



# School Support Organization Annual Paperwork Reminder & Meeting Information

## Every 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 upcoming school year
- SSO Annual Agreement – SSO operating agreement for upcoming school year
  - 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 – delivered to Sumner County Board of Education, Attn: Internal Audit Dept. – 695 E. Main St. Gallatin, TN 37066

***\*\*Incomplete paperwork cannot be accepted. Please do not email paperwork. Paperwork may be delivered by school courier, hand delivered, mailed or turned in at the SSO meeting on Thursday July 31<sup>st</sup>. \*\****

## School Support Organization Information Meeting

Thursday July 31, 2025 – 4pm @ Rucker Stewart Middle School

RSMS is located at 350 Hancock Street, Gallatin

- Meeting will be held in the RSMS cafeteria (just to the left when entering the school)
- Meeting is open to all SSO members, officers, parents, school staff that work with SSOs

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)

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.