Minneapolis Public Schools (MPS)
School and Department Funds at Achieve Twin Cities

As the nonprofit foundation for Minneapolis Public Schools (MPS), Achieve Twin Cities manages a dedicated fund for each MPS school and department. All funds have been approved by MPS leadership.

Achieve Twin Cities assesses a one-time, 5% fiscal management fee (as set in the current FY27 agreement with MPS) on all gifts designated to MPS school and department funds. Achieve Twin Cities also passes along credit card processing fees and stock transfer fees incurred when receiving the gift. (*Note: Grants, Scholarships, and Awards are separate from these School and Department funds; see details at bottom of this document.)

Donations are deposited at Achieve Twin Cities in the appropriate MPS school or department fund according to the designation specified by the donor (or the MPS Fund Deposit Form). Donations cannot be earmarked for a specific project. These proceeds can then be used by MPS staff to make payments or request reimbursements for educational expenses as approved by the MPS fund manager (school principal or department head), and in accordance with relevant MPS and Achieve Twin Cities policies. Some examples include classroom supplies, activities, student and staff incentives, and food expenses.

Achieve Twin Cities cannot accept incoming funds for the following:

- payments on behalf of MPS schools or departments;
- any funds (whether donations or otherwise) designated for student activities, field trips, or specific use within a school.
- Funds that must be deposited at MPS per MPS policy

Achieve Twin Cities provides the following services for MPS school and department funds:

- Accepts donations of cash, checks, stock, credit cards and recurring monthly debits (via mail, in person or online) in accordance with allowable donations mentioned above
- Receives, processes, deposits and acknowledges **contributions** with a tax receipt, as required by the IRS.
- ***NOTE:*** *Achieve* ***cannot*** *accept donations or payments for things like activities, field trips, or t-shirts, etc. These funds should be deposited with MPS finance directly.*
- Processes fund request forms and distributes payments via check
- Provides quarterly fund balance reports
- Upon request, provides donation reports, including donor names and addresses (up to four times per year).

Please note:

- Achieve Twin Cities does not conduct fundraising activities for MPS schools but can collaborate with district staff to provide limited advice.
- MPS principals and department heads should notify Achieve Twin Cities and the MPS fundraising team about all fundraising campaigns to ensure that these efforts are coordinated across the district.
- Achieve Twin Cities does not share its banking information with donors for the purpose of accepting gifts to MPS funds.
- All gifts must be made in accordance with the Achieve Twin Cities gift acceptance policy.

Depositing Donations into a MPS School or Department Fund

Donations received by MPS

- Mail all unendorsed checks to Achieve Twin Cities with an MPS Fund Deposit Form and ALL paperwork received with the gift (donor envelope w/postmark date, check stub, award letter, etc).
    - If checks are made out to Achieve Twin Cities (as they should be), be sure to specify which school or department the checks are intended for (on the MPS Fund Deposit form).
- All cash (currency) deposits must be brought with an MPS Fund Deposit Form to the Achieve Twin Cities office in person *by appointment only.*
    - Email MPSinquiries@achievetwincities.org to schedule an appointment to drop off cash.
    - Achieve Twin Cities staff will accept and count the cash, provide a receipt for your records, and deposit the cash.
    - Larger bills are preferable (please avoid bringing hundreds of one-dollar bills).
    - *Please note: We will only accept coins totaling under one dollar.*
- NOTES:
    - Achieve cannot accept donations or payments for things like activities, field trips, or tee shirts, etc. These funds should be deposited with MPS finance directly.
    - Achieve will mail back to schools any checks that are not donations or not allowable according to the policies written on this document.
    - The MPS Fund Deposit Form can be found on the MPS Staff: Access Your Fund webpage.

Directing Donors to Achieve Twin Cities

Donors can send donations for MPS directly to Achieve Twin Cities in the following ways:

- **Checks:** Mail to Achieve Twin Cities at 404 South 8th Street, Suite 105, Minneapolis, MN 55404. Be sure to include the name of the school or department receiving the donation (on the memo line or in an accompanying note/letter).
- **Online gifts:** Make a secure online form via credit card at www.achievetwincities.org/give. Designate the school or department in the donation form.
- **Other gift options:** For stock, planned gifts or other donations, contact the Achieve Twin Cities development team at info@achievetwincities.org.
    - Please note that we cannot provide our bank information

Accessing Money from a MPS School or Department Fund

School principals or department heads are the only MPS staff that are authorized to approve withdrawals from school and department funds. Due to the high volume of fund activity and limited staff capacity at Achieve Twin Cities, *all requests for funds must be at least $250.* Fund requests must be submitted in a timely manner, either monthly or at a minimum, quarterly.

To access money from your fund, submit an MPS Fund Request Form, which can be found at www.achievetwincities.org/mps-funds-awards/mps-staff-access.

Documents required for various kinds of payments:

Payment type	Documents to include with MPS fund request form
Staff reimbursement	Copies of original itemized receipts. If receipt doesn't show proof of payment, a payment receipt is also required.
Payment to vendor	Invoice and vendor's completed IRS Form W-9 (Rev. March 2024)
Send check to MPS	Itemized receipts, invoices, SAP codes
Payment to individual	Invoice and individual's completed IRS Form W-9 (Rev. March 2024)

After the MPS Fund Request Form has been completed and all documentation gathered, scan all documents into one PDF document and email to MPS finance at Achieve.Twincities@mpls.k12.mn.us for final review and approval. MPS finance will forward the document to Achieve Twin Cities for processing. After Achieve receives the approved request with all required documentation, a check will be mailed within ten days. Payments for fund requests submitted for prior fiscal year expenses are considered 'earned income' and require an IRS Form W-9.

For Questions or More Information

Contact Achieve Twin Cities finance at MPSInquiries@achievetwincities.org or 612-455-1553. For the most up-to-date information and forms, visit the MPS Funds & Awards webpage.

** Additional information on MPS grants and scholarships:*

Grants
Achieve Twin Cities assesses a one-time, 10% fiscal management fee (as set in current agreement with MPS) for all grants to MPS schools and departments to help cover the cost of administration. This fee is determined each year by MPS and Achieve. All grants must be coordinated with the MPS grants department. All grant funds received at Achieve Twin Cities are held in their own individual accounts.

Scholarships & Awards
Scholarship and award funds are also held and managed separately from school and department funds. Achieve Twin Cities assesses a one-time, 10% fiscal management fee (as set in current agreement with MPS) on each scholarship and award administered each year.