



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library

## Continuing Education Financial Administration Policy

Policy 5.03  
Volume 5: Continuing Education  
Chapter 03: Continuing Education  
Financial Administration  
Policy  
Responsible Office: Continuing  
Education  
Originally issued: 2001  
Revised: August 2007

### Policy Statement

The Division of Continuing Education operates utilizing the business and management policies and procedures of the Medical College of Georgia and the Policy Manual of the University System of Georgia, supplemented by several financial procedures specific to the Division of Continuing Education. The Division of Continuing Education uses a cost recovery financial model, as described in this policy, to support its educational activities.

### Reason For Policy

Medical College of Georgia Division of Continuing Education receives no operating budget from the institution or the University System of Georgia and must operate under a cost recovery model. Medical College of Georgia Division of Continuing Education is also required to operate under the financial guidelines and mandates of the institution and the University System of Georgia. The Division of Continuing Education recognizes the need for complete and accurate financial information in order to allow course planners to make decisions regarding the next iteration of the activity.

### Entities Affected By This Policy

All continuing education course directors, course planning committees, course faculty, commercial supporters (sponsors, grantors, and exhibitors), course participants, and university administrators are covered by these policies.

### Who Should Read This Policy

Continuing Education course directors, course planning committees, course faculty, commercial supporters, and university administrators should read this policy.

### Contacts

| Contact                               | Phone        | e-mail/URL  |
|---------------------------------------|--------------|---|
| Director, Continuing Education        | 706-721-3967 | <a href="http://www.mcg.edu/ce/">http://www.mcg.edu/ce/</a>                       |
| Senior Conference Coordinator         | 706-721-3967 | <a href="http://www.mcg.edu/ce/med.html">http://www.mcg.edu/ce/med.html</a>       |
| Dental Conference Coordinator         | 706-721-3967 | <a href="http://www.mcg.edu/ce/dental.html">http://www.mcg.edu/ce/dental.html</a> |
| Continuing Education Business Manager | 706-721-3967 | <a href="http://www.mcg.edu/ce/">http://www.mcg.edu/ce/</a>                       |

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p503.pdf>

## **Related Documents**

Administrative Policies & Procedures of the Medical College of Georgia:  
<http://www.mcg.edu/policies/>  
Policy Manual of the Board of Regents of the University System of Georgia:  
<http://www.usg.edu/regents/policymanual/>

## **Overview**

The Division of Continuing Education is a unit of the Office of Academic Affairs at the Medical College of Georgia and reports to the Associate Provost for Academic Affairs and Vice President for Instruction of the Medical College of Georgia. It operates under the guidelines of the Administrative Policies & Procedures of the Medical College of Georgia and the Policy Manual of the Board of Regents of the University System of Georgia. Its activities are supported by a cost recovery financial model. Registration fees are the major source of income, with some additional income generated by grants, sale of exhibit space, and contributions. Profits and losses are returned to the sponsoring departments. A financial report is delivered to the sponsoring department within 90 days of the activity's final date.

## **Process/Procedures**

### **Section 1. Procedures for Revenue Generation**

#### **Revenue:**

The registration fee for an educational activity is usually the major source of income generated to cover activity expenses. Additional income from grants, the sale of exhibit space to interested vendors, and contributions increase the revenue. Activity expenses are covered first with unrestricted educational grant funds. Remaining activity expenses are covered by registration fees and exhibit fees. Profits generated by the activity are returned to the Dean of the sponsoring school.

#### **Fees:**

Continuing Education (CE) fees are charged as an expense of the activity at 25% of the registration fee for activities whose registration fees are equal to or less than \$4,000, with a minimum fee of \$35 for activities in which 25% of the registration fee would be less than \$35. For activities whose registration fee exceeds \$4,000, the CE fees are charged as 10% to 15% of the registration fee based on the number of conference coordination and/or accreditation functions that CE provides for the activity.

#### **Disposition of Profits or Losses:**

Profits and losses sustained by Continuing Education activities are returned to the sponsoring departments. Profits are delivered by the CE staff to the Office of the Dean of the Sponsoring School. The Deans' offices provide instructions to CE's Business Manager regarding disposition of the profits to the respective departments. Profit sharing with the faculty is discretionary. Any compensation that may be received by activity faculty is delivered in the MCG monthly paycheck.

### **Section 2. Financial Reporting for Individual Activities**

The Division of Continuing Education will deliver to the sponsoring department the final statement of revenue and expenses for each activity within 90 days of the activity's final date, providing all information has been received from the activity site and activity faculty. After 60 days the course director will be notified if faculty expenses have not been submitted to the Division. If, at the 90-day mark, presenters still have outstanding expenses, the proceeds of the activity will be delivered to the sponsoring department and

*Continuing Education Financial Administration Policy*

any payment of the presenter's expenses or honorarium will be the responsibility of the department.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 5.03, Continuing Education Financial Administration Policy, are:

|                                  |   |
|----------------------------------|---|
| Director of Continuing Education | Ensures financial viability of the unit and accurate management of activity income and expenses |
| Business Manager                 | Provides accurate accounting of activity income and expenses                                    |