

SCHOOL SUPPORT ORGANIZATIONS RESPONSIBILITIES

School Support Organizations are responsible for compliance with all federal, state, and local laws and local School Board policy.

After approval by the Tipton County School Board, responsibilities of SSOs include but are not limited to:

1. File an Annual Report with the Tennessee Secretary of State, Division of Business Services.

<https://www.sos.tn.gov/>

2. File Form SS-4 with the Internal Revenue Service in order to obtain an Employer Identification Number (EIN).
3. If the SSO is only organized under the laws of the State as a nonprofit and not recognized as a 501(c)(3) by the IRS, then Form 1120 must be filed annually. A corporation with a fiscal tax year ending June 30 must file by the 15th day of the 3rd month after the end of its tax year. All domestic corporations must file an income tax return whether or not they have taxable income.
4. If the SSO is a 501(c)(3) organization, then annually the SSO should file a version of Form 990, "Return of Organization Exempt from Income Tax." The return is due by the 15th day of the 5th month following the close of the SSO's fiscal year. This is generally an information return, since normally there are no taxes due.
5. The SSO agrees to indemnify the School Board for any actions of the SSO that results in harm or loss. It is the responsibility of the SSO to determine if liability insurance is necessary for their organization.
6. As noted on the Filing Acknowledgment from the Secretary of State approving your status as a non-profit organization, you must file the approved Acknowledgment document in the office of the Register of Deeds in the county where the entity has its principal office if such principal office is in Tennessee.
7. By August 1 each year, a verification form must be completed and provided to the Director of Schools (Board Policy 2.404).
8. The organization will provide to the School Principal all monthly collection records, bank statements, canceled checks, and invoices, along with a copy of the monthly treasurer's report upon request (Board Policy 2.404). An annual financial report (template found in Tennessee Comptroller of the Treasure Model Financial Policy for School Support Organizations: Procedures Manual) will be provided to the School Principal by June 30th of the concluding fiscal year. SSOs that do not provide the required financial reports will be terminated from the sanctioned SSO list and may not request reinstatement for a minimum of one school year.