



Gift Acceptance Policy

AchieveMpls may accept many types of gifts including cash, securities, real estate, insurance, real property, and tangible personal property. A variety of giving methods allow donors to choose the most appropriate for their circumstances and interests. Because of the unique nature of some assets, AchieveMpls reserves the right to accept or refuse a gift.

Current Use Gifts

Outright gifts are those placed with AchieveMpls in which the donor retains no interest. They may be either restricted or unrestricted in purpose.

Endowment

AchieveMpls may approve the establishment of a special purpose endowment fund upon receipt of gifts or commitments that meet the approved funding level (\$25,000 minimum) and criteria established for the endowment. Because conditions change over time, all endowment instruments contain the following contingency clause: If circumstances should arise in the future that make it illegal, impossible, or impracticable to use the gift for the purpose specified above, the CEO may submit a request for modification of this purpose to the Board of AchieveMpls. If the Board, in its best judgment, deems such modification prudent and in keeping with the original intent of the donor, it may authorize the use of the spendable income from the fund for the modified purpose. In the event of such modification, the name of the donor will continue to be associated with the fund.

Endowments must be accompanied by a statement in writing from the donor, which must:

- express the donor's intent to make a gift;
- describe the gift;
- declare the irrevocability of the transfer;
- if the donor wishes, designate the purpose(s) for which the gift is to be used;
- authorize AchieveMpls to:
 - combine the endowment with other funds for investment purposes;
 - transfer the income to the principal.

Memorial & Honorary Gifts

When a memorial gift is made, the deceased individual's next of kin is notified by the AchieveMpls. When an honorary gift is made, the honored person is notified.

Bequests

All papers and documents relating to probate matters, including notices of hearings, wills, documentary evidence of assets, and forms of receipt for distribution as assets, should be forwarded promptly to the Executive Director. Acknowledgment of a testamentary gift is generally made after distribution from the estate. In some cases, however, acknowledgment prior to receipt may be appropriate. The Executive Director should be consulted in advance concerning prior acknowledgment of a testamentary gift.



Types of Gifts

1) Cash/Checks

The most frequent method to make a gift to AchieveMpls is a check. Checks should be made payable to AchieveMpls. Often, AchieveMpls receives checks made out to school funds. AchieveMpls may endorse and deposit these funds into the designated funds. Cash is accepted but checks are preferred.

2) Publicly Traded Securities

Publicly traded securities, bonds, and government issues may be donated to AchieveMpls. The securities will be sold as soon as possible after transfer.

3) Non-Traditional Investments

AchieveMpls may, after a thorough review, accept gifts of non-traditional investments, such as partnership interests and shares of stock in closely held companies.

All appraisals of real and personal property contributed to AchieveMpls shall be made in accordance with IRS Publication 561. Expenses incurred in obtaining an appraisal will be the responsibility of the donor unless special circumstances exist that make it appropriate for AchieveMpls to share the cost. Any appraisal cost borne by AchieveMpls must be approved by the CEO.

4) Real Estate

AchieveMpls may accept gifts of real estate, including houses, condominiums and commercial properties, farmland, rental property and undeveloped land. The decision to accept gifts of real estate requires the approval of the CEO. Gifts of real estate are valued by a bona fide appraisal as of the gift date, taking into account any encumbrances.

When AchieveMpls receives a gift of real estate property from an estate, the CEO will ensure that policies in regard to accepting gifts of real property are followed. AchieveMpls may choose not to claim ownership of the real property.

5) Gifts-in-Kind (Tangible Personal Property)

AchieveMpls may accept gifts of tangible personal property, including works of art; jewelry; antiques; coin, stamp and other collections; automobiles; manuscripts; and books. Such gifts may be accepted only after a thorough review indicates the property is readily marketable.

Pledges

Donors may commit to future gifts ("pledges"), which AchieveMpls will generally treat as gifts of cash. A donor who commits to a future gift of \$1,000 or more may sign a pledge agreement. Reminders are sent yearly.



Required Accompanying Documentation

Electronic donations made on the website need no further indication of donor intent. All other gifts must be clearly identified as gifts by the donor. Checks may be accompanied by a declaration of donor's intent. In-kind donations such as computer or office equipment may be accompanied by a declaration of donor's intent, and delivery should be arranged with staff. Gifts must also be accompanied by other documentation as required by applicable state and federal law.

Conflicts of Interest

There may be a conflict of interest if the acceptance of a gift is placed in a fund in which the recipient retains control of expenditures (e.g., if an employee or Board member makes a gift in support of a project or department the employee or Board member administers). All such gifts should be assigned to an account over which the Executive Director has signature authorization that is not shared by the designated recipient.

Processing and Acknowledging Gifts

Good internal control processing procedures must be followed, these include:

- restrictively endorsing checks "for deposit only" immediately upon receipt
- depositing checks within five days of receipt
- storing undeposited funds in a locked desk or safe overnight
- reconciling deposits to ensure they are credited to the proper account
- where credit card payments for events are accepted, obliterating the credit card number from any copies of source documents after providing the original documents to AchieveMpls

Thank you letters are mailed, or sent electronically, within seven days of gift receipt.

Final Approval, Acceptance & Execution by AchieveMpls

Documents effectuating the acceptance of all gifts, the creation of endowment programs and the transfer of real or tangible personal property to AchieveMpls must be approved by legal counsel and executed by the CEO.

Tax Advice

AchieveMpls is unable to offer tax advice to would-be donors. Donors who are concerned about tax-deductibility of donations should consult with their own tax advisers. AchieveMpls is a 501(c)3 tax-exempt organization operating under United States law as a Minnesota corporation.