



# Minnesota Management & Budget Statewide Operating Policy

Minnesota Management and Budget, Accounting Services  
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## Seminar and Workshop Fees

### Objective

To account for expenditures and receipts related to agency-conducted seminars, conferences, and workshops when funds have not been directly appropriated for this purpose; to ensure seminar and workshop fees are properly authorized in accordance with [Minnesota Statute 16A.721](https://www.revisor.mn.gov/statutes/?id=16A.721) (<https://www.revisor.mn.gov/statutes/?id=16A.721>).

### Policy

Minnesota Statutes Section 16A.721 authorizes the Commissioner of Minnesota Management & Budget to set procedures for charging fees for seminars and workshops conducted by state agencies. The Commissioner authorizes each agency to establish an appropriation account in which the receipts for seminars and workshops may be deposited, and from which expenses related to them may be paid. At no time may the payment for expenditures exceed the deposits receipts.

Unobligated balances in these accounts may be carried forward provided that the funds are expended in the following fiscal year. However, all unobligated balances that are not to be expended in the following fiscal year must be transferred to the general fund.

### Related Policies and Procedures

[MMB Statewide Operating Procedure 0602-11.1 Seminar and Workshop Fees Procedure](http://mn.gov/mmb-stat/documents/accounting/fin-policies/chapter-6/0602-11-01-seminar-workshop-fees-procedure.pdf)

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