

NON-PROFIT/GOVERNMENTAL ACCOUNTING I (4150)

Spring 2003 - TR 7:30 A.M. - BR 207

Instructor: Dr. Randy Kinnersley

Office Location: None

Office Phone: None

Home Phone: 889-3720 (until 10:00 p.m.)

E-mail Address: will be provided in class

Office Hours: by appointment

COURSE MATERIALS

Text: Essentials of Accounting for Governmental and Not-for-Profit Organizations (6th Edition); Engstrom and Copley, McGraw-Hill Irwin, 2001.

City of Orlando, *Comprehensive Annual Financial Report* for the Year ended June 30, 2000. (I will discuss access to the CAFR in class.) Web address: <http://www.cityoforlando.net/admin/accounting/CoOCAFR2000-complete.pdf> (not case sensitive)

PURPOSE

Accounting 4150 is designed to provide a broad understanding of the unique aspects of fund accounting and financial reporting for Governments and Not-for-Profit organizations.

COURSE OBJECTIVES

The course objectives are

- (1) for students to comprehend the similarities and differences within and among the fund structures of governments and not-for-profit organizations.
- (2) for students to understand and apply the unique financial reporting requirements for governments and not-for-profit organizations.
- (3) for students to identify the appropriate circumstances in which to use each set of requirements.

COURSE MATERIAL

Material covered is indicated on the attached assignment sheets.

ATTENDANCE

Attendance and punctuality are **expected**. Adjustments to the grading scale will be granted only to students with four (4) unexcused absences or less. Excused absences include official university group travel verified by the academic affairs office and extended illness verified by a doctor of more than one-week. More than ten absences (excused or unexcused) will result in disenrollment or an automatic F depending on whether it is before or after the last day to withdraw. Each class meeting beyond three (3) that a student is late to class will be the equivalent of one (1) absence. Students will be held responsible (if in class or not) for all material covered, for all handouts, for any item discussed, and for any announcements made in class. Attendance will be taken at the beginning of class. University academic policies will be followed in all other matters.

PREPARATION AND PARTICIPATION:

Each student is expected to prepare for each class session and to participate actively and professionally in each class session. Preparation includes reading and studying the text assignment(s), preparing solutions to the problems assigned for that session, and noting questions to be raised during the class session. All assigned pages from a chapter should be read prior to the first class period on that chapter unless instructed otherwise. The "assigned" problems have been selected to assist you to master this course. Occasionally, the assignments will be modified by an announcement in class. You should **complete each assignment to the best of your ability before the class meeting on the date assigned.**

QUIZZES:

Six take home quizzes will be given. Questions will be drawn from reading assignments and problems. The quizzes can include multiple choice questions, problems, or short answer essay questions.

CAFR ANALYSIS:

An analysis of the City of Orlando, FL comprehensive annual financial report (CAFR) is required. Students should arrange to have access to the City of Orlando CAFR dated Sept. 30, 2000. Each student must complete an analysis of selected content in the CAFR. Specific details in the City of Orlando CAFR must be located and reported. The topics and questions for the CAFR analyses will be distributed when assigned and the **due dates** announced at that time.

EXAMINATIONS

Two interim exams and a final exam will be administered. **Make up exams** will be given only for extenuating circumstances. If you miss an exam, you will be assigned a grade of zero (0) unless you present sufficient evidence that the exam was missed because of circumstances beyond your control. The **final exam** will emphasize topics covered after the second exam, but it will be **comprehensive**.

GRADING

The grading scale and possible points for this course are as follows:

<u>Evaluation Tool</u>	<u>Points</u>	<u>Grading Scale</u>	
Exam 1	125 Points	488-500 = A+	363-387 = C
Exam 2	125	463-487 = A	350-362 = C-
Final	150	450-462 = A-	338-349 = D+
CAFR & Quizzes	<u>100</u>	438-449 = B+	313-337 = D
Total Points	<u>500</u>	413-437 = B	300-312 = D-
		400-412 = B-	299 and below = F
		388-399 = C+	

Students will be provided with certain statistics concerning the results of each exam, but no curve will be provided for individual examinations.

CHEATING

Any student cheating will receive an automatic F in the course.

DROPPING THE COURSE

No exception will be made to university regulations regarding the withdrawal from this course.

USE OF CALCULATORS

Calculators cannot be shared with others during exams.

INSTRUCTOR'S RETENTION OF EXAMINATIONS

Student exams will be available for review for one week after your exam score is returned. After one week no provision will be made to review exams.

SNOW POLICY

You may call me at home (see my phone numbers above) when you are uncertain about whether class will meet due to snow or ice.

NON-PROFIT/GOVERNMENTAL ACCOUNTING – SPRING 2003

TR	READING ASSIGNMENT	SELF-STUDY	HOMEWORK ASSIGNMENTS
Jan. 9 R	Chapter 1: Introduction to GNP/NFP Financial Reporting	1-4, 1-5	1-2
14 T	Chapter 3: Budgetary Accounting for the General Fund (GF) and Special Revenue Funds (SRF)		1-3, 3-4
16 R	Chapter 3	3-3, 3-5	3-2, 3-8(a) general journal entries only
21 T	Chapter 4: Accounting for the GF and for SRFs	4-4	4-2, 4-7
23 R	Chapter 4		4-10 make subsidiary entries for part (a) as discussed in class
28 T	Chapter 4	4-5	4-3, 4-6
30 R	Chapter 5: Accounting for Other Governmental-type Funds: Capital Projects (CPF) Debt Service (DSF), and Permanent (PF)		5-4
Feb. 4 T	Chapter 5		5-5
6 R	Chapter 5		5-6, 5-7
11 T	Chapter 5		5-2, 5-3 , 5-8
13 R	Interfund Transactions		Interfund Problem
18 T	Exam I - Chapters 1, 3-5 (7:00-8:50 a.m.)		
20 R	Chapter 6: Proprietary Funds		6-5a,
25 T	Chapter 6		6-5(b-d), 6-7a
27 R	Chapter 6		6-7(b-d), 6-4
Mar. 4 T	Chapter 6		6-2, 6-3, 6-8
6 R**	Chapter 7: Fiduciary Funds	7-7	7-6, 7-4
11 T	Spring Break		
13 R	Spring Break		
18 T	Chapter 7	7-10	7-9
20 R	Chapter 2: Overview of Financial Reporting for State and Local Governments		7-2, 7-3 2-2, 2-3
25 T	Chapter 2		2-6, 2-7
27 R	Chapter 2		2-4, handout problem

TR	READING ASSIGNMENT	SELF-STUDY	HOMEWORK ASSIGNMENTS
Apr. 1, T	Chapter 8: Government-Wide Statements; Fixed Assets, Long-Term Debt	8-5	8-4, 8-7
3 R	Chapter 8		8-2, 8-6
8 T	Chapter 8		8-3, 8-8
10 R	Exam II: Chapters 2, 6-8 (7:00-8:50 a.m.)		
15 T	Chapter 10: Accounting for Not-For-Profit Organizations	10-2	10-7
17 R	Chapter 10	10-5	10-1, 10-4
22 T	Chapter 10	10-8	10-6, 10-9
24 R	Chapter 13: Auditing (pp. 344-354 only)	13-5, 13-7	13-2, 13-8
29 T	Final Exam - 7:30-9:25 (Part Comprehensive)		

**March 7 - Last day to drop a course with a "W."