



MCKENZIE SPECIAL SCHOOL DISTRICT

114 BELL AVE.

MCKENZIE, TN 38201

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MSSD Requirements for School Support Organizations (SSO):

1. SSOs must register (incorporate as a nonprofit) with the Secretary of State's office or be a chartered member of a nonprofit organization. Note that registering with the Secretary of State's office requires that an Annual Report be submitted online.

A. SSOs must submit confirmation that the Annual Report has been filed, along with a list of the names and contact information for each officer to the Director of Schools each year.

2. The officers of each SSO shall maintain the following records:

A) Official minutes of all meetings

B) Copy of the SSO's by-laws

C) Documentation of the SSO's recognition as a nonprofit

These records shall be considered permanent as long as the SSO exists and maintained for at least four years after the dissolution of the SSO. All other records (receipts, bank statements, etc.) shall be maintained for at least four years.

3. Duties shall be segregated between officers and members of the SSO. No one person shall be in charge of a transaction from inception to recording.

4. Money shall be deposited on the day it is collected, if possible, but in all cases, at least within three days of collection. Deposit slips must include an itemized listing of checks.

5. Bank accounts must be reconciled promptly at the end of each month. Bank statements shall be provided for inspection by officers or board members monthly—reviewers should initial each page to verify review.

6. The SSO Treasurer must provide a summary of collections and disbursements to officers on a monthly basis.

7. Pre-signing blank checks shall not be allowed.

8. SSOs must not use the schools or school system's federal employer identification number or sales tax exemption for any purpose.

9. Disbursements and collections may be made by any legal method (examples include pre-numbered checks, debit cards, credit cards, PayPal-type accounts, crowd-funding, and others) provided adequate internal controls can be established.

10. Purchases made on a SSO member's personal debit or credit card, or by any other personal payment method, shall not be reimbursed without adequate documentation for the purchase.

11. SSOs shall not advertise that donations to the SSO are tax deductible unless the SSO has achieved tax-exempt status from the IRS (Section 501(c)(3) organization).

12. SSOs must obtain approval from the Director of Schools or his designee prior to undertaking any fundraising activities.

13. A profit analysis shall be performed at the conclusion of each fundraising event.

From the Office of Justin S. Barden, Director of Schools
A Tradition of Excellence