

# **School Support Organization Compliance Training**



METRO  
NASHVILLE  
PUBLIC  
SCHOOLS

# Learning Outcomes

## Welcome to School Support Organization (SSO) Compliance Training

### LEARNING OUTCOMES FOR THIS TRAINING

- To assist MNPS SSOs on becoming knowledgeable regarding compliance with state law and MNPS district policies for school support organizations.
- To provide and inform MNPS SSOs with the necessary tools to operate a successful, transparent, and financially compliant organization.
- At the conclusion of the presentation, there will be an assessment link that officers of each SSO must take for registration compliance approval.

# School Support Organization Financial Accountability Act

- In 2007, the TN Legislature passed the School Support Organization Accountability Act. This law was also amended in 2008.
- This Act prohibits school boards, school employees, or officials from authorizing any group or organization to use a school district's or school's name, mascot, logos, property, or facilities for the purpose of raising money until the local board of education adopts a policy concerning local school support groups.
- All SSOs in the state of TN must follow this law.
- As defined by the SSO Financial Accountability Act: SSO means Booster club, foundation, PTA, PTO, PTSA, or any nongovernmental organization or group of persons whose primary purpose is:
  - To support a school, school club, or academic, arts, athletic, or social activities related to a school.
  - And that collects or receives money, materials, property or securities from students, parents, or members of the general public.

# School Support Organization Financial Accountability Act (Cont'd)

## IMPORTANT HIGHLIGHTS OF THE SSO ACT (STATE LAW) YOU SHOULD KNOW:

- Annually, SSOs must provide proof of recognition of the organization, goals and objectives, all elected officer's personal information (name, address, phone number, email address) and by-laws. The organization must come into agreement with the school district prior using a school or school district's name, mascot, logo, or facilities.
- Annually, SSOs must obtain pre-approval from the director of schools or his/her designee prior to soliciting, raising, or collecting money, materials, property or securities.
- SSOs must give access to all books, records, and bank account information to the school board, school principal, or the Office of the TN Comptroller of the Treasury upon request.
- A majority of the voting members of any SSO board **should not** be composed of school representatives.

"The school becomes accountable when money is initially received by employees, officials, or volunteers acting in their official capacity."

# School Support Organization Financial Accountability Act (Cont'd)

## IMPORTANT HIGHLIGHTS OF THE SSO ACT THAT YOU SHOULD KNOW (CONT'D):

- School support organizations are separate legal entities from the school. Therefore, the organization should not use the school's FEIN# or tax exemption status. SSOs must have their own FEIN# and their own tax exemption status.
- A school representative cannot act as a treasurer or bookkeeper or be a signatory for an SSO. For further clarification, the SSO law also defines the meaning of a school representative.
- Last, organizations must keep financial records for at least 4 years. Officers should not transition out without passing on all records to the incoming Officers.

# Support Differences of Various Types of School Support Organizations

The primary differences of support in each type of SSO (PTO, PTA, Booster Club, and Alumni Association):

## **PTA**

- Part of the National and state structured organization focused on family engagement, advocacy, and help fund school enrichment programs as well as school needs for all students.

## **PTO**

Support and help fund school-wide initiatives, events, and student activities for the whole school.

- PTOs and PTAs are designed to support the entire school and should not focus their efforts on a single team or activity.

## **BOOSTER CLUB**

- Support a specific student group, program, or activity only such as athletics, band, theater, etc.
- Booster clubs are created to support a specific team, club, or student organization and should not provide broad support to the entire school or team, club, or organization in which they are not a registered non-profit for.

## **ALUMNI ASSOCIATION**

- Support long term community connections with the school as a whole.

# SSO Officer Alignment and SSO Agreement with MNPS

During the registration process, SSOs must read, acknowledge, and adhere to the SSO Agreement with the district.

This document outlines MNPS district policies and procedures for SSOs and our district's requirements to be an Officer of an MNPS SSO. Please ensure that your officers align with the following requirements below before acknowledging the agreement and submitting officer registration documents.

- Elected Officers **must not** be related to another elected officer in the same SSO;
- Elected Officers **must be** a parent or legal guardian of a currently enrolled student at the associated school;
- Elected Officers **must not** be related to the bookkeeper, administrator, or any employee that oversees the SSO of the associated school.

# SSO Detailed Revenues and Disbursement Report

Per the School Support Organization Financial Accountability Act, a detailed revenue and disbursement report must be submitted at the end of each school year.

- This report must be received by June 30 each year before the organization can be approved for the following school year.
- This report can be submitted on July 1 in Givebacks.

## The Report Must Include

1. The school year and organization's name
2. Beginning and Ending bank balances
3. Detailed description of transaction
4. Dates and Amounts taken in (revenue) and amounts disbursed (expenses)

# MNPS Annual Requirements & SSO Officer Training

To classify as a MNPS School Support Organization, ALL requirements of the School Support Organization Financial Accountability Act and of our district must be completed by the district's annual deadline of August 1.

This includes this MNPS SSO Compliance Training Module that must be completed prior to submission of the Officer Registration Form in Givebacks:

- Each SSO President or individuals that share the President position, Secretary, and Treasurer or individuals that share the Treasurer position must complete this MNPS SSO Financial Training Module. A confirmation email will be sent to each officer that completes the training module. Each officer should save their confirmation email and provide a copy to the President or Officer submitting the registration for your SSO.
- Confirmation will be required during the registration process by uploading the email confirmation for each required officer.
- Other SSO officers or members not mentioned above are not required by MNPS to complete the training. However, they may take the training if your organization deems it necessary to ensure all officers are knowledgeable and aware of state law and MNPS procedures.

# MNPS School Support Organization Webpages

Did you know Metro Schools has a dedicated web section for school support organizations to find various SSO related information?

All information regarding registration and the annual deadline can be found on the MNPS [School Support Organization webpages](#) each year.

To assist SSO Officers with staying abreast of laws, policies, & procedures, the web section host various SSO documents and resources. Here are examples of those resources:

- Frequently Asked Questions
- MNPS Fundraiser Procedures and SSO Cooperative Agreement
- Givebacks How To Videos and procedures
- MNPS Fundraising and Communication Guidance for websites and social media
- Laws, policies, and website links relevant to SSOs from the TN Comptroller's and TN Secretary of State's Office
- Sample SSO financial and operational documents

# Where to Find MNPS SSO Registration Information

MNPS SSO registration requirements and additional documents can be found on the MNPS School Support Organization Webpage.

- There are registration guidance pages for [Existing/Continuing SSOs](#) and for [New SSOs](#).
  - Please be sure to check these pages out each year around mid-May to see if there are any updates for the new school year.
- If you are unfamiliar with how to find the SSO webpage, go to the "Find it Fast" feature on the top right of the MNPS Website and you can type in either School Support Organizations or School Support Organization Registration to find it faster

# SSO Registration: Key Deadlines & First Steps

## Key Deadlines for SSOs

Registration Compliance documents can be uploaded in the Givebacks software starting July 1 and must be submitted no later than August 1 of each year by 3 p.m. for all SSOs.

- This deadline will be adhered to for the purpose of compliance and equity to all SSO submissions.
- The deadline also is to ensure all active organizations can be published timely on the MNPS school support organization webpage for the year, as required by law.

## First Steps for New SSOs

- For SSOs that are new this school year, the first step of registration is for the organization to email [MNPSSupportOrganizations@mnps.org](mailto:MNPSSupportOrganizations@mnps.org) with the organization and officer information to have a profile setup in Givebacks.
- Please follow the registration instructions for new organizations on the MNPS School Support Organization Webpage.

# Plan Ahead: Submit Early for a Smooth Approval Process

## Set Your Organization Up for Approval Success

To avoid delays or potential denial of your organization's approval, please submit your organization's registration early.

Planning ahead and submitting early allows time to make any necessary corrections or resubmissions prior to final approval.

## Need Help or Have Questions During Registration?

If any SSOs have questions or need assistance during registration, please contact us at [MNPSSupportOrganizations@mnps.org](mailto:MNPSSupportOrganizations@mnps.org). (Due to a high volume of emails during registration and the start of school, please allow up to 48 hours for a response before sending additional emails. We appreciate your patience and ask that duplicate emails be avoided so we can respond to everyone as efficiently as possible.)

# Other Requirements for MNPS SSOs

- **CONFIRMATION EMAIL**

- As each organization's registration documents are reviewed and approved, a notification email will be sent to the organization from Givebacks. A final confirmation email will be sent from the Givebacks system by the Director's Designee to officers of the SSO informing the organization that they are active and may operate for the school year.
- Organizations are not to conduct or communicate out any events until this email has been received.
- Any booster club organizations, an email will also be sent to the coach or teacher sponsor associated with your SSO informing them of their role and boundaries as employees with the organization.

- **LIABILITY INSURANCE**

- All MNPS SSOs that plan to conduct events, meetings, or fundraisers on MNPS property must have their own liability insurance coverage to present to the MNPS facility-use department when requesting approval.

- **CHANGE OF OFFICERS DURING THE SCHOOL YEAR AFTER APPROVAL**

- If your organization changes officers during the school year after your organization has been approved, a Change of Officer form must be completed in Givebacks and your officers must be updated in your organization's Givebacks portal. If the new officer(s) are replacing the President, Secretary, or Treasurer positions and have not taken this SSO Compliance Training, they must do so prior to submitting the Change of Officer form as confirmation will be verified during submission of the change.

Note: Failure to update this information in Givebacks may result in the district suspending the organization's fundraising and operational activities. It is required, per state law, that officer information be provided to the district.

# **Prior years SSO Successes in MNPS**

We would like to highlight some successes of school support organizations of MNPS.

# School Support Organizations Celebrations

We would like to highlight some successes of school support organizations of MNPS. Example:

## JT MOORE MIDDLE SCHOOL PTO (2023-2024)

- Purchased fencing for the school's outdoor classroom and recess area
- Provided funding for teacher stipends and supplies for early morning study hall to accommodate up to 150 students

If you would like to share some successes of your organization that may be helpful to other SSOs, please send them to [MNPSupportOrganizations@mnps.org](mailto:MNPSupportOrganizations@mnps.org) with the title "ABC PTO Successes" and provide the year of the success as well.

# Expectations of MNPS SSOs

- From 2024 to the present, we have identified an uptick in SSO officer mismanagement of SSO funds within some of our SSOs. These occurrences have been reported to the TN Comptroller's Office for investigation or have been investigated.
- MNPS expects all SSOs to properly safeguard their funds by maintaining adequate oversight and implementing separation of duties. These practices help ensure the organization operates in a sound fiduciary manner and avoids risks associated with non-compliance.
- The next slides give ways to avoid financial and operational pitfalls and a fraud case to review to help your officers know what to look for and internal control measures to put in place.



## Ways to Avoid Financial & Operational Pitfalls

- Ensure each officer understands their role and not just be an officer on paper but operates in the SSO as required for their role.
- Ensure all officers and members know proper financial procedures and follow them.
- Ensure debit cards are secured properly and that only one person never has access to them.
- Ensure the SSO debit card is not given to an MNPS employee.
- Ensure each check issued has two signatures.
- Ensure a school purchase request for equipment is verified against current school inventory to ensure the purchase is necessary and get the Principal's approval.
- Ensure that after each SSO meeting, the minutes are documented and the principal is given the information.
- Limit officer terms to two years or less. Have each officer help train their replacement for the next school year.
- Have 2-3 people who are not part of the SSO Board or create a committee of members to review financial documents periodically (i.e. monthly or quarterly).

# Major Pitfall of a Former SSO



**Former President of H.G. Hill Middle School PTO faces theft charges for stealing \$31,490.**

In the 2018-19 school year, a former president of a MNPS School Parent Teacher Organization was indicted for theft by the TN Comptroller's Office.

The president of the PTO is accused of using four schemes to steal at least \$31,490 from August 2014 through August 2017 based on PTO bank records obtained during a TN Comptroller of the Treasury investigation into the situation.

## **Continued: Former President of H.G. Hill Middle School PTO faces theft charges for stealing \$31,490**



### **Charges include:**

Theft of \$8,475 by making 36 personal purchases using the PTO debit card for home rental, car payments, utility and cable payments, and purchases of clothing, furniture, snacks, cigarettes, and other personal items.

\$6,832 through at least 25 ATM cash withdrawals that were not used for PTO purposes.

\$2,000 by transacting a PTO check made payable to cash where the money was kept and not used for PTO purposes.

Withheld \$14,183 from PTO candy bar, coupon book and spirit wear fundraisers. The money was not deposited in the PTO account and was maintained for personal use.

## Continued: Former President of H.G. Hill Middle School PTO faces theft charges for stealing \$31,490



Tennessee Comptroller's Office concluded the investigation by stating:

“School support organizations must ensure they safeguard money so that it is only spent for valid purposes.

In this situation, more should have been done to separate financial responsibilities, ensure collections were deposited promptly, and require two signatures on all checks.”

# **SSO Obligation to Report FRAUD, WASTE or ABUSE to the TN Comptroller's Office**

- SSO Officers and/or members must report fraud, waste or abuse of SSO funds directly to the TN Comptroller's Office per state law.
- NOTE: This agency is a recipient of taxpayer funding. If you observe an agency director, employee of state or local government, or SSO engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:
- 1-800-232-5454
- Notifications can also be submitted electronically at [comptroller.tn.gov/hotline](http://comptroller.tn.gov/hotline)

Note: SSOs also may report suspected fraud, waste, or abuse to MNPS; however, all such matters must first be reported to the Tennessee Comptroller's Office.

# Facility Use in MNPS

Do you want to rent a space in a Metro School? Read the [MNPS Facility-Use website](#) for guidance and an online registration form.

- Please note MNPS facility-use requirements are derived from the policies of Metropolitan Government.
- Facility use requests by external organizations and groups are handled at the school level.
- Facility Use requests must be submitted for any SSO events, fundraisers, or meetings held on school property.
- The usage fee is waived for approved SSOs.
- SSOs must show proof of liability insurance.
- This information does not apply to your organization if your organization does not conduct events or meetings on school property.

Note School Audit, which oversees SSOs, is a separate department from Facility Use.

- The 30 days fundraiser requirement does not include the Facility Use process as this is a separate approval from a different department.
- However, SSOs are required to upload their facility use approvals before any SSO fundraiser request forms are submitted and can receive final approval.
- For additional assistance with facility use, please consult with the MNPS facility use department.

# Fundraising in MNPS

SSO Fundraiser procedures can be found on the MNPS School Support Organization [document and resources webpage](#).

- MNPS Policy requires that a fundraiser authorization/request form be submitted 30 days in advance to the Audit department. This includes all revenue streams such as loyalty reward programs, solicited donations, spirit/restaurant nights, etc. Fundraiser correspondence (flyer, email, social media post, etc.) also should be included with the fundraiser request submission.

## **TIP: SUBMIT REQUESTS EARLY**

We highly suggest submitting fundraiser requests early. Submitting in advance allows your Principal adequate time to review and approve the request in order to meet the district's 30-day requirement and approval before the fundraiser begins.

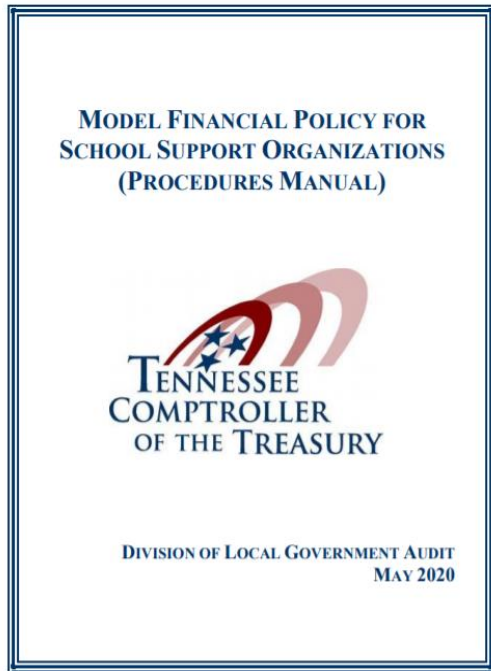
- Principal Approval is required before a fundraiser request is submitted to the school's Auditor.
  - This timeline ensures sufficient time for all parties in the workflow to address any questions, concerns, or required revisions.
  - The 30 days does not include the [Facility Use process](#) because it is a separate approval through the Facility Use Department. The Facility Use approval process must be completed prior to submitting the fundraiser request to the Auditor for approval or a denial will be received for the fundraiser requests.
- Please ensure any written communication regarding SSO fundraisers (i.e. flyer, email blast, social media post) state that the SSO is the host and that any SSO funds be sent to the school in a sealed envelope labeled as SSO funds or the specific SSO fundraiser event title.
  - Always prepare a profit analysis report at the conclusion of each fundraiser to see what profit was expected vs the profit that was actually made. Share the financial documents with officers, members and principal – Transparency is the key ingredient!

# Fundraising in MNPS (Cont'd)

## HIGHLY IMPORTANT FUNDRAISING GUIDANCE

- Any funds raised or collected by SSOs must support your associated school-wide needs (PTA, PTO, Alumni) or specific group in which your organization is to support (Booster Club).
- Funds raised or collected cannot be used to benefit individuals, families, or other organizations.
- Per the TN Model Financial Policy Manual, SSO officers and/or members are responsible for the collection of all SSO fundraiser money. School employees must not be involved in the accounting or handling of SSO funds. This means if an SSO fundraiser is taking place one of the following must be implemented:
  - An SSO representative must be present to collect money from each classroom or from parents/students.
  - The SSO must have a secure drop box for parents/students to leave their SSO envelopes. An SSO representative must come to retrieve those envelopes in a timely manner to be deposited. The school is not liable for any missing funds.

# TN Model Financial Policy Manual for SSOs



- All SSOs must read and follow the [TN Model Financial Policy Manual for SSOs](#). This is a financial guidance manual for SSOs.
- Tennessee Code Annotated Title 49, Chapter 2 (SSO law) required the TN Comptroller's office to adopt a model financial policy for SSOs. This manual was then created.
- This policy manual is intended to provide minimum internal controls to assist members and officers in improving accountability over school support organization funds. It also provides recommendations for procedures that are supplemental to the minimum procedures.
- The *School Support Organization Financial Accountability Act*, at Section 49-2-604(e), Tennessee Code Annotated, requires "The organization shall adopt and maintain a written policy that specifies reasonable procedures for accounting, controlling and safeguarding any money, materials, property or securities collected or disbursed by it."

# IRS Guidance on Fundraising for SSOs

## FUNDRAISERS MUST BE CONDUCTED IN A WAY THAT ALL STUDENTS BENEFIT EQUALLY.

- Per the TN Model Financial Policy, “The IRS has found that the use of individual fundraising accounts frequently results in illegal private benefits and strongly encourages its members not to use individual fundraising accounts since they may result in fines and penalties from the IRS and/or loss of tax-exempt status.”

Guidance from the IRS states:

- “An individual fundraising account is any method by which a booster club credits an individual or family for all, or a portion, of the funds raised by the individual, family or organization. When fundraising proceeds are attributed to specific students and used to offset fees or costs incurred by those students based upon the amount sold or the amount of time worked, it represents income to the students/parents.”
  - Disclaimer: MNPS does not recommend that the term “fair share” or “fees” be used when referring to payments that are appropriately collected as it is interpreted as individual benefits of participants.
  - Fees are to be receipted at the school level.



# Student Fees in MNPS

The TN Model Financial Policy Manual for School Support Organizations states:

“SSOs must not charge fees to students to participate in school-sponsored activities or events.”

- Tennessee Code Annotated 49-2-603(6)(f) defines fees charged to students for school sponsored academic, art, athletic or social events as student activity funds. As such, they must be accounted for by the school and deposited in the school bank account.
- Also, required or “suggested minimum” financial participation of students or their parents, whether through donations or required fundraising, will be interpreted as charging fees.
- Likewise, state law makes no provisions for SSOs to charge fees to students or their parents for participation in school-sponsored activities or events.
- Membership dues for administrative costs of the organization or similar costs should not be a disguised method of charging fees. This also includes payments that are called “fair share”, etc.



# SSO Financial Documents

(Minimum requirements)

## THE SSO MUST

- Issue pre-numbered checks and ensure that all checks have 2 signatures.
- Maintain all invoices and receipts.
- Develop an approval process in writing for making a purchase or for reimbursing an Officer or member for making a purchase.
- Ensure officers are aware of all purchases.
- Document all purchases and financial balances in your minutes.

*Again, transparency is very important!*

## CHECKS ARE PREFERRED

In today's society, we know debit cards are used more so than checks for convenience.

However, it is highly recommended and preferred by the TN Comptroller's and MNPS that official prenumbered checks are used for disbursements over other methods such as debit cards for SSO purchases to prevent fraud, waste and abuse.

## HOW TO USE DEBIT CARDS – IF YOU MUST

- If your organization chooses to use a debit card to make purchases, written guidelines should be in place regarding the usage and how the card will be secured!
- Cash withdrawals, cash advances or personal purchases should be prohibited with the debit card, regardless if the intent is to reimburse the organization.
- A daily dollar limit should be set by the membership in order to make a purchase with the debit card.
- A log should be kept of all authorized users when a purchase is made.
- The debit card should stay locked up in a secure place and not in the possession of any officer or member.



## Debit Cards

(Minimum  
requirements)

The debit card should never be given to an MNPS employee for use or to keep in their possession.



# Separation of Duties

(Minimum requirements)

## SSOS SHOULD

- Always have two set of eyes for the financial operations of the organization, the more the better.
- Never, never, never have one person in control of all the finances.



# MNPS Employees

(Minimum requirements)

- MNPS Employees should never be paid directly from a school support organization. Payments must be made through the MNPS payroll system.
- Contact your school's bookkeeper if your organization wants to pay an employee's salary, wages, or supplemental pay so they can reach out to get assistance on the proper steps through our Budget and Finance team.
- MNPS Employees should not be an authorized signer on the SSO checking account, handle SSO funds, or have possession of the SSO debit card, if one is available.



## Gift Cards and SSO Donations

### GIFT CARDS

- School support organizations such as PTO, PTA, booster clubs, or other outside organizations cannot donate funds or purchase gift cards for the school to bypass IRS regulations regarding de minimis fringe benefits. However, School Support Organizations or outside organizations may purchase merchant gift cards from their funds and give them directly to school employees as long as the outside party determines who gets the gift cards.
- Gift cards are allowable for student incentives of \$25 or less and must be a merchant gift card.

### DONATIONS

- All donations to a school support organization should be documented.
- All donations to a school from an SSO must be documented in writing specifying the purpose of the donation.
- School support organizations are prohibited from donating funds that benefit specific individuals, families, or other organizations as this does not align with The School Support Organization Financial Accountability Act.

# MNPS Communications Guidance: SSO Created Websites

All SSO websites or social media pages must follow the [MNPS Communications policy & procedures](#).

## OFFICIAL SCHOOL WEBSITES

A school's website on the MNPS.org domain – not an SSO website - is the official school website with current information on topics such as academics, school supplies, transportation, nutrition, updates from principal, the calendar and any information important to families, students, and prospective students.

## WEBSITE DISCLAIMER REQUIREMENT

All school support websites and social media accounts must include the disclaimer they are operated by the organization and not an official MNPS.org website. Website Example:

"This website is managed and operated by [INSERT NAME OF ORGANIZATION] to support [SCHOOL/CLUB/ACTIVITY/ETC...]. The [NAME OF ORGANIZATION/CLUB/ACTIVITY] website does not speak for, or represent, [SCHOOL NAME] or Metro Nashville Public Schools."

Be sure to keep your SSO website updated regularly with information regarding SSO activities, approved fundraisers, etc.

# SSO Culture in MNPS



## BUILD A CULTURE OF ACCOUNTABILITY

- While fundraising is an important function of a School Support Organization, it should support not define the organization's purpose. SSOs are encouraged to establish goals and objectives that enhance the overall school community, support students and staff, and contribute to a positive school environment.
- Ensure that your organization is operating in a transparent manner and is fiscally responsible as this impacts the school and most importantly the students.
- Ensure that SSO activities are not conflicting with school activities or events.
- Provide a Treasurer's report, monthly financial report and/or a copy of the bank statement monthly from the SSO to your principal, officers, and members for review, even if they don't ask for it.

# SSO Culture (Cont'd)



- Be committed individuals with a mindset of discipline, responsibility, and transparency.
- SSO Officers should know their roles and operate in those respective roles. If you cannot fulfill your duties, make your organization aware early so they can make the necessary changes. Not operating in your role impacts the organization which impacts the school.
- Monitor and evaluate your organization's processes and have open dialogue about it.
- Link actions or consequences when expectations are not being met.
- Train members that want to be involved as officers for the next school year. This helps to eliminate confusion or registration delays and creates a smooth transition for the organization in the next school year.

# Resources and Support Available to SSOs

Please reach out to the appropriate entity or departments if questions arise.

## Internal Revenue Service

- Apply for FEIN or 501c3 status or for Federal Tax Requirements

## Tennessee Secretary of State – Business Services

- Register, Renew, or Dissolve a Nonprofit Organization in TN
- For Charter, Certificate of Existence, TN Corporation Annual Report or Filing Info

## Tennessee Department of Revenue

- Sales Tax Exemption Status

## TN Comptroller of the Treasury

- State Compliance (TN Model Financial Policy Manual for SSOs)
- Fraud, Waste, or Abuse Reporting

## Local PTA Office

- PTA Information and Compliance

## MNPS SSO Email Address is

[MNPSupportOrganizations@mnps.org](mailto:MNPSupportOrganizations@mnps.org)

- Contact us for assistance with compliance with MNPS Policies or Procedures and District SSO Registration

## MNPS Facility Use

- MNPS Facility Use procedures and requirements or questions

## MNPS Audit - Your School's Assigned Auditor

- MNPS Fundraiser procedures and requirements or questions

**If you are unsure who the Auditor is, ask the school bookkeeper or email the SSO email address.**

# Training Recap

**This concludes the SSO Compliance Training. From the training you should have learned and taken away the following:**

- Valuable information regarding the SSO Financial Accountability Act and state requirements
- Other SSO requirements and deadlines of MNPS
- Facility Use and Fundraising guidelines in MNPS
- Avoiding Financial and Operational Pitfalls of MNPS SSOs
- SSO Officer Obligation to report Fraud, Waste, & Abuse to the Comptroller's
- TN Model Financial Policy Manual for SSOs and its requirements
- Tips for a healthy and successful SSO culture
- Resources available to SSOs

# Final Action: SSO Financial Training Assessment

- Each President or individuals sharing the President position, Secretary, Treasurer or individuals sharing the Treasurer position, and Fundraiser Chair/Contact must click the link below to complete the assessment. Make sure that you review your results and glance over any incorrect answers to ensure you know the correct answers to guide you in your role.
- After completion, you will receive an email confirming completion that you will need to save and provide to the officer responsible for submitting registration. The President or officer submitting the organization's registration must ensure that ALL required officers completed this task before submitting the Officer registration form.
- Please click or copy & paste the following link to access the required training assessment: <https://forms.cloud.microsoft/r/yKaeSFgEvv>