



June 5, 2020

Greetings School Support Organization (SSO) Officers!

As we end each school year, your organization will begin their planning to look forward to the start of a new year. Now is the time to complete the required annual documents necessary to be in compliance with the School Support Organization Financial Accountability Act of 2007 (amended in 2008). School support organizations (SSOs) include any and all organizations that are set up to support Oak Ridge Schools academics, school teams, clubs, or classes. Each SSO must be a registered non-profit corporation in the State of Tennessee and comply with TCA 49-2-604 and all ORS district policies. The TCA law (TCA 49-2-604), ORS district policies, and other SSO resources are available on the ORS webpage (<https://www.ortn.edu/central-office/business-and-operations/school-support-organizations/>) for your review.

- All school support organizations wishing to be approved to operate for the 2020-2021 school year must register and submit all documents before August 1, 2020.

Please ensure that the necessary forms are prepared by your SSO officer(s) and are legible for communication purposes, complete, and submitted to the school bookkeeper or administrative assistant at the school your organization supports. It is very important that all elected officers read each document carefully before signing so that everyone is aware of all guidelines regarding officers & policies.

Please submit one completed registration packet to the school bookkeeper or administrative assistant. Once all documents are reviewed & approved, you will receive a confirmation email from the ORS Business Office and your organization will be listed on our website once all groups have been approved to be recognized. **Organizations are not to operate until a confirmation email has been received.** New Organizations should not be operating at the start of the year before receiving a confirmation email of approval.

If you have any further questions or need additional information that is not on the website, please contact Jenifer Van Dyke, Business Services Coordinator, [jhvandyke@ortn.edu](mailto:jhvandyke@ortn.edu). We want to ensure that all ORS SSOs are in compliance with ORS Policy 2.404, School Support Organization Financial Accountability Act of 2007 (amended in 2008), and the TN Comptroller's Model Financial Policy for School Support Organizations (amended May 2020). We have provided a checklist for all annual requirements & documents on the following page.

## ANNUAL CHECKLIST OF REQUIRED FORMS & DOCUMENTS

- Annual Information Form:** This form must be completed in its entirety. At minimum, per the TN Secretary of State, all non-profits must have a President and Secretary. Your organization's goals & objectives for supporting students & the school should be listed on the form along with the names, addresses, phone numbers, and email addresses of each elected officer in the organization.
- Tennessee Corporation Annual Report Form from TN Secretary of State Office:** Proof that your organization has paid & your renewal is up to date with the TN Secretary of State. (Required for all organizations except for PTAs that fall under the TN PTA umbrella.)
- SSO Financial Agreement:** School support organizations must agree to operate in a fiscally responsible manner and in accordance with the Model Financial Policy for School Support Organization. This is required to use the name, mascot, or logo of a school or the school district to solicit or raise money, materials, property, securities, services, or other things of value. Please be sure to read this document carefully before signing regarding compliance with accounting, controlling, and safeguarding of all money, materials, and property.
- Annual Financial Report:** It is required by law that all school support organizations submit a revenue and expense report at the end of the year. This report should detail SSO events that have taken place and the revenue and expenses of the organization. Revenue and expense information does become public record.
- Board of Education Agreement:** This form is the agreement between the SSO and the ORS Board of Education and is required to be signed by an organization representative, usually the member holding the office of President.
- Copy of IRS Determination Letter:** This is required only if your SSO is an approved 501(c)(3) entity.
- (New Organizations Only) Copy of Organization's Charter:** First year SSO's must provide a copy of the State approved Charter from the TN Secretary of State's office.



## **School Support Organization Annual Financial Report**

*(Pursuant to **Section 49-2-604, TCA,***

*This form must be submitted to the director of schools/designee at the **end** of each school year)*

School Year Ending \_\_\_\_\_

Organization Name \_\_\_\_\_

President \_\_\_\_\_ Phone Number \_\_\_\_\_

Treasurer \_\_\_\_\_ Phone Number \_\_\_\_\_

1. Objectives and activities completed by the organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Money in account at the beginning of the school year : \$ \_\_\_\_\_

### **Revenue/Collections:**

3. Money collected during the school year (by activity or fundraiser):

A. _____	\$ _____
B. _____	\$ _____
C. _____	\$ _____
C. _____	\$ _____
E. _____	\$ _____

**Total revenue/collections for the school year** \$ \_\_\_\_\_

### **Disbursements/Expenditures:**

4. Activities, fundraiser vendors, equipment, materials, services, etc., purchased:

A. _____	\$ _____
B. _____	\$ _____
C. _____	\$ _____
D. _____	\$ _____
E. _____	\$ _____

**Total disbursements/expenditures for the school year** \$ \_\_\_\_\_

5. Money in account(s) at end of school year \$ \_\_\_\_\_

\_\_\_\_\_  
Preparer's Signature

\_\_\_\_\_  
Date



**School Support Organization Annual Information Form**

*(Pursuant to **Section 49-2-604, TCA,***

*This form must be submitted to the director of schools prior to raising any money in the **first year** the SSO begins operation, and at the **beginning of each school year** thereafter.)*

School Year \_\_\_\_\_

Organization Name \_\_\_\_\_

**Goals and Objectives of Organization**

- No change from previous year.
- First filing or change. Please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Status**

- Nonprofit
- Foundation
- Chartered member of nonprofit organization or foundation

(For initial filing, or if status has changed, attach supporting documentation for status, e.g., annual report filed with Secretary of State.)

**Officers**

President \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Vice-President \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Treasurer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Secretary \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Other \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Other \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_



**Office of Executive Director of School Leadership**  
**Mr. Bruce Lay**  
[blay@ortn.edu](mailto:blay@ortn.edu)

## Board of Education Agreement/School Support Organization

Pursuant to provisions established by Public chapter 326, School Support Organization Financial Accountability Act, Oak Ridge Board of Education recognizes the following entity as an official nonprofit school support organization:

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This agreement is subject to continued proof of compliance with Public Chapter 326. The nonprofit organization agrees to comply with financial disclosure, reporting requirements and controls set forth under the Model Financial Policy for School Support Organizations (amended May 2020).

The school Support Organization agrees to hold harmless the Oak Ridge Board of Education, The school district and/or any individual School, and all other agents for the actions of the School Support Organization.

The Schools Support Organization further agrees to abide by the Oak Ridge Board of Education Policies and procedures regarding School Support Organizations. (Reference Policy 2.404)

\_\_\_\_\_  
**School Support Organization Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SSO Representative Signature**

\_\_\_\_\_  
**SSO Representative Printed Name**

\_\_\_\_\_  
**School Principal Signature**

\_\_\_\_\_  
**School**

**For Oak Ridge Board of Education**

\_\_\_\_\_  
**Superintendent /Designee Signature**

\_\_\_\_\_  
**Date**

*Revised 6/5/2020*



# SCHOOL SUPPORT ORGANIZATION FINANCIAL AGREEMENT

This agreement is to ensure that your school support organization (SSO) is operating in a fiscally responsible manner and that you have written financial procedures in place. All Oak Ridge Schools SSOs must adhere to the minimum requirements of the *Model Financial Policy for School Support Organizations* and maintain adequate financial records as well as safeguard the organization's funds against fraud, waste, & abuse. It is the officer's fiduciary responsibility to safeguard their organizations funds. Please complete the following to confirm you have received & understand this financial information. If any area does not apply to your organization, write N/A beside it and explain.

**Organization Name:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

<p>Our school support organization's funds are deposited in a checking account at a banking institution separate from the school's funds bearing the name of our organization and are never kept at any officer or member's homes including the Treasurer.</p>
<p>Bank signatory cards are up-to-date for the posted school year with at least two signers. <i>Required - Print the names of the authorized signers:</i></p>
<p>1.</p>
<p>2.</p>
<p>3. (optional)</p>
<p>4. (optional)</p>
<p>Our financial records have been reviewed/audited by a committee or members that are independent of the day to day financial duties.</p>
<p>At least two SSO officers are involved in the processes of keeping adequate financial records, handling &amp; counting money, depositing funds, and issuing checks.</p>
<p>Written procedures are in place regarding the approval and disbursement of any organization funds. All invoices and receipts are kept in the organization's financial records for a minimum of 4 years.</p>
<p>Disbursements are made by pre-numbered checks, never cash. Checks have two authorized signatures on the check.</p>
<p>If our organization has a debit card and disburses funds by debit card, there are written procedures in place to safeguard the debit card and its uses. <i>Note: The use of debit cards is discouraged due to the high volume of inadequate controls that result in misuse, abuse, &amp; fraudulent activity.</i></p>
<p>We understand that Oak Ridge Schools employees must not be the Treasurer or handle SSO funds including but not limited to having possession of the organization's debit card if applicable.</p>
<p>Bank Reconciliations are completed each month and approved by SSO members who are not authorized to sign checks.</p>
<p>A Treasurer's report is disseminated at our regular SSO meetings for all SSO members and the principal of the school.</p>

**All Authorized signers of our school support organization banking account have read and understand our fiduciary responsibilities to safeguard SSO funds as required by law. We agree to adhere to the minimum controls set by the TN Comptroller and add any necessary procedures to reduce or eliminate fraud, waste, or abuse within our organization. We also understand that misuse of SSO funds could result in an investigation by the TN Comptroller of the Treasury's office and criminal prosecution.**

**Authorized Signer #1** \_\_\_\_\_ **SSO Position** \_\_\_\_\_

**Authorized Signer #2** \_\_\_\_\_ **SSO Position** \_\_\_\_\_

**Authorized Signer #3** \_\_\_\_\_ **SSO Position** \_\_\_\_\_  
**(if applicable)**

**Authorized Signer #4** \_\_\_\_\_ **SSO Position** \_\_\_\_\_  
**(if applicable)**