



GOVERNMENTAL/NON-PROFIT ACCOUNTING
COURSE SYLLABUS

Date: 12/8/11

C - L - CR
3 - 0 - 3.0

COURSE NUMBER: ACC 265

PREREQUISITE(S): ACC 102 with a grade of "C" or better

CO-REQUISITE(S): None

COURSE DESCRIPTIONS: This course introduces the special accounting needs of municipalities, counties states, the federal government and governmental agencies, and other not-for-profit organizations.

Topics include GAAP policies, financial statements, special funds and fund accounting. Budgeting and capital projects will also be covered.

TEXTBOOK(S): Copley, Paul A. Essentials of Accounting for Governmental and Not-for-Profit Organizations, 10th Edition. South-Western Publishing. ISBN: 9780073527055

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: None

METHOD OF INSTRUCTION: This course will be taught by lecture, brainstorming, demonstration, individual projects and group problem solving methods of instruction.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

GRADE CALCULATION METHOD:

Tests	=	50%
Projects	=	20%
Homework/Quizzes	=	10%
Final Exam	=	<u>20%</u>
	=	100%

ATTENDANCE POLICY:

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

CLASSROOM CONDUCT: **ACADEMIC DISHONESTY:** Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide

necessary support services and appropriate accommodations.

Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Program Director

Mr. Jon Backman
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Program Department Chair

Mrs. Karen Ravan
592-4840
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**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Describe the key unique characteristics of government and non-profit organizations.
 1. Explain the major types of governmental and non-profit organizations.
 2. Explain the similarities and differences between profit seeking and governmental/non-profit organizations.
 3. Identify the authoritative sources of financial reporting standards for governmental and non-profit organizations
- II. Analyze the sources of GAAP for governmental and non-profit organizations.
 1. Prepare journal entries for common transactions of governmental and non-profit businesses.
 2. Prepare financial statements for governmental and non-profit organizations.
 3. Explain the difference between GASB and FASB as

- it relates to governmental and non-profit businesses.
4. Define “fund accounting” and explain the categories of governmental, proprietary, and fiduciary funds.
- III. Explain accounting principles relating to governmental and non-profit businesses.
1. Analyze the effects of transactions on each fund type.
 2. Explain budgetary accounting and reporting requirements.
 3. Prepare transactions involving various revenue, expenditure, expense and interfund activities.
 4. Prepare basic financial statements using reporting requirements.
 5. Analyze a comprehensive annual financial report.
- IV. Apply budgeting, budgetary accounting and budgetary reporting requirements.
1. Explain the role of budget in governmental fund planning and control.
 2. Explain budgeting terminology, budgeting approaches, and recommended practices
 3. Prepare a basic budget with accounting entries.
 4. Analyze budgets and explain the advantages and disadvantages of budgetary approaches.
- V. Analyze the General Fund and Special Revenue Fund
1. Analyze and prepare journal entries to record the most common transactions.
 2. Evaluate inter-fund activities
Define special items and extraordinary items
 3. Prepare General Fund and Special Revenue Fund financial statements.
- VI. Analyze Revenue Accounting for Governmental Funds
1. Determine when various types of governmental fund revenues should be recognized and reported
 2. Account for the various types of intergovernmental revenues

3. Report revenue budget revisions, changes in revenue principles, and revenue-related error corrections.
- VII. Analyze Expenditure Accounting for Governmental Funds
1. Define expenditures used in governmental fund accounting
 2. Account and report for capital leases, compensated absences, and pension expenditures in governmental accounting
 3. Account for allocations, allotments, and appropriations
- VIII. Define Enterprise Funds
1. Determine what activities should be reported using enterprise funds
 2. Analyze proprietary fund accounting principles
 3. Journalize proprietary fund transactions
 4. Prepare proprietary fund financial statements
- IX. Evaluate Basic Financial Statements and Required Supplementary Information
1. Identify the format and content of government-wide financial statements and fund accounting financial statements
 2. Identify the concepts and content of supplementary information
 3. Distinguish program revenue from general revenue
 4. Determine the types of notes to the financial statements for special purpose and government entities
- X. Use effective team-building, problem-solving, and oral and written communication skills
1. Use appropriate team-building skills
 2. Use appropriate problem-solving skills
 3. Use appropriate oral and written communication skills