



UNIVERSITY OF MINNESOTA

Budget Guidelines

A preliminary budget detailing your estimated income, sources of revenue, and expenses is required as part of the activity planning process. We recommend using our [Budget Template](#). If grant funds will be applied for, use of the [Grant-friendly Budget Template is required](#).

Per Joint Accreditation criteria the accredited provider, the Office of Continuing Professional Development (OCPD), must make all decisions regarding the disposition and disbursement of commercial support and all commercial support for the activity must be given with the full knowledge and approval of OCPD. To maintain compliance with these standards, regular status updates regarding commercial support will part of the planning process.

Each activity must have a final budget reflecting all activity revenue and expenses (e.g. costs of food, materials, room rental, accreditation fees, etc.) submitted to OCPD **within 60 days of the activity**.

For live activities with multiple sessions, a final budget for all dates of the activity **is due 60 days after the last date** of the activity for the fiscal year. Registration income, if applicable, must be broken out and reported by each individual activity date.

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