

GOVERNMENTAL AND NON-PROFIT ACCOUNTING

ACCT 5520 - 001

Spring - 2016

COURSE SYLLABUS

INSTRUCTOR

Name: **Dr. Paul D. Hutchison**

Office Number: **BUSI 312C**

Office Hours: **Monday 2:00 PM – 5:00 PM,
Thursday 9:00 AM – 12:00 PM,
open-door policy, and by appointment.**

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COURSE OBJECTIVE

The objective of this course is to provide a detailed exposure of governmental and non-profit accounting for state and local governments, universities, hospitals, and other not-for-profit entities.

PREREQUISITES

ACCT 3120, and ACCT 3270 or ACCT 5130.

COURSE CONTENT

A study of the following accounting subject areas is included in this course:

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| 1. Governmental and Nonprofit Accounting | 9. General Capital Assets; General Long-Term Liabilities; Permanent Funds |
| 2. State and Local Government Accounting and Financial Reporting Model: The Foundation | 10. Enterprise Funds |
| 3. The General Fund and Special Revenue Funds | 11. Internal Service Funds |
| 4. Budgeting, Budgetary Accounting, and Budgetary Reporting | 12. Trust and Agency (Fiduciary) Funds |
| 5. Revenue Accounting—Governmental Funds | 13. Financial Reporting |
| 6. Expenditure Accounting—Governmental Funds | 14. Non-SLG Not-for-Profit Organizations |
| 7. Capital Projects Funds | 15. Accounting for Colleges and Universities |
| 8. Debt Service Funds | 16. Accounting for Health Care Organizations |

COURSE MATERIALS

1. Required: ***Governmental and Nonprofit Accounting*** (10th Edition) by Freeman, Shoulders, Allison, and Smith (Pearson, 2013) (ISBN-13: 978-0-13-275126-1).

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UNT, COB, AND DEPARTMENT OF ACCOUNTING POLICIES

Academic Dishonesty	The university's policy on academic dishonesty is clearly set forth in the University of North Texas (UNT) Graduate and Undergraduate Catalogs. This policy will be strictly enforced. Academic dishonesty includes cheating and plagiarism. <i>Cheating</i> includes, but is <u>not limited</u> to (1) use of any unauthorized assistance in taking quizzes or exams; (2) dependence upon the aid of sources beyond those <u>authorized</u> by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of exams or other academic material belonging to a faculty member or staff of the university. <i>Plagiarism</i> includes, but is <u>not limited</u> to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Punishment for academic dishonesty will result in an <u>automatic "F"</u> in the course and possibly suspension or expulsion from UNT. For additional information on the UNT <i>Academic Integrity Policy</i> see: vpaa.unt.edu/academic-integrity.htm
W/WF Grades	A "W" grade will be given to students who drop the course by the UNT deadline for the last day to drop/withdraw from a course without academic penalty. After this deadline, students who drop/withdraw from the course will be subject to a "W" or "WF" grade.
Exam Retention	After the exams are graded, the instructor will review the exam with the class and collect all exams. (Failure to return an exam to the instructor at the conclusion of the class in which it is reviewed will result in a "0" for that exam.) All exams will be retained for one year, and then destroyed.
Religious Observations	Students who anticipate the necessity of being absent from class due to a major religious observance must provide notice of the date(s) to the instructor, in writing, during the <u>first week</u> of the semester.
Privacy	Pursuant to the provisions of the Family Education Rights and Privacy Act ("FERPA" 20 USC Par. 1232g), I do <u>not</u> post grades, give grades out to second parties, nor disclose grades over the telephone. For course grades, please see me personally or view them using Blackboard Learn.
Disability	UNT complies with the Americans with Disabilities Act (ADA) in making reasonable accommodation for qualified students with disabilities. If you have an established disability, as defined in the ADA, and would like to request accommodation, UNT requires that you see the instructor during the <u>first week</u> of the semester and provide them with the necessary supporting UNT documents in order to receive said accommodations. Otherwise, accommodations desired may not be available due to insufficient notice.
Acceptable Student Behavior	Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to the <i>Dean of Students</i> to consider whether the student's conduct violated the UNT <i>Code of Student Conduct</i> . The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc. The <i>Code of Student Conduct</i> can be found at: deanofstudents.unt.edu/conduct

With the foregoing in mind and to achieve a civil learning environment, students should clearly understand their obligations to the instructor and to their classmates. Students should:

1. Arrive on time for all classes.
2. Stay in their seats during the entire class, except for authorized breaks by the instructor.
3. Refrain from talking with other students during class lectures.
4. Utilize laptop (or tablet) computers during class times only for electronic textbooks and to take notes; not to surf the web, check social networks, or email.
5. Store away cellphones and not place them on desktops.
6. Refrain from reading magazines, newspapers, assignments from other classes, and material that might distract their classmates.

The instructor will enforce these rules. Student failure to adhere to these rules will be considered "disruption of the academic process" and may result in student removal from this class.

COURSE POLICIES

Instructor's Expectations	Since this is a graduate-level course, my expectation is that students will conduct themselves at that level. Prior to class, you should complete all assigned readings and homework.
Accounting Knowledge	Since students are in an accounting graduate degree program, the instructor will assume that all students have a working knowledge of financial and managerial accounting. Reference in homework, cases, quizzes, and exams to financial or managerial accounting material can be expected.
Attendance	Class attendance is <u>extremely important</u> . Students who attend class will be expected to stay for the class' duration until the instructor dismisses them. If a class is missed, it is the <u>student's responsibility</u> to determine the announcements and material presented in class. Anything discussed in class, whether covered in the text or not, may appear on exams.
Class Format/ Participation	I will conduct this accounting class in an open, interactive, lecture/discussion format. You, individually, and the class, collectively, will benefit from your participation in class discussions. For each class, you should be prepared to participate in a meaningful way.
Calculators	Calculators will be supplied by the instructor to be used during exams. To obtain full credit on exam problems, <u>all supporting computations</u> must be shown.
Grade Determination	The public and private sector employers of students agree that, in addition to technical knowledge in accounting, universities should be assisting students in developing the following necessary skills:

Communication Skills: Individuals must be able to present and defend their views through formal and informal, written and oral, presentation.

Intellectual Skills: Necessary intellectual skills include the ability to solve diverse and unstructured problems in unfamiliar settings, and comprehend an unfocused set of facts; identify, and if possible, anticipate problems; and find acceptable solutions.

Interpersonal Skills: Successful professionals must be able to work effectively in groups with diverse members to accomplish a task.

Student performance in these areas will be incorporated in the assignments and grading for this course. With this in mind, your grade in this course will be based on the following course activities:

	<u>Points</u>	Course grades normally will be assigned based on the following scale:
Exam #1	20	
Exam #2	20	
Final Exam	20	90 - 100 of the <u>total points available</u> = A
HCCC Report	20	80 - 89 of the <u>total points available</u> = B
Quizzes (14)	13	70 - 79 of the <u>total points available</u> = C
Homework (5)	4	60 - 69 of the <u>total points available</u> = D
In-Class Assignments (4)	<u>3</u>	Below 60 of the <u>total points available</u> = F
TOTAL POINTS	<u>100</u>	

Make-up Exams	If a student cannot be present for an examination for a valid reason (validity to be determined by the instructor), a make-up exam will be given <u>only</u> if the student has notified the instructor <u>in advance</u> that he/she cannot be present for the exam. Make-up exams are scheduled at the convenience of the instructor.
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Exams	<p>Success in accounting requires more than just a rote knowledge of technical accounting standards and procedures. For this reason accounting exams are normally structured to test:</p> <ul style="list-style-type: none"> • The student's knowledge of the material covered in the text and class lectures. • The student's ability to analyze complex, problematic situations. • The student's ability to present a well-structured, clearly labeled solution. • The student's ability to work under some time pressure. <p>You may expect exams to cover any material presented in the lectures, text, homework assignments, or class discussions. Exams may consist of questions, multiple-choice, matching, fill-in-the-blank, essay, or problems. THE FINAL EXAM IS <u>NOT</u> COMPREHENSIVE. You <u>must</u> take the Final Exam to receive credit for this course.</p> <p>All midterm exams are two hours and will be given during the <u>regular class period</u>. The Final Exam is two hours and will be given at the UNT scheduled date and time. A UNT student identification card or driver's license may be required to be presented at any exam.</p>
Harvey City Comprehensive Case Report	<p>Students working in teams will complete the <i>Harvey City Comprehensive Case</i>. This case is designed to simulate the experience of accounting and reporting for a small city. Instructions for this case are provided at the end of Chapters 4-15 in the textbook. Templates to use in completing the case can be downloaded from the course website on Blackboard Learn. The case will be graded based on a scale of 0-100 percent. Formatting and documentation will be a consideration in the determination of the grade assigned. All team members will receive the same grade for the case. The case due date is noted in the Course Schedule and is due at the <u>beginning</u> of the designated class. NO LATE CASE REPORTS WILL BE ACCEPTED FOR GRADING.</p>
Quizzes	<p>After reading, reviewing PowerPoint slides, and doing assigned homework for each chapter, students will be expected to complete a short quiz over chapter material on Blackboard Learn prior to class. Each quiz will be graded based on a scale of 0-110 percent. There will be <u>14 quizzes</u> during the semester. Your <u>lowest</u> quiz grade will be dropped.</p>
Homework	<p>Students should complete all homework assignments before class and be prepared to discuss their solutions. The instructor will randomly collect homework for grading. No homework will be accepted <u>before</u> or <u>after</u> the class period collected. Students <u>not</u> in attendance should make necessary arrangements to have a fellow student turn in their homework if collected. Each homework assignment collected will be graded based on the following scale:</p> <ul style="list-style-type: none"> 2 – your solution shows evidence of sufficient effort to deserve full credit. 1 – your solution shows evidence of sufficient effort to deserve partial credit but does not show evidence of sufficient effort to deserve full credit. 0 – your solution does not show evidence of sufficient effort to deserve any credit. <p>Further, presentation will be a consideration in assigning homework grades. Homework that is identical to the Solution Manual will receive a grade of 0. A total of <u>5 homework assignments</u> will be collected randomly during the semester. All homework collected will be returned to you after it has been graded. Your <u>lowest</u> homework score will be dropped.</p>
Solutions	<p>The instructor at his discretion will decide which homework solutions will be presented in class. Further, homework solutions for assigned problems will be posted to Blackboard Learn. Students who encounter difficulty with chapter topics are strongly encouraged to do additional exercises, problems, or cases from the textbook. Solutions to all textbook exercises, problems, and cases can be obtained from the instructor during office hours.</p>
Groups	<p>Early in the semester each student will be assigned to a 4-member in-class group. During class periods, students as a group will address various governmental accounting questions and problems.</p>

- In-Class Assignments** Periodically during the semester, students working as an in-class group during class time will be given governmental questions or problems and asked to prepare a solution that will be graded based on a scale of 0-100 percent. Presentation will be a consideration in the determination of the grade. Each member of the group will receive the group grade assigned to the activity. Group members not in attendance will receive a grade of 0. A total of 4 in-class assignments will be given during the semester. Your lowest in-class assignment grade will be dropped.
- Addendums** The instructor reserves the right to add or delete assignments during the semester.

January 5, 2016

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COURSE SCHEDULE

DATE			CH.	SUBJECT MATTER OR EVENT	ASSIGNMENTS
Jan.	21	Th	1	Introduction Governmental and Nonprofit Accounting: Environment and Characteristics and Appendix	Q1-1, 2, 7 E1-1 P1-1, 2
	28	Th	2	State and Local Government Accounting and Financial Reporting Model: The Foundation	Q2-2, 4, 12 E2-2 P2-2, 6 C2-1
Feb.	4	Th	3	The General Fund and Special Revenue Funds and Appendices	Q3-8, 12, 15 E3-1 P3-1, 5
	11	Th	4	Budgeting, Budgetary Accounting, and Budgetary Reporting	Q4-2, 11, 12 E4-2 P4-2, 3, HCCC
	18	Th	5	Revenue Accounting—Governmental Funds	Q5-1, 7, 8 E5-1 P5-3, 5, HCCC
			6	Expenditure Accounting—Governmental Funds	Q6-2, 6, 9 E6-2 P6-4, 6, HCCC
	25	Th		EXAM I (Chapters 1 - 6) 2:00 – 4:00 PM	
	26	F		LAST DAY TO DROP A COURSE WITH A W!	
March	3	Th	7	HCCC Ch. 4, 5, and 6 Due! Capital Projects Funds	Q7-1, 4, 6 E7-1, 5, 6 P7-2, HCCC
	10	Th	8	Debt Service Funds	Q8-1, 6, 14 E8-1 P8-3, 4, HCCC
	17	Th		SPRING BREAK!	

Q=Questions, E=Exercises, P=Problems, C=Cases, and **HCCC**=Harvey City Comprehensive Case.

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DATE			CH.	SUBJECT MATTER OR EVENT	ASSIGNMENTS
March	24	Th	9	General Capital Assets; General Long-Term Liabilities; Permanent Funds: Introduction to Interfund-GCA-GLTL Accounting	Q9-5, 8, 14 E9-3 P9-1, 2, 4, HCCC
	31	Th	10	HCCC Ch. 7, 8, and 9 Due! Enterprise Funds	Q10-2, 8, 15 E10-1 P10-4, 6, HCCC
April	5	Tu		LAST DAY TO DROP A COURSE!	
	7	Th	11	Internal Service Funds	Q11-1, 3, 13 E11-2 P11-2, 4, HCCC
			12	Trust and Agency (Fiduciary) Funds: Summary of Interfund-GCA-GLTL Accounting	Q12-5, 7, 13 E12-1, 3 P12-2, HCCC
	14	Th		HCCC Ch. 10, 11, and 12 Due!	
			13	Financial Reporting: The Basic Financial Statements and Required Supplementary Information	Q13-2, 4, 6 E13-1 P13-3, HCCC
			14	Financial Reporting: Deriving Government-Wide Financial Statements and Required Reconciliations	HCCC
			15	Financial Reporting: The Comprehensive Annual Financial Report and the Required Reporting Entity	Q15-4, 12, 17 E15-2 P15-7, 8, HCCC
	21	Th		EXAM II (Chapters 7 – 13, 15) 2:00 – 4:00 PM	
	28	Th	16	Non-SLG Not-for-Profit Organizations	Q16-7, 9, 17 E16-1 P16-1, 7
			17	Accounting for Colleges and Universities	Q17-3, 6, 8 E17-1 P17-2, 3
May	5	Th		Harvey City Comprehensive Case Due!	
			18	Accounting for Health Care Organizations	Q18-1, 7, 13 E18-1 P18-1, 4
	12	Th		FINAL EXAM (Chapters 16 – 18) 1:30 – 3:30 PM	

Q=Questions, E=Exercises, P=Problems, C=Cases, and **HCCC=Harvey City Comprehensive Case.**