



# School Support Organization Annual Paperwork

Each SSO must complete the following required annual paperwork:

- **SSO Annual Financial Report** – financial information for the school year that just ended June 30
  - Additional documents may be attached as needed
- **SSO Annual Information Form** – SSO information for the upcoming SY
- **SSO Annual Agreement** – SSO operating agreement for the upcoming SY
  - Include all requested documents listed on the verification form & checklist
  - SSO officers must review training & informational materials annually
  - Incomplete annual paperwork packets will not be accepted

SSO annual paperwork is due by August 1<sup>st</sup> each year to the Internal Audit Department of the Sumner County Board of Education – 695 E. Main St. Gallatin, TN 37066

Current forms and information may be found on the School Support Organization page of the SCS website under the Parents & Students tab – [www.sumnerschools.org](http://www.sumnerschools.org)

## School Support Organization Information Meeting

Monday July 24, 2023 – 5pm @ Hendersonville High School

- Meeting will be held in the HHS Lecture Hall (located down the hall from the main office)
- Meeting is open to all SSO members, officers, parents, school staff that work with SSOs

The School Support Organization page is designed to provide general information and guidelines that each SSO needs to help them operate within Tennessee State Law and SCBOE Policies. The information provided should not be considered legal advice. School Support Organizations are encouraged to contact accountants, CPAs, state and federal agencies (TN Sec. of State, TN Comptroller, IRS) for organization specific and legal advice.