

# ***NEW JERSEY STATE FIREMEN'S ASSOCIATION***

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Richard K. Dreby, 2nd Asst. Secretary  
Jennie Hollingsworth, Field Examiner

## **Administrative Expenses**

Note: Total administrative expenses are limited to 15% (8% for subsidy Associations) of gross receipts from 2% and surplus lines of insurance tax, and interest earned for the current year. Call if you have any questions on how to calculate your percentage. The dollar amount limit changes every year.

**Officers and Committee Stipends** – must be approved and paid at December meeting

The only approved local committees that may be paid are the Representatives and Trustees and must be based on actual attendance. No other committees/members may be paid.

**(Note: Any individual purchases over \$500 require preapproval from the State Office).**

**(Note: ALL computer/electronic purchases regardless of price require preapproval from the State Office).**

**Approved Others: ALL PURCHASES MUST BE SOLELY FOR THE USE OF THE RELIEF ASSOCIATION**

Computers – see note above

Printers – see note above

Printer supplies – see note above

Repairs to approved Office Equipment – see note above

File Cabinets – see note above

Printing Expenses

Letterheads, Envelopes, meeting notices

Postage

Notary fees - documentation if over \$25

Accounting fees - documentation if over \$100

Safe Deposit Box Rental - documentation if over \$75

Bank Service Charges - documentation if over \$100

**NON-Approved:**

Rental of meeting space

Refreshments for meetings

Memorial or Recognition Items – Flowers, bunting, plaques, etc

Firematic Equipment

Dues for other Associations

Call if a question on any other type of item not listed

You **MUST** have State Office preapproval for Attorney's fees.

Please contact the State Office in the event of an expense not listed or specified above.