



Dillard College of Business Administration

Syllabus: Governmental and Nonprofit Entity Accounting
ACCT 4333-202 MW 9:30 – 10:50 Dillard Building 338
Spring Semester 2019

Contact Information

Instructor: Terry Patton, Ph.D.

Office: DB 287A

Office hours: Monday and Wednesday 11:00 to 12:00 noon and 2:00 to 4:00 pm and Tuesday 9:00 to 11:00 am and 2:00 to 4:00 pm and by appointment.

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Course Materials

Terry Patton, Suesan Patton, and Martin Ives, *Accounting for Governmental and Nonprofit Organizations*, ISBN: 978-1-61853-264-0 (*Required*)

We will use my Business Course for the textbook in this class. This may be purchased with the textbook or separately.

Course D2L:

You will find the following at the site:

- Syllabus
- Course Booklet, Basics of Governmental Accounting (printout from Desire2Learn and bring to class)
- PowerPoint Slides
- Solutions to selected homework problems
- Course announcements, if needed
- Grades

Course Description

Application of accounting principles and systems of budgeting, accounting and reporting of governmental units and other nonprofit entities.

Course Prerequisite(s)

ACCT 3043 (Intermediate Accounting II)

Learning Goals

I. General Learning Goals:

- **Problem solving and decision-making abilities through critical analysis, evaluation, and interpretation of governmental and nonprofit problems.** During class, students will be instructed on the problem solving and critical thinking skills needed by an accountant that works in the field of governmental or nonprofit accounting. Exams that demonstrate these skills will be graded.
- General learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills that graduates will carry with them into their careers. While assessing student performance in obtaining these general learning goals, the Dillard College is assessing its programs. The assessments assist us as we improve our curriculum and curriculum delivery.

II. Course Specific Learning Goals:

Governmental and nonprofit accounting is like "business" accounting in many respects. Both require entities to record the results of economic events in their accounting records through the use of journal entries and a general ledger. Like commercial enterprises, governments and nonprofit entities must be able to report their financial position and results of operations to their stakeholders.

The government and nonprofit environment also differs from the business sector in many important respects. Generally, governments and nonprofit entities do not have a "profit" motive. Instead, they exist to provide services to or for their constituents. Further, unlike businesses, governments and nonprofit entities generally do not earn revenue by selling products or services. For example, governments generally raise the resources necessary to provide services demanded by their constituents by levying a tax on citizens working, living, owning property, or conducting business in their jurisdiction. In summary, owners of a business are generally concerned about a company's profits and net worth, whereas citizens are more concerned that governments use the resources they provide for their intended purpose—for example, fire or police protection—and in an efficient and economical manner.

Citizen's concern over the proper and efficient use of governments' resources has resulted in the development of financial accounting and reporting requirements that require governments to account for financial transactions so that they can demonstrate both fiscal and operational accountability. **The primary goal of this course is to learn how to account for and report the financial transactions of state and local governments and nonprofit entities.**

At the end of the semester, you should:

- Understand the differences in the commercial and governmental and nonprofit accounting and reporting environment.
- Understand and be able to use governmental and nonprofit accounting and reporting terminology.
- Understand the basics of budgeting, budgetary accounting, and budgetary reporting.
- Understand governmental, proprietary, and fiduciary fund accounting and reporting requirements.
- Understand the financial reporting requirements for state and local governments.
- Understand the financial reporting requirements for non-governmental not-for-profit organizations.

Course Policies

Attendance Policy:

Regular attendance is expected and roll will be taken. A seating chart will be used to note your presence in class, and students with **more than 5 unauthorized absences** may have their final grade dropped by 2 letter grades (e.g., A to C). (Please refer to pages 43 and 44 of the 2018-2019 MSU Student Handbook for Class Attendance Policy and Authorized Absences and also the [2018-2019 Undergraduate Catalog](#) under "Registrar" for a discussion on Authorized Absences). Each meeting of the class will run as scheduled. So as not to disturb the class, you are not to walk in and out of the classroom during the class hour except for an emergency.

Other Related Policies

Missed Examination Policy:

You must take each and every exam at the date and time announced in class. Failure to do that will result in zero (0) credit for that exam. This includes the final exam. Any deviation from this policy because of illness or emergency should be approved in advance and properly documented. Additionally, if a student misses an exam without prior approval and circumstances are justified, instead of a grade of zero (0), I reserve the right to add the value of the exam to the comprehensive final exam and not give a make-up exam. If a makeup exam is given, it may not be the same exam as the one given at the regularly scheduled examination period and will not be graded on a curve. Missing a makeup examination will result in zero (0) credit for the exam.

Incomplete Grade Policy:

A grade of "incomplete" is given **only** in the case of emergencies, and **complete** documentation for the situation is required. The grade of "incomplete" is not given so that students who are doing poorly may get a second chance at the course. The **rare** case of an incomplete will be handled with a comprehensive make-up examination different than the final given to the class, and will be graded on a different scale. This comprehensive make-up exam must be completed within 30 days of the beginning of the next semester.

Extra Credit Policy:

There are *no opportunities* for extra credit in this class, so please do your best on all exams.

Use of Electronic Devices:

You may not electronically or manually record any information or class discussion without written permission of the professor or at all when a graded test is being taken or reviewed. Use of cell phones is prohibited with one exception. You may receive text messages in class except when tests are being given or reviewed. If you need to send a text or make a cell phone call, you may leave the class to do the same. You are also expected not to return to the class for the remainder of the period. I reserve the right to lower a student's final grade by two letter grades for violation of this policy (e.g., A to C).

Concealed Handgun Policy:

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at [Campus Carry Rules](#).

Class Organization

Class will be conducted in a business-like fashion. You should arrive on time and not leave the class early unless you have been granted permission by the professor prior to class. No food or drinks are allowed in the classroom.

Classes will include a combination of lectures, problem solving, and class discussions. You are expected to attend class, to have read the assigned materials and be ready to discuss the assigned homework. I also expect you to be active learners in this class. I will ask questions and will randomly call on students to answer them.

PowerPoint slide handouts will be prepared for each chapter. Students are responsible for printing out these handouts and bringing them to class each day. Failure to bring these note-taking handouts will seriously affect your in-class learning as you won't have the information to work the problems we do in class together.

I may occasionally send emails to the entire class. These may include help or suggestions on problems. You may also send me particularly good questions or observations that I will forward to all class members. Therefore, you should check your email regularly.

Professionalism:

The faculty, staff, and students of the Dillard College of Business Administration are committed to being a "professional" in our words, conduct, and actions. The qualities of a professional include:

- A commitment to the development of specialized knowledge
- Competency in analytical, oral and written communication skills
- Self-discipline
- Reliability
- Honesty and integrity
- Trustworthiness
- Timeliness
- Accountability for words and actions
- Respect for others and other cultures
- Politeness and good manners
- A professional image (professionals look professional)
- An awareness of their environment and adaptability to different settings
- Confidence without arrogance
- A commitment to giving back to your community

Grading Policies:

The following exams provide a student the opportunity to earn the following number of points:

Points allocated to each assignment

Element	Points
Exam 1	100
Exam 2	100
Exam 3	100
Comprehensive Final Exam	100
Homework (MBC)	80
Total Points	480

Your score in this class will be based on the points you earn out of the maximum 480 points. Minimum letter grades for this course will be assigned according to the table below:

Grade	Points
A	432 or greater
B	384 to 431
C	336 to 383
D	288 to 335
F	Less than 288

Exams

The exams may include both objective and subjective questions or problems.

Final Exam

The final exam is **comprehensive**. Please note the time for the final exam.

Homework

There are two components to homework. On this syllabus, you will see the assignments that you should do for class discussion. In addition, you will need to do homework that will be graded through the “my Business Course” online system. The process for doing this homework, the assignment themselves, and the due dates will be provided in a separate handout that you will get in class.

Academic Integrity:

With regard to academic honesty, students are referred to the “Student Honor Creed” in the undergraduate catalog. Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously and will be investigated.

Please understand that integrity is very important to me.

Americans with Disabilities Act:

If a student has an established disability as defined by the Americans with Disabilities Act and would like to request accommodation, that student should please contact me as soon as possible. Any student requesting accommodations should first contact Disability Support Services at 940-397-4140 in room 168 Clark Student Center to document and coordinate reasonable accommodations if you have not already done so.

Syllabus Change Policy:

This syllabus is a general outline of material covered, learning goals, grading procedures and student performance requirements. Material covered, dates of tests, and percent of total grade may vary as necessitated by the pace material is covered and any unforeseen class interruptions such as weather cancelations, guest lectures, or instructor illness.

This syllabus is a guide for the course and is subject to change at the discretion of the instructor.

Tentative Course Content and Outline

Date	Topic	Readings	Homework (In Class)
Jan 14 M	Introduction Governmental and Nonprofit Accounting Environment and Characteristics		
Jan 16 W	Governmental and Nonprofit Accounting Environment and Characteristics	Chapter 1	MC 1-10 through 1-19
Jan 21 M	MLK Day	Campus Closed	
Jan 23 W	The Use of Funds in Governmental Accounting		
Jan 28 M	The Use of Funds in Governmental Accounting	Chapter 2	MC 2-12 through 2-30; E2-42; P2-45 and 2-48
Jan 30 W	Budgetary Considerations in Governmental Accounting		MC 3-16 through 3-21
Feb 4 M	Budgetary Considerations in Governmental Accounting <i>Review for Exam</i>	Chapter 3	E3-22; P3-38 and 3-39
Feb 6 W	Exam #1	Chapters 1,2, and 3	
Feb 11 M	An Introduction to General and Special Revenue Funds		
Feb 13 W	An Introduction to General and Special Revenue Funds	Chapter 4	MC4-12 to 4-22; P4-38
Feb 18 M	General and Special Revenue Funds (Continued)		P4-39
Feb 20 W	General and Special Revenue Funds (Continued)	Chapter 5	MC5-15 to 5-27; E5-31 and E5-34
Feb 25 M	Capital Projects Funds, Debt Service Funds, and Permanent Funds	Watch Video	
Feb 27 W	Capital Projects Funds, Debt Service Funds, and Permanent Funds	Chapter 6	E5-29, 5-30, 5-32, 5-35, 5-36 MC6-21 to 6-37; E6-40 and 6-46
Mar 4 M	Proprietary Type Funds		E6-43 and 6-44; P6-48
Mar 6 W	<i>Review for Exam</i>	Chapter 7	MC7-10 to 7-25; E7-31; P7-38 (part a only)
Mar 11 M	Exam #2	Chapters 4, 5, and 6	

Date	Topic	Readings	Homework (In Class)
Mar 13 W	Fiduciary Funds		P7-42
Mar 18-22	Spring Break		
Mar 25 M	Fiduciary Funds	Chapter 8	MC8-19 to 8-32; E8-34, 8-36, 8-43
Mar 27 W	Reporting Principles and Preparation of Fund Financial Statements		E8-38 and 8-42
Apr 1 M	Reporting Principles and Preparation of Fund Financial Statements	Chapter 9	MC9-19 to MC9-37
Apr 3 W	Government-Wide Financial Statements		E9-38 and 9-48
Apr 8 M	Government-Wide Financial Statements	Chapter 10	MC10-12 to MC10-27
Apr 10 W	Government-Wide Financial Statements		P10-42 and 10-45
Apr 15 M	<i>Review for Exam</i>		
Apr 17 W	Exam #3	Chapters 7, 8, 9, and 10	
Apr 22 M	Accounting for Nonprofit Organizations		
Apr 24 W	No Class	Watch Video	
Apr 29 M	Accounting for Nonprofit Organizations Federal Government Accounting and Reporting	Chapter 13	MC13-14 to MC13-25 E13-26, 13-32, and 13-34
May 1 W	<i>Review for Exam</i>		
May 6 M	Comprehensive Final Exam	Will be given from 8:00 until 10:00 am	