

20
22

NORTHVILLE TOWNSHIP FIREFIGHTERS

CHARITY FUND ANNUAL REPORT

CAUTION
Fire Fighter
Fill the Boot®
Ahead

Donations Accepted

tradition. service. community.





community

[com·mu·ni·ty]

noun

joint ownership or liability.

tradition. service. community.

NORTHVILLE TOWNSHIP FIREFIGHTERS CHARITY FUND

www.ntffcharityfund.com



Introduction

Tradition. Service. Community.

For those of us drawn into public service, our goals were always to make a difference in the lives of others. During our careers we have each experienced moments that provide perspective. Professionally we have interacted with people on their worst days; experienced failure, witnessed the unfairness of life and still come away hopeful. It's that perspective that allows simple gestures to morph into what we are today; an organization built on three simple values: Tradition. Service. Community.

What started as simple gestures to support the community morphed into a much larger mission. While IAFF Local 3961 has always been proud of the work we have done volunteering throughout the community, we created the NTFCCF as a way to expand our reach improving the lives of others. In 2012, we incorporated as a 501(c)(3) non-profit organization with the IRS. This allows our organization to accept donations and further allows donors to deduct these donations to our organization within the parameters of the law.

We have continued to build those relationships we started with the Muscular Dystrophy Association over 20 years ago into partnerships with Northville Civic Concern, the Northville Goodfellow's, Parks and Recreation and have continued to this day. We firmly believe that there is a strong connection between both the work we do professionally and the and that many opportunities exist to work together.



Message from the board

As we all recover personally and professionally from the effects of COVID-19, we look at the NTFFCF as an opportunity to come together, to grow, and to make an impact.

We take the privilege of being a 501(c)(3) nonprofit very seriously and are diligent to protect the generous donations entrusted to us by our many donors.

Our organization has been immensely successful throughout the years. That said, the NTFFCF Board has failed to fully share the vision and structure of the organization. Even worse, we have failed to share the incredible impact that the NTFFCF has had on the lives of others. We recognize those mistakes and commit to communicating and building that future together.

Our goal in 2023 is to define the next chapter of the Charity Fund, what it is, and what we hope it to be. To redefine our goals and objectives, and to communicate our mission and vision to a far greater audience.

We will do better.

Respectfully,



President



WE'RE BACK!

2023 FIREFIGHTER'S BALL

Saturday, March 18, 2023

6 pm

Tickets On Sale
December 1, 2022



Goals

Simple. Direct. Attainable.

After COVID-19 and our hiatus from fundraising it is important that we establish simple, direct, and attainable goals for 2023. While all of our goals are interconnected, these are the following items we are prioritizing for 2023.



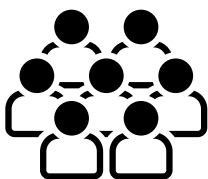
BRING BACK THE FIREFIGHTER'S BALL

New name, same event. We have planned the 2023 Firefighter's Ball on Saturday, March 18, 2023 at Laurel Manor. This event will be similar to previous, but on a slightly smaller scale as we learn what the new normal is.



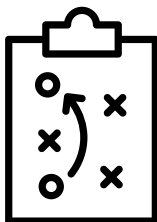
CONTINUE THE MEMORIAL GOLF OUTING

Our 1st Memorial Golf Outing in 2022 raised over \$15,000. While the event was planned in less than six weeks, the event still sold out. Our goal is to create a project planning template for future years.



APPOINT AND ONBOARD NEW BOARD MEMBERS

Our Constitution and Bylaws identifies that our board will be made up of seven (7) people. Our goal is to elect and on-board three (3) additional people and align all terms and elections.



DEVELOP A SUCCESSION PLAN

With a number of eligible retirees from our the Local 3961 membership body, we are intent on developing a formal mechanism for retired members to remain or get involved in the organization for years to come.



Measuring Progress

Goals change annually based on the projects and initiatives we are supporting. We measure impact, not numbers.

The value in the way that the Charity Fund has operated is that we are able to quickly adapt to needs we see in our community. In having direct contact with our recipient organizations, we can make quick decisions on how best to support our community and our brothers and sisters in the fire service and beyond.

That said, success can be hard to measure. **We are intent on measuring our successes based on our impact, not just numbers.** That impact goes beyond just the financial value and support and includes other intangible, relationship based successes.

Success is measured in the stories we tell each other about the impact our work has had on others, and how that has impacted us.

Organizations We Support

Maybury Playground Project	\$270,000
Meijer Simply Give	\$50,503
Muscular Dystrophy Association	\$22,818
Northville Parks and Recreation	\$22,715
New Hope Center for Grief Support	\$22,500
Northville Educational Foundation	\$20,000
Northville Goodfellows/Rotary	\$14,415
Leukemia and Lymphoma Society	\$13,500
Great Lakes Burn Camp	\$7,580
Charitable Contributions	\$6,368
Northville Civic Concern	\$5,832
American Cancer Society	\$5,555
Student Heart Check	\$5,321
Westland Firefighters Charity Fund	\$5,000
Make a Wish	\$5,000
Benevolent Donations	\$4,855
Second Chance at Life	\$4,220
Leah's Happy Hearts	\$3,553
In Memory of Sarah Guthrie	\$3,019
Northville Township Historic District	\$3,000
Maybury Farm	\$3,000
Shop with a Hero	\$2,500
Metro Airport Firefighters	\$2,300
Southgate Firefighters	\$2,300
Foundation For Strength	\$2,000
Total Main Street League	\$1,965
Canton Fire Fighters Charity Fund	\$1,940
Ascension Providence Foundation	\$1,700
Operation Warm	\$1,428
Bridgepointe	\$1,303
Ann Arbor Firefighters Charities	\$1,200
Northville Education Fund	\$1,028
Homes for our Troops	\$1,000
Northville Kiwanis	\$1,000
Ronald McDonald House	\$1,000
The Youth Connection	\$1,000

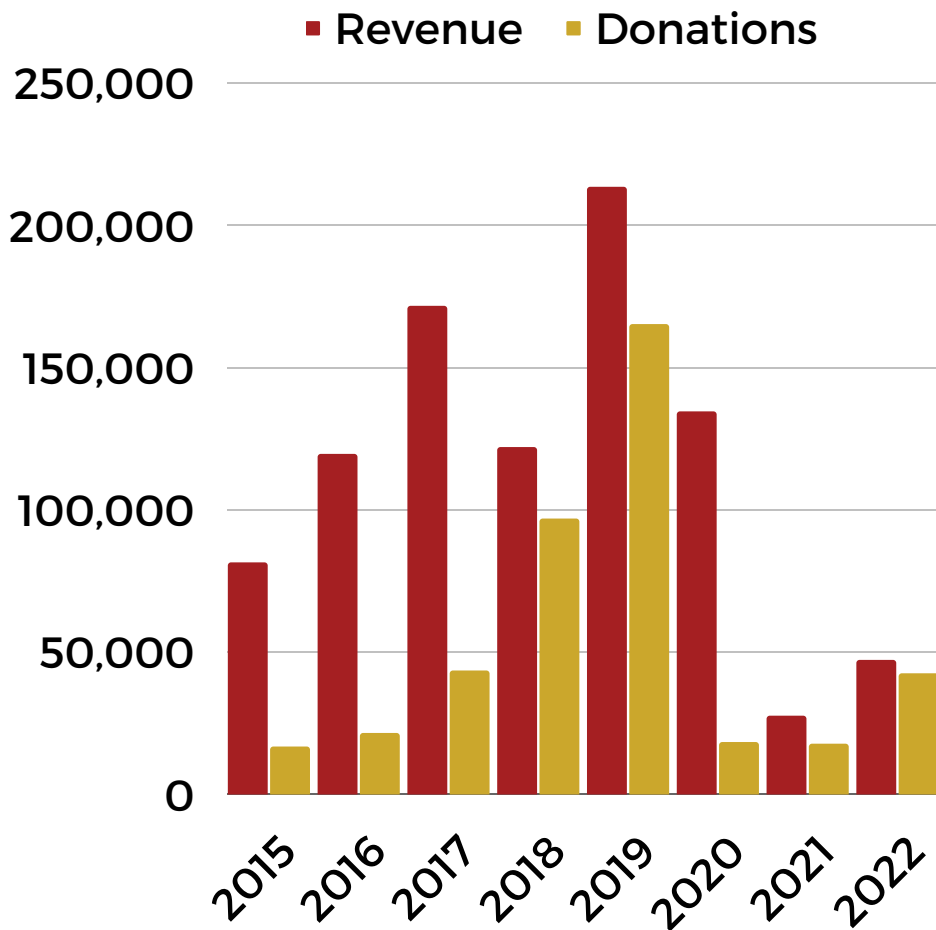


Snapshot

The below snapshot shows a comparison of revenue and charitable contributions since 2015 along with some key performance indicators (KPIs) for the 2020 Fireman's Ball.

NTFFCF REVENUE V. DONATIONS


This chart accounts for charitable contributions, not total expenditures.



2020 FIREMAN'S BALL

Success is a journey, not a destination. The doing is often more important than the outcome.

-Arthur Ashe



BUT THE OUTCOME WAS PRETTY GOOD TOO...

\$61,000

THANK YOU ALL FOR YOUR SUPPORT!

17TH ANNUAL FIREMAN'S BALL BY THE NUMBERS

750 guests in 2020

61k revenue in 2020

8x straight sellouts

THE FIREMAN'S BALL HAS RAISED \$475,000 TO DATE



What's next

We recognize the need to breathe new life into the organization, welcome new ideas, and create a sustainable future for the next generation.

Our organization has adapted well over time. From our initial fundraising efforts through Local 3961, to our formal nonprofit status, we have continued to grow and develop. That said, we realize that we are work in progress and remain relevant and successful, we need to embrace new strategic goals that align with our mission.

01

New board appointments

The current board consists of four (4) people and we are opening up an additional three (3) Director positions.

02

Constitution and bylaws review

Full review of the Constitution and Bylaws needs to be completed to keep practices transparent and current.

03

Creation of Quarterly Briefings

Quarterly briefings will be completed to summarize any recent and upcoming events for all interested parties.



Conclusion

We should all be proud of what we have accomplished together. This organization all started with an idea and a lot of hardwork, and that is exactly what continues it today.

\$890,000

Since inception we have donated over \$890,000 to various causes.

\$526,00 donated since 2015 including

- \$50,500 to Simply Give
- \$22,800 to MDA
- \$22,500 to New Hope
- \$22,000 to Parks and Rec
- \$14,000 to Goodfellows
- \$13,500 to LLS
- \$7,500 to Great Lakes Burn Camp
- \$5,800 to Civic Concern

Established the NEF endowment

Donated \$20,000 to NEF to establish the Tom Hughes Memorial Scholarship for NHS students going into vocational or trade schools

Sherrill Berman Trailhead Playground

\$272,000 playground created in partnership with the DNR, Northville Kiwanis, and the Berman Family for children of all abilities.

The NTFFCF recognizes those that started this organization. Those that hosted the original Fill-the-Boot's and "Red Hot Romantic Evenings." We hope that the work we do continues to remind you of your work and sacrifice.

Acknowledgements

The generous support and encouragement we receive from our donors, volunteers, and supports continues to drive us to make a difference. Arthur Ashe said “success is a journey, not a destination. The doing is often more important than the outcome.” Thank you for your support, partnership, and trust in building what we have today.

We thank you for your continued support of the NTFFCF.

BOARD OF DIRECTORS

President	Tom Hughes
Secretary	Kyle Lewis
Treasurer	Mike Obermiller
Director	Dan Dipple

To our families, in work, in life and in service. To those who have changed our course by their actions, their integrity and selflessness.

To those who always put others first. To those whose reach exceeds their grasp. To those that came before us. And to those who've made us better.

To our spouses, to our parents, to our family and friends, and those who will never know the impact they've had, thank you.

Thank you for showing us the way.

143 CadyCenter
No. 330
Northville, MI 48167
www.ntffcharityfund.com
admin@ntffcharityfund.com

[@facebook.com/NTFFCharityFund.](https://www.facebook.com/NTFFCharityFund)

BOARD STRUCTURE

tradition. service. community.





Duty

Tradition. Service. Community.

Just as required for any corporation, the board of directors of a nonprofit has three primary legal duties known as the “duty of care,” “duty of loyalty,” and “duty of obedience.”

Duty of Care: Act with care an ordinarily prudent person in a like position would exercise under similar circumstances. Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and goodwill;

Duty of Loyalty: Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; not in the best interest of the individual board member (or any other individual or for-profit entity). Act in good faith in a manner the director reasonably believes to be in the best interests of the organization; and

Duty of Obedience: Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated purpose and mission.



Organization

Structure

As a Directorship, the NTFFCF does not have formal members and the organization is operated as "board-driven" versus "member driven." This means that all rights, powers, duties, and responsibilities related to the management and control of the corporation's property, activities, and affairs are vested by the Board of Directors.

Board of Directors

The Board of Directors is comprised of at least 3 and not more than 7 directors. These directors are selected by the Board of Directors at each annual meeting.

Once on the Board of Directors the officers of the organization will be selected by **majority vote of the directors**. All members of the board of directors is expected to:

- know the organization's mission, policies, programs, and needs
- serve as active advocate and ambassador for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence the mission of the organization
- prepare for, attend, and conscientiously participate in board meetings
- participate in committees as designated
- maintain confidentiality about all internal matters

Executive Committee

The Executive Committee is comprised of the ranking officers of the board of directors. This includes the **President, Secretary and Treasurer** of the organization

Honorary Directors

The board of directors may select honorary directors as appropriate in recognition of outstanding contribution to the community and commitment to the purpose of the corporation, or in recognition of an individual's special talents which could be drawn on from time to time by the corporation. Honorary directors will not have voting privileges.



Organization

Committees

The board of directors may designate one or more committees, each of which will consist of at least one committee chairperson and one or more committee members. The chairperson and members of the committee will be appointed by the board of directors. Each committee may exercise all powers and authority delegated to it in the board of resolution established the committee, except as restricted by applicable law.

Eligibility for the Board of Directors

As a Directorship, the NTFFCF does not have formal members and the organization is operated as "board-driven" versus "member driven." The Board of Directors intent is to be representative of our founding organization, IAFF Local 3961. As such, no more than 40% of the Board of Directors (total board, i.e. 2/7) may come from outside of active or retired IAFF Local 3961 membership. Further, no more than 49% of the Board (total board, i.e. 3/7, 4/9) may be retired Local 3961 members. For the purposes of this section, candidates will be classified as Active, Retired, or Outside.

For example, with a Board of Directors for 2023 of seven (7) members make-up could be any of the following:

- Seven (7) Active
- Four (4) Active, three (3) Retired
- Five (5) Active, two (2) Outside
- Four (4) Active, one (1) Retired, two (2) Outside

Eligibility for Committees

The Board of Directors holds sole discretion for the selection of committee, appointment of committee members, designation of committee size, and term of the committee. Committees will work at discretion of the Board of Directors. Direct communication with the Board will take place and all committee action will be taken as a recommendation to the Board of Directors unless the committee has been otherwise authorized by the Board.

Committee members may be any allocation of Active, Retired, or Outside entities.



Job Descriptions

President

The President is the elected leader of the board of directors and the Executive Committee. The president focuses on the core functions of the organization to enable it to achieve its long-term vision. Areas of focus include: strategy, finance, board management, fundraising, and program delivery.

- Is a member of the board
- Sets tone for the committee work
- Presides at meetings of the board and executive committee
- Encourages Board's role in strategic planning
- Appoints chairs of committees and task forces
- Ex-officio member of all board committees
- Signs documents and contracts as approved by the board. May be delegated.
- May serve as spokesperson for the board
- Monitors financial planning and financial reports

Secretary

The Secretary is elected and a member of the Executive Committee of the NTFFCF.

- Is a member of the board
- Sets tone for the committee work
- Assures that an agenda has been prepared that the agenda is distributed in advance of the meeting.
- Manages minutes of board meetings
- Ensures minutes are distributed to members shortly after each meeting
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
- Maintains records of the board and ensures effective management of organization's records
- Oversees the distribution of background information for agenda items to be discussed.
- Prepares the official minutes of the meeting that records motions, discussion votes on motions, and decisions made.
- Prepares and provide written minutes to board members in advance of the next meeting and records any changes or corrections to the minutes.
- Assures that documents (bylaws, Form 990, roster of board members) are filed and accessible to members.



Job Descriptions

Treasurer

The Treasurer is elected and a member of the Executive Committee of the NTFFCF.

- Is a member of the board
- Sets tone for the committee work
- Serves as financial officer of the organization
- Manages finances of the organization
- Administrates fiscal matters of the organization
- Provides annual budget to the board for members' approval
- Ensures development and board review of financial policies and procedures
- Responsible to verify that financial reports are distributed to the board in advance of meetings
- Leads discussion of the financial reports at board meetings
- Assists in preparing the annual budget and presenting the budget to the board for approval
- Reviews and oversees audits
- Assists with the development and review of the annual budget

Director (four positions)

A Director is an elected and voting member of the Board of Directors.

- Is a member of the board
- Fulfills roles as assigned by the President
- Represents the board on committees as needed
- Fills in for Executive Committee members as needed



Respect and Balance

All relationships are about respect and balance. The Charity Fund has continually worked to establish relationships throughout the community, including with Northville Township. We understand and respect the line between nonprofit work and government and remain committed to maintaining the community's trust.

While we believe in the strong connection between our professional careers as firefighters and the charity work we have always done, we understand the lines between the organizations. While separate, we do believe that many opportunities exist to work together and build a stronger community. That said, it is critical to understand the importance of trust in the community based on the jobs we perform and the emphasis on carrying ourselves in a professional manner at all times. The Charity Fund has exemplified professionalism in all interactions and will continue to moving forward.

We commit to following the appropriate process and channels when our work could be construed or confused with our professional careers as members of the Fire Department. This includes:

- Obtaining approval when using department uniforms or apparatus. This includes events like: Fill-the-Boot, Goodfellow's, New Hope, Shop with a Hero, Adopt-a-Family and others. Some of these events request that attendees wear their professional uniform, the same way that nurses, doctors, police officers or athletes would to assist the children in recognition of the profession.
- At no point will any fundraising be conducted while on-duty, in uniform, or as an expressed member of the fire department.
- If on-duty staff is present at an event, it will be commensurate with any public education event the department conducts.

APPENDIX

tradition. service. community.



Resources

Constitution and Bylaws

[NTFFCF Constitution and Bylaws](#)

IRS 501(c)(3) Exemption Approval Letter

[501\(c\)\(3\) Exemption Approval Letter](#)

Tax Exempt Organization Search

Visit the IRS Tax Exempt Organization Search at <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search> or <https://apps.irs.gov/app/eos/>.

IRS Form 990 or 990 EZ

The IRS form 990 or 990-EZ is the required tax return for the NTFFCF. The 990-EZ is titled the “Short Form: Return of Organization Exempt From Income Tax.” If gross receipts are \$200,000 or more annually, or if total assets are \$500,000 or more, form 990 is required.

Form 990-EZ: <https://www.irs.gov/pub/irs-pdf/f990ez.pdf>

State of Michigan Corporate Filings

Visit the State of Michigan Corporations Division to complete this annual requirement: [Corporations Division - Search for a business entity \(state.mi.us\)](#).

W9

A W9 is a Taxpayer Identification Number and Certification document that is required anytime by individuals or businesses you do business with:

https://drive.google.com/file/d/1FuM8cI2Q-qly76cuxXrpWxfv2vYOMYNv/view?usp=share_link

501(c)(3) IRS Compliance Guide

[IRS Compliance Guide](#)

Annual Requirements

Annual Report

Summarize all of the events that took place in the previous year. This must include any upcoming or ongoing initiatives; current list of Board members and responsibilities; financial reports; meeting summaries; current job descriptions; and a general summary of the organization to that point.

Quarterly Reports

A quarterly report to be created and submitted to the Board of Directors to review and provide feedback. This must include an financial report of that quarter and the previous quarters within the calendar year (year to date by quarter).

Insurance

We hold a comprehensive insurance policy through the Insurance Exchange located at 670 Griswold, Suite 100, Northville, MI 48167. They can be contacted at (248) 642-5900. The insurance is the "non-profit package policy" and includes additional forms and endorsements.

Michigan Charitable Solicitation and Registration Form

This is required to be completed by any charity that solicites donations in Michigan. Information can be found here: [Charities \(michigan.gov\)](https://www.michigan.gov/charities), [INSTRUCTIONS FOR COMPLETION OF \(michigan.gov\)](https://www.michigan.gov/instructions).