# Quickbooks

Home Company Snapshot Customer Center Vendor Center Employee Center Online Banking Report Center Help Invoice Item MemTx Check Bill Reg Acct Search Rmnd Find Support Backup Feedback Up

New Vendor... New Transactions Print Excel Word

**Vendors** Transactions

View: Active Vendors

Find:

Name	Balance Total
3 C's Cozy Culinary Cafe	0.00
Abacus Benefit Consultants	0.00
Alcco, Inc	0.00
American Express	0.00
Anthem Blue Cross & Blue S...	0.00
Beth Blake	0.00
Brown & Brown Insurance	0.00
C.E. Humphrey Associates	0.00
C.E. Humphrey Associates, Inc	0.00
Cellular One	0.00
Cingular Wireless	0.00
Citizens Bank	0.00
Cook and Molan	0.00
Corporate Benefits	0.00
David H McDuffee Ins Agenc...	0.00
David J Penchansky CPA	0.00
Delta Dental	0.00
Deposit	0.00
DFS	0.00
EMX Design	0.00
Gallagher, Callahan & Gartrell	0.00
Gould Insurance	0.00
Household Credit Services, I...	0.00
Imperial Credit Corp	0.00

**Vendor Information** Edit Vendor...

Vendor Name: Anthem Blue Cross & Blue Shield  
 Vendor Type  
 Company Name  
 Address: Anthem Blue Cross & Blue Shield

Contact: [Send to: Anthem Blue Cross & Blue Shield](#)  
 Phone  
 Alt Phone  
 Fax  
 Email  
 Account Number  
 Terms

[Map](#) | [Directions](#)

Notes Edit Notes...

**Reports for this Vendor**

- QuickReport
- Open Balance

[QuickBooks Checks & Supplies: Learn more](#)

Show: All Transactions Filter By: All Date: All

Type	Num	Date	Account	Amount
Check	283	12/15/2003	PFPOPE Checking	-271.99
Check	280	11/19/2003	PFPOPE Checking	-271.99
Check	271	09/21/2003	PFPOPE Checking	-271.99
Check	267	08/25/2003	PFPOPE Checking	-271.99
Check	263	07/24/2003	PFPOPE Checking	-271.99
Check	261	06/30/2003	PFPOPE Checking	-271.99
Check	257	05/21/2003	PFPOPE Checking	-271.99
Check	255	05/05/2003	PFPOPE Checking	-282.65
Check	249	03/19/2003	PFPOPE Checking	-266.66
Check	247	02/26/2003	PFPOPE Checking	-266.66
Check	243	02/05/2003	PFPOPE Checking	-266.66
Check	240	01/23/2003	PFPOPE Checking	-266.66

# Microsoft Excel

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- ❑ Accounting calculation features of Excel in many financial accounting statements—for example, a cash flow statement, income statement, or profit and loss statement.
- ❑ Budgeting you can create any type of budget in Excel—for example, a marketing budget plan, an event budget, or a retirement budget.
- ❑ Billing and sales Excel is also useful for managing billing and sales data, create the forms sales invoices, packing slips, or purchase orders.

# Microsoft Excel

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- ❑ Reporting You can create reports in Excel that reflect your data analysis or summarize your data—for example, reports that measure project performance, show variance between projected and actual results, or reports that you can use to forecast data.
- ❑ Planning Excel is a great tool for creating plans or useful planners—for example, a weekly class plan, a marketing research plan, a year-end tax plan, or planners that help you organize weekly meals, parties, or anything else.
- ❑ Tracking You can use Excel to keep track of data in a time sheet or list—for example, a time sheet for tracking work, or an inventory list that keeps track of equipment.
- ❑ Using calendars Because of its grid-like workspace, Excel lends itself well to creating any type of calendar—for example, a shift calendar to keep track of activities during the year, or a fiscal year calendar to track business events and milestones.

# Microsoft Excel

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- ❑ **Use AutoSum to add your data**
- ❑ When you've entered numbers in your sheet, you might want to add them up. A fast way to do that is by using **AutoSum**.
- ❑ Select the cell to the right or below the numbers you want to add.
- ❑ Click **Home** > **AutoSum**, or press Alt+=.
- ❑ AutoSum adds up the numbers and shows the result in the cell you selected.



# Microsoft Excel

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## □ **Create a simple formula**

- Adding numbers is just one of the things you can do, but Excel can do other math too. Try some simple formulas to add, subtract, multiply or divide your numbers.
- Pick a cell and type an equal sign (=). That tells Excel that this cell will contain a formula.
- Type a combination of numbers and calculation operators, like the plus sign (+) for addition, the minus sign (-) for subtraction, the asterisk (\*) for multiplication, or the forward slash (/) for division.
- For example, enter **=2+4**, **=4-2**, **=2\*4**, or **=4/2**.
- Press Enter. That runs the calculation.
- You can also press Ctrl+Enter if you want the cursor to stay on the active cell.

# Microsoft Excel

FUNCTION	DESCRIPTION
<b>ACCRINT function</b>	Returns the accrued interest for a security that pays periodic interest
<b>ACCRINTM function</b>	Returns the accrued interest for a security that pays interest at maturity
<b>AMORDEGRC function</b>	Returns the depreciation for each accounting period by using a depreciation coefficient
<b>AMORLINC function</b>	Returns the depreciation for each accounting period
<b>COUPDAYBS function</b>	Returns the number of days from the beginning of the coupon period to the settlement date
<b>COUPDAYS function</b>	Returns the number of days in the coupon period that contains the settlement date
<b>COUPDAYSNC function</b>	Returns the number of days from the settlement date to the next coupon date
<b>COUPNCD function</b>	Returns the next coupon date after the settlement date
<b>COUPNUM function</b>	Returns the number of coupons payable between the settlement date and maturity date
<b>COUPPCD function</b>	Returns the previous coupon date before the settlement date
<b>CUMIPMT function</b>	Returns the cumulative interest paid between two periods
<b>CUMPRINC function</b>	Returns the cumulative principal paid on a loan between two periods
<b>DB function</b>	Returns the depreciation of an asset for a specified period by using the fixed-declining balance method
<b>DDB function</b>	Returns the depreciation of an asset for a specified period by using the double-declining balance method or some other method that you specify
<b>DISC function</b>	Returns the discount rate for a security
<b>DOLLARDE function</b>	Converts a dollar price, expressed as a fraction, into a dollar price, expressed as a decimal number
<b>DOLLARFR function</b>	Converts a dollar price, expressed as a decimal number, into a dollar price, expressed as a fraction
<b>DURATION function</b>	Returns the annual duration of a security with periodic interest payments
<b>EFFECT function</b>	Returns the effective annual interest rate
<b>FV function</b>	Returns the future value of an investment
<b>FVSCHEDULE function</b>	Returns the future value of an initial principal after applying a series of compound interest rates

# Microsoft Excel

<b>INTRATE function</b>	Returns the interest rate for a fully invested security
<b>IPMT function</b>	Returns the interest payment for an investment for a given period
<b>IRR function</b>	Returns the internal rate of return for a series of cash flows
<b>ISPMT function</b>	Calculates the interest paid during a specific period of an investment
<b>MDURATION function</b>	Returns the Macauley modified duration for a security with an assumed par value of \$100
<b>MIRR function</b>	Returns the internal rate of return where positive and negative cash flows are financed at different rates
<b>NOMINAL function</b>	Returns the annual nominal interest rate
<b>NPER function</b>	Returns the number of periods for an investment
<b>NPV function</b>	Returns the net present value of an investment based on a series of periodic cash flows and a discount rate
<b>ODDFPRICE function</b>	Returns the price per \$100 face value of a security with an odd first period
<b>ODDFYIELD function</b>	Returns the yield of a security with an odd first period
<b>ODDLPRICE function</b>	Returns the price per \$100 face value of a security with an odd last period
<b>ODDLYIELD function</b>	Returns the yield of a security with an odd last period
<b>PMT function</b>	Returns the periodic payment for an annuity
<b>PPMT function</b>	Returns the payment on the principal for an investment for a given period
<b>PRICE function</b>	Returns the price per \$100 face value of a security that pays periodic interest
<b>PRICEDISC function</b>	Returns the price per \$100 face value of a discounted security
<b>PRICEMAT function</b>	Returns the price per \$100 face value of a security that pays interest at maturity
<b>PV function</b>	Returns the present value of an investment
<b>RATE function</b>	Returns the interest rate per period of an annuity
<b>RECEIVED function</b>	Returns the amount received at maturity for a fully invested security
<b>SLN function</b>	Returns the straight-line depreciation of an asset for one period
<b>SYD function</b>	Returns the sum-of-years' digits depreciation of an asset for a specified period
<b>TBILLEQ function</b>	Returns the bond-equivalent yield for a Treasury bill
<b>TBILLPRICE function</b>	Returns the price per \$100 face value for a Treasury bill
<b>TBILLYIELD function</b>	Returns the yield for a Treasury bill
<b>VDB function</b>	Returns the depreciation of an asset for a specified or partial period by using a declining balance method
<b>XIRR function</b>	Returns the internal rate of return for a schedule of cash flows that is not necessarily periodic
<b>XNPV function</b>	Returns the net present value for a schedule of cash flows that is not necessarily periodic
<b>YIELD function</b>	Returns the yield on a security that pays periodic interest
<b>YIELDDISC function</b>	Returns the annual yield for a discounted security; for example, a Treasury bill
<b>YIELDMAT function</b>	Returns the annual yield of a security that pays interest at maturity

# Microsoft Excel

## Budgeting templates

### FAMILY MONTHLY BUDGET

#### SUMMARY

	Amount
Balance	
Projected balance (Projected income minus expenses)	\$1,114
<b>Actual balance (Actual income minus expenses)</b>	<b>\$997</b>
Difference (Actual minus projected)	\$0

Totals	Amount
Total Projected Cost	\$4,486
<b>Total Actual Cost</b>	<b>\$4,603</b>
Total Difference	(\$117)

#### INCOME

Projected Income	Projected	Actual	Difference
Income 1	\$4,000.00	\$4,000.00	\$0.00
Income 2	\$1,300.00	\$1,300.00	\$0.00
Extra income	\$300.00	\$300.00	\$0.00
<b>Total monthly income</b>	<b>\$5,600.00</b>	<b>\$5,600.00</b>	<b>\$0.00</b>

#### EXPENDITURES

This shape represents a table slicer. Table slicers are supported in Excel 2013 or later.

If the shape was modified in an earlier version of Excel, or if the workbook was saved in Excel 2007 or earlier, the slicer can't be used.

Category	Sub Category	Projected	Actual	Difference
Housing	Mortgage or rent	\$1,000.00	\$1,000.00	\$0.00
Housing	Second mortgage or rent	\$0.00	\$0.00	\$0.00
Housing	Phone	\$54.00	\$100.00	(\$46.00)
Housing	Electricity	\$44.00	\$56.00	(\$12.00)
Housing	Gas	\$22.00	\$28.00	(\$6.00)
Housing	Water and sewer	\$8.00	\$8.00	\$0.00
Housing	Cable	\$34.00	\$34.00	\$0.00
Housing	Waste removal	\$10.00	\$10.00	\$0.00
Housing	Maintenance or repairs	\$23.00	\$0.00	\$23.00
Housing	Supplies	\$0.00	\$0.00	\$0.00
Housing	Other	\$0.00	\$0.00	\$0.00
Transportation	Vehicle 1 payment	\$16.00	\$66.00	(\$50.00)
Transportation	Vehicle 2 payment	\$35.00	\$42.00	(\$7.00)
Transportation	Bus/taxi fare	\$1.00	\$62.00	(\$61.00)
Transportation	Insurance	\$91.00	\$27.00	\$64.00
Transportation	Licensing	\$80.00	\$89.00	(\$9.00)
Transportation	Fuel	\$18.00	\$93.00	(\$75.00)

# Microsoft Excel

## Billing & Sales

## Online Templates

**Your Company, Inc.**

**INVOICE**

Address  
City, State, ZIP (555) 555-555

**SOLD TO:**  
Name  
Address  
City, State, ZIP

**SHIPPED TO:**  
Same

Sales Tax Rate: **5.00%**

INVOICE NUMBER 536524  
INVOICE DATE November 10, 2011  
OUR ORDER NO. 726278  
YOUR ORDER NO. 1892727  
TERMS Net 30  
SALES REP Name  
SHIPPED VIA Air  
F.O.B. City, State  
PREPAID or COLLECT COLL

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
120	Product	10.00	\$1,200.00
120	Product	10.00	1,200.00
		SUBTOTAL	2,400.00
		TAX	120.00
		FREIGHT	
			\$2,520.00
			PAY THIS AMOUNT

**DIRECT ALL INQUIRIES TO:**  
Name  
(555) 555-555  
email: someone@somename.com

**MAKE ALL CHECKS PAYABLE TO:**  
Your Company, Inc.  
Attn: Accounts Receivable  
Address  
City, State, ZIP

**THANK YOU FOR YOUR BUSINESS!**

# Sources

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- ❑ Material for this presentation gathered from IAFF Secretary Treasurers manual
- ❑ IAFF Local Administration Guide Book
- ❑ IAFF website
- ❑ DOL website

# Questions

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- Contact information
  - Bill McQuillen
  - 603-223-3304
  - [sectres@pffnh.org](mailto:sectres@pffnh.org)

# Thank You

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- Thank you for your attention



# Firefighters Template Account Listing

April 30, 2002

Account	Type
1000 · Cash - Checking	Bank
1050 · Cash - Savings	Bank
1200 · Accounts Receivable	Accounts Receivable
1499 · Undeposited Funds	Other Current Asset
1500 · Investments	Other Current Asset
1600 · Equipment	Fixed Asset
1600 · Equipment:1650 · Depreciation	Fixed Asset
2000 · Accounts Payable	Accounts Payable
3000 · Opening Bal Equity	Equity
3040 · Unrestricted Net Assets	Equity
3050 · Restricted Net Assets	Equity
4000 · Donation Income	Income
4100 · Membership Dues Income	Income
4200 · Fund Raising Income	Income
4300 · Miscellaneous Income	Income
6000 · Automobile Expense	Expense
6010 · Bank Service Charges	Expense
6020 · Depreciation Expense	Expense
6030 · Dues and Subscriptions Expense	Expense
6040 · Donations to Public Charities	Expense
6050 · Fire Safety Products	Expense
6060 · Fund Raising Expenses	Expense
6070 · Insurance Expense	Expense
6080 · Interest Expense	Expense
6090 · Miscellaneous Expense	Expense
6100 · Meeting Expense	Expense
6110 · Postage and Delivery Expense	Expense
6120 · Professional Fees	Expense
6130 · Rent Expense	Expense
6140 · Repairs and Maintenance Expense	Expense
6150 · Telephone Expense	Expense
6160 · Travel & Entertainment Expense	Expense
6170 · Utilities Expense	Expense
6180 · Office Supplies Expense	Expense
6190 · Professional Development	Expense
6200 · Recruiting Expense	Expense
6210 · Scholarship Expense	Expense
7000 · Interest and Dividend Income	Other Income
8000 · Other Income	Other Income
9000 · Other Expenses	Other Expense

9:48 AM

05/01/02

Cash Basis

**Firefighters Template**  
**Balance Sheet**  
As of April 30, 2002

	<u>Apr 30, 02</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash - Checking	7,329.00
1050 · Cash - Savings	1,800.00
Total Checking/Savings	<u>9,129.00</u>
Total Current Assets	9,129.00
Fixed Assets	
1600 · Equipment	
1650 · Depreciation	-100.00
1600 · Equipment - Other	500.00
Total 1600 · Equipment	<u>400.00</u>
Total Fixed Assets	<u>400.00</u>
<b>TOTAL ASSETS</b>	<b><u>9,529.00</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3040 · Unrestricted Net Assets	1,800.00
Net Income	7,729.00
Total Equity	<u>9,529.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>9,529.00</u></b>

11:35 AM  
05/01/02  
Cash Basis

Firefighters Template  
Profit & Loss  
January through April 2002

	<u>Jan - Apr 02</u>
Ordinary Income/Expense	
Income	
4000 · Donation Income	500.00
4100 · Membership Dues Income	10,000.00
4200 · Fund Raising Income	900.00
	<hr/>
Total Income	11,400.00
Expense	
6000 · Automobile Expense	507.00
6010 · Bank Service Charges	15.00
6020 · Depreciation Expense	100.00
6030 · Dues and Subscriptions Expense	10.00
6050 · Fire Safety Products	250.00
6070 · Insurance Expense	250.00
6090 · Miscellaneous Expense	18.00
6100 · Meeting Expense	110.00
6110 · Postage and Delivery Expense	65.00
6120 · Professional Fees	775.00
6150 · Telephone Expense	112.00
6160 · Travel & Entertainment Expense	29.00
6180 · Office Supplies Expense	380.00
6200 · Recruiting Expense	50.00
6210 · Scholarship Expense	1,000.00
	<hr/>
Total Expense	3,671.00
	<hr/>
Net Ordinary Income	7,729.00
	<hr/>
Net Income	<u>7,729.00</u>

**Firefighters Template  
Profit & Loss  
January through April 2002**

	Fundrasing 1	Fundrasing 2	Operating	Program 1	Program 2	TOTAL
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
4000 · Donation Income	0.00	0.00	0.00	300.00	200.00	500.00
4100 · Membership Dues Income	0.00	0.00	10,000.00	0.00	0.00	10,000.00
4200 · Fund Raising Income	500.00	400.00	0.00	0.00	0.00	900.00
<b>Total Income</b>	<b>500.00</b>	<b>400.00</b>	<b>10,000.00</b>	<b>300.00</b>	<b>200.00</b>	<b>11,400.00</b>
<b>Expense</b>						
6000 · Automobile Expense	0.00	0.00	500.00	7.00	0.00	507.00
6010 · Bank Service Charges	0.00	0.00	15.00	0.00	0.00	15.00
6020 · Depreciation Expense	0.00	0.00	100.00	0.00	0.00	100.00
6030 · Dues and Subscriptions Expense	0.00	0.00	10.00	0.00	0.00	10.00
6050 · Fire Safety Products	0.00	0.00	250.00	0.00	0.00	250.00
6070 · Insurance Expense	0.00	0.00	250.00	0.00	0.00	250.00
6090 · Miscellaneous Expense	0.00	0.00	18.00	0.00	0.00	18.00
6100 · Meeting Expense	5.00	0.00	95.00	10.00	0.00	110.00
6110 · Postage and Delivery Expense	5.00	0.00	50.00	10.00	0.00	65.00
6120 · Professional Fees	0.00	0.00	775.00	0.00	0.00	775.00
6150 · Telephone Expense	7.00	0.00	85.00	20.00	0.00	112.00
6160 · Travel & Entertainment Expense	0.00	0.00	29.00	0.00	0.00	29.00
6180 · Office Supplies Expense	15.00	25.00	250.00	85.00	5.00	380.00
6200 · Recruiting Expense	0.00	0.00	50.00	0.00	0.00	50.00
6210 · Scholarship Expense	0.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>Total Expense</b>	<b>32.00</b>	<b>25.00</b>	<b>3,477.00</b>	<b>132.00</b>	<b>5.00</b>	<b>3,671.00</b>
<b>Net Ordinary Income</b>	<b>468.00</b>	<b>375.00</b>	<b>6,523.00</b>	<b>168.00</b>	<b>195.00</b>	<b>7,729.00</b>
<b>Net Income</b>	<b>468.00</b>	<b>375.00</b>	<b>6,523.00</b>	<b>168.00</b>	<b>195.00</b>	<b>7,729.00</b>

**Firefighters Template**  
**Profit & Loss Budget vs. Actual**  
**April 2002**

	Apr 02	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Donation Income	500.00	500.00	0.00	100.0%
4100 · Membership Dues Income	10,000.00	10,000.00	0.00	100.0%
4200 · Fund Raising Income	900.00	1,200.00	-300.00	75.0%
<b>Total Income</b>	<b>11,400.00</b>	<b>11,700.00</b>	<b>-300.00</b>	<b>97.4%</b>
<b>Expense</b>				
6000 · Automobile Expense	507.00	510.00	-3.00	99.4%
6010 · Bank Service Charges	15.00	20.00	-5.00	75.0%
6020 · Depreciation Expense	100.00	100.00	0.00	100.0%
6030 · Dues and Subscriptions Expense	10.00	10.00	0.00	100.0%
6040 · Donations to Public Charities	0.00	100.00	-100.00	0.0%
6050 · Fire Safety Products	250.00	300.00	-50.00	83.3%
6070 · Insurance Expense	250.00	250.00	0.00	100.0%
6090 · Miscellaneous Expense	18.00	20.00	-2.00	90.0%
6100 · Meeting Expense	110.00	120.00	-10.00	91.7%
6110 · Postage and Delivery Expense	65.00	70.00	-5.00	92.9%
6120 · Professional Fees	775.00	775.00	0.00	100.0%
6150 · Telephone Expense	112.00	125.00	-13.00	89.6%
6160 · Travel & Entertainment Expense	29.00	30.00	-1.00	96.7%
6180 · Office Supplies Expense	380.00	400.00	-20.00	95.0%
6200 · Recruiting Expense	50.00	50.00	0.00	100.0%
6210 · Scholarship Expense	1,000.00	1,000.00	0.00	100.0%
<b>Total Expense</b>	<b>3,671.00</b>	<b>3,880.00</b>	<b>-209.00</b>	<b>94.6%</b>
<b>Net Ordinary Income</b>	<b>7,729.00</b>	<b>7,820.00</b>	<b>-91.00</b>	<b>98.8%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7000 · Interest and Dividend Income	0.00	50.00	-50.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>50.00</b>	<b>-50.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>50.00</b>	<b>-50.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>7,729.00</b>	<b>7,870.00</b>	<b>-141.00</b>	<b>98.2%</b>