



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

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

100% of donations to each specific MPS fund are deposited into that fund. Achieve Twin Cities does not take administrative fees on general contributions to a school or department fund. However, it does pass along credit card processing fees and stock transfer fees. (\*Note: Grants and scholarships are separate from these 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). These proceeds can then be used by MPS staff to make payments or reimbursements for educational expenses as approved by the MPS fund manager (school principal or department head). Some examples include classroom supplies, activities, student and staff incentives, and food expenses.

### **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)
- Receives, processes, deposits and acknowledges **contributions** with a tax receipt  
NOTE: Achieve cannot accept payments for things like activities, field trips, or teeshirts, etc. These payments should be deposited with MPS finance directly.
- Processes fund request forms and distributes payments via check
- Provides quarterly fund balance reports
- Upon request, provides quarterly donor reports, including donor names and addresses

### **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.
- All gifts must be made in accordance with the Achieve Twin Cities gift acceptance policy at [www.achievetwincities.org/give](http://www.achievetwincities.org/give).

## **Depositing Donations into a MPS School or Department Fund**

### **Donations received by MPS**

- For all unendorsed checks received by MPS, mail to Achieve Twin Cities with an MPS Fund Deposit Form. Achieve is authorized to deposit checks written out to individual schools or the district. If checks are made out to Achieve Twin Cities, be sure to specify on the form which school or department the checks are intended for.
- 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](mailto:MPSinquiries@achievetwincities.org) to schedule an appointment to drop off cash. Achieve 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 in the amount of under one dollar.*

- NOTES:
  - Please include ALL documentation, received with the donation when sending the deposit to Achieve, including the envelope.
  - Achieve cannot accept payments for things like activities, field trips, or tee shirts, etc. These payments should be deposited with MPS finance directly.
  - Achieve will mail back any checks that are not donations to schools.
  - 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 8<sup>th</sup> Street, Suite 105, Minneapolis, MN 55404. Be sure to include the name of the school or department receiving the donation.
- **Online gifts:** Make a secure online form via credit card at [www.achievetwincities.org/give](http://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](mailto:info@achievetwincities.org).

### 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.

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

#### Here are the documents required for various kinds of payments:

Payment type	Documents to include with fund request form
Staff reimbursement	Copies of original itemized receipts
Payment to vendor	Invoice and vendor's completed IRS Form W-9
Send check to MPS	SAP codes
Payment to individual	Invoice and individual's completed IRS Form W-9

After the MPS Fund Request Form has been completed and all documentation gathered, scan all of these documents into one PDF document and email to MPS finance staff member Linh Phan at [Achieve.Twincities@mpls.k12.mn.us](mailto:Achieve.Twincities@mpls.k12.mn.us) for final review and approval. Linh will forward the document to Achieve Twin Cities for processing. After Achieve receives the request, a check will be mailed within ten days.

### For Questions or More Information

Contact the Achieve Twin Cities accounting and office manager at [MPSInquiries@achievetwincities.org](mailto:MPSInquiries@achievetwincities.org) or 612-455-1557. 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 an administrative fee for all grants to MPS schools and departments as outlined in our memorandum of agreement with the district, 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**

Scholarship funds are also held and managed separately from school and department funds. Achieve Twin Cities assesses administrative fees on total scholarships awarded each year in accordance with our memorandum of agreement with MPS, to help cover the cost of administration. This fee is determined each year by MPS and Achieve.