Accounting 380K.6
Accounting and Control in Nonprofit Organizations
(#02865)
Fall 2013
Professors Michael H. Granof and Gretchen Charrier

1. ***Offices***: Prof Granof: CBA 4M.246; Prof: Charrier GSB 5.126D
   Lindsay Huntington: To be posted on Blackboard

2. ***Office hours***: Prof. Granof: Monday, Wednesday 1:15 p.m. – 2:15 p.m. and by appointment
   Lindsay Huntington: To be posted on Blackboard

3. ***E-Mail address***: Michael.Granof@mccombs.utexas.edu
   lindsay.huntington@bba09.mccombs.utexas.edu

4. ***Text:*** Granof, *Government and Not-For-Profit Accounting, 6th edition (New York: John Wiley, 2013).* A student website accompanies the text. It contains Power Point summaries of each chapter that you might find helpful. It can be accessed at: http://bcs.wiley.com/he-bcs/Books?action=index&itemId=0470390786&bcsId=5502

5. ***Blackboard***: The instructor will post on Blackboard (http://courses.utexas.edu/) the course syllabus, announcements, supplementary readings, old exams, solutions to homework assignments and computer files. You will be held accountable for all materials posted on Blackboard. The computer files (mostly in Excel or Word format) are generally templates that will serve as the basis for class discussion. You are strongly advised to check Blackboard prior to each class meeting and to either print or download to your computer the relevant templates.

6. ***Exams and quizzes***: There will be two 75 minute exams and a final. In addition there may be occasional short (10 minute), unannounced, quizzes. A grade of zero will be assigned for any quiz that is missed. These quizzes will cover the text material assigned for the day.

7. ***Written Assignments***: Written problems have been assigned for almost every class. These assignments are to be turned in on the days that they are due**. The assignment schedule (including dates of exams) is subject to change during the semester. You will be held accountable for all changes that are announced in class or posted on Blackboard.**

   The written assignments will be marked satisfactory or unsatisfactory. They will count toward 10 percent of your final grade. You will start with a score of 100 points. You will be permitted to miss one assignment without penalty. Thereafter, you will lose ten points for each assignment missed and each marked unsatisfactory. However, if you miss an excessive number of assignments, the instructor, at his

discretion, may report a course grade of "incomplete" pending submission of the missing assignments.

Assignments should be submitted electronically via Blackboard. Late assignments will be accepted only in unusual circumstances and with instructor permission.

If you are planning to take the CPA exam in the near future you should consider reviewing all the exercises (as opposed to problems) in the text, especially the multiple choice questions.

8. ***Continuing Problem:*** A "continuing problem" has been assigned for each of the chapters in which one is included. This problem requires that you review the comprehensive annual financial report (CAFR) of Austin. Use the report as of September 30, 2012 (the latest available). The report is available on the internet at: https://assets.austintexas.gov/financeonline/downloads/cafr/cafr2012.pdf

   In answering the questions included in these problems you need not provide elaborate explanations – a phrase or two, plus the page or schedule in which you found the answer, will be adequate.

9. ***Research questions:*** Several of the homework questions are labeled "Questions for Research, Analysis and Discussion" and deal with current accounting issues. Many of these questions ask for your opinion. They may not have a definitive answer. However, for the perspective of the Governmental Accounting Standards Board, you are encouraged to consult the Board's standards and other pronouncements. These can be found on the *Governmental Accounting Research System* (GARS), which is available in the UT Library's *Accounting Research Manager* electronic data base. Although your written response may be exceedingly brief, you should most definitely consider carefully the issues addressed.

10. ***Class Participation:*** You are required to attend class and you are strongly encouraged to take an active part in class discussions. Do not hesitate either to present your own views or to challenge comments of the instructor or your classmates. Because the class sessions will generally be discussions rather than lectures, it is essential that you come to class having completed the assigned homework. Your final grade may be severely affected by poor preparation for, or absence from, class.

11. ***Use of Computers in the Classroom:*** The instructor permits students to use laptops or tablets in the classroom. Many of the files made available on Blackboard are designed so that students can insert journal entries, numeric values and notes in the course of the classroom discussion. **However, electronic devices are <u>not</u> to be used for other purposes, such as checking e-mail, surfing the web or working on assignments for other courses. Accordingly, students should not connect to the internet during class sessions.**

12. ***Name Cards**:* Students will be required to bring their name cards to class and display them at all times. Should you forget your card, or not have been provided one, please ask the instructor for materials to make one.

13. ***Grades***: Grades will be determine as follows:

Final exam	40%
Hour exams	40%
Quizzes	10%
Written assignments	10%
	100%

This distribution is subject to change based on the number of unannounced quizzes given. If no, or very few, quizzes are given, then added weight will be given to the hour exams.

Final grades will be established by rank in class, not absolute number of points. Consistent with University policy, plus and minus grades will be assigned.

14. ***Review of Examinations:*** Upon your request, the instructor will review your examinations for errors in grading. **Papers will be accepted for regrading no later than two weeks after the class period in which the exam has been returned to the class at-large.**

15. ***Verification of Grades:*** Student grades, including points earned for homework, will be posted on Blackboard. You are responsible for making certain that your grade is properly recorded, that you have received credit for all homework submitted and for notifying the TA or instructor of any errors. No errors will be corrected after the final grades have been submitted to the registrar.

16. ***Assistance:*** A teaching assistant, Lindsay Huntington, will be available to assist you with homework problems and to answer course-related questions. Her office hours and office location will be posted on Blackboard.

17. ***Honor Code:*** The instructor strongly supports the honor system as described in the "Policy Statement on Scholastic Dishonesty in the MPA Program and the Professional Program in Accounting." By enrolling in this course you implicitly agree to accept the student responsibilities described in these documents. If at any time during the semester the application of the policies to specific assignments is unclear, it is your responsibility to request clarification.

.

18. ***Recording Devices:*** The use of recording devices is prohibited, unless explicitly approved by the instructor.

19. ***Students with disabilities:*** The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For

more information, contact the Office of the Dean of Students at 471-6259, 471-4641 TTY.

Assignments

1. *W, 8/28* *Introduction*

2. *W, 9/4* *Environment and Characteristics of Nonprofit Reporting*
   Text: Chapter I
   Problems: I-3,6, continuing problem, and read RAD* 1
   Note: For Chapter I, the continuing problem requires only that you obtain the 2012 annual report of the City of Austin

3. *M, 9/9* *The Fund Structure – Governments*
   Text: Chapter II
   Exercise: II-6
   Problems: II-1 and RAD 3

4. *W, 9/11* *The Fund Structure – Governments*
   Text: Chapter II
   Problems: II-6, continuing problem and RAD 3

5. *M, 9/16* *Budgets and Other Control Mechanisms*
   Text: Chapter III
   Exercise: III-5
   Problems: III-6, and continuing problem; also read problems III-12, 13

6. *W, 9/18* *Accounting For Revenues – Governments*
   Text: Chapter IV
   Exercise 4-3
   Problems: IV-6

7. *M, 9/23* *Accounting for Revenues – Governments*
   Problems: IV-11, 16, continuing problem and RAD 4

8. *W, 9/25* *Accounting for Expenditures – Governments*
   Text: Chapter V
   Exercise: V-6
   Problems: V-3 and read problem V-5

9. *M, 9/30* *Accounting for Expenditures – Governments*
   Problems: V-7, 11, continuing problem and RAD 4

10. T, 10/1 ***Exam, Chapters 1-5 (Tuesday evening, 5:30 p.m., GSB 2.120)***

11. W, 10/2 *Capital Projects and Debt Service*
Text: Chapter VI
Exercise VI-5,7

12. *M, 10/7* *Capital Projects and Debt Service*
Problems: VI-12, continuing problem and RAD 1

13. *W, 10/9* *Long-Lived Assets and Investments*
Text: Chapter VII
Problems: VII-2, 12, continuing problem and RAD 2

14. M, 10/14 *Issues of Long-Term Obligations*
Text: Chapter VIII
Problems: VIII-3,4

15. W, 10/16 *Issues of Long-Term Obligations*
Problems: VIII-6, 7, continuing problem and RAD 1

16. M, 10/21 *Accounting for Business-Type Activities*
Text: Chapter IX
Exercise IX-3
Problems: IX-2,10 continuing problem and RAD 4

17. M, 10/23 *Issues of Reporting*
Text: Chapter XI
Problems: XI-1, 2

18. W, 10/28 *Issues of Reporting*
Problems: XI-4, 9, continuing problem and RAD 2

19. W, 10/30 **EXAM (Chapters 6 through 9 and Chapter 11)**

20. M, 11/4 *Accounting for Fiduciary Funds*
Text: Chapter X
Additional Reading to be determined
Exercise X-5
Problem X-2

21. W, 11/6 *Accounting for Fiduciary Funds*
Additional Reading: *State and Local Pension Benefits: Change is in the Air* (Posted on Blackboard)
Problems: X12, 13 continuing problem, RAD 3

22. M, 11/11 *Not-For-Profit Organizations*
Text: Chapter XII
Problems: XII-1,6

23. W, 11/13 *Colleges and Universities and Health Care Providers*
Text: Chapters XIII & XIV
Problems: XIII-7, XIV-2

24. M, 11/18 *Federal Government Accounting*
Text: Chapter XVII
Additional Reading: *Citizen's Guide to the Fiscal Year 2012 Financial Report of the U.S. Government.* Review also the entire 2012 report, paying special attention to the MD&A and the basic financial statements
Exercises: XVII-4
Problem XVII-6

25. W, 11/20 *Federal Government Accounting*
Problems: XVII-7

26. M, 11/25 *Managing for Results*
Text: Chapter XV
Exercise XV-3
Problems: XV-5

27. W, 11/27 *Managing for Results*
Problems: XV-7,10

28. M, 12/2 *Auditing Governments and Not-For-Profit Organizations*
Text: Chapter XVI;
Read only and consider "Cases in Ethics" (C1-C10)
Problem: XVI-5

29. W, 12/4 *Summary and Course Evaluation*

* RAD = Questions for Research, Analysis and Discussion