Course Information

Course Name: Governmental and Nonprofit Accounting
Course ID: ACT 441
Semester: Spring 2019
Mode: Online

Instructor Information

Instructor: Dawn M Gupta CPA MBA
Email: Dgupta@umassd.edu
Phone: 508-999-8748
Office Hours: Tuesday 10:00-11:00 am, Thursday 5:30-6:00, Thursday 9:30-11:30, CCB 311

Class Schedule, Office Hours and Location

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<tr>
<th>Sunday</th>
<th>Monday</th>
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<th>Wednesday</th>
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<tbody>
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<td>Weekly start - online</td>
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Course Description

1. Course Description:
   A study of non-corporate organizations with primary focus on governments, hospitals, college and universities and voluntary health and welfare organizations. Coverage will include principles of fund accounting, financial reporting, budgeting and auditing governmental and not-for-profit organizations. In addition, topics related to operating a business as a partnership will be included.

Prerequisite:
ACT 312

Course Credits:
3

Required Text:
Pearson
Course Objectives

Upon completing this course, you will understand the following.

1. Explain the unique characteristics of government and nonprofit organizations, as well as the uses of government financial statement information.

2. Interpret the GASB state and local government financial reporting model, identify the three major categories of funds, and identify the basis of accounting used.

3. Define the differences and similarities between the General Fund and the Special Revenue Funds, as well as their measurement focus and basis of accounting used. Apply the related adjusting and closing entries for these two funds.

4. Apply basic budgetary accounting and reporting requirements, commonly used budgeting terminology, and the procedures involved in preparing and adopting a budget.

5. Discuss and apply modified accrual revenue recognition criteria in simple situations, and relate the levy, collection, revenue recognition and enforcement of property taxes and other taxes.

6. Define and apply governmental fund expenditure recognition, account for debt service and capital outlay expenditures.

7. Explain the nature and purpose of Capital Projects Funds and the typical budgeting and budgetary reporting issues related to these funds.

8. Explain the nature and purpose of Debt Service Funds and their basic accounting and reporting requirements.

9. Account for and report general infrastructure capital assets as well as their financial reporting requirements. Explain the nature and use of Permanent Funds.

10. Identify when Enterprise Funds should be used and demonstrate the propriety fund accounting principles.

11. Define the nature and usage of Internal Service Funds and the four types of Fiduciary Funds.

12. Identify a Government’s basic financial statements and explain the concept and content of required supplementary information (RSI).

Communication Plan

Expectations for electronic communication

Please use email *ONLY* when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum.

I check my email several times daily, and whenever possible, try to respond immediately. In some instances, it may take up to 24 hours for me to respond, but never to exceed that time. I will be checking my email periodically on the weekends.

Asking Questions through Discussion Forums:

I will check the discussion forums daily during the workweek. If you have any course specific questions, please post them here. There is no such thing as a “dumb” question, and I am sure others will benefit from your question. Others may actually have the same question. I will post often during the first weeks of the course and then drop off in Activity while expecting participants to fill any void. Rest assured however, I *will* be participating in what I hope will be lively
discussions and will *always* reply to any discussion comment directed specifically at me.

**Substantive participation should:**

- Add value to the discussion and avoid simply repeating, agreeing with, or answering yes or no to peer’s comments
- Challenge comments in class, including those of the facilitator
- Ask insightful questions
- Answer other people’s questions
- Exemplify the point with real-life events, when possible
- Make comments that are relevant to the course content and objectives

**Things to keep in mind as you write discussion posts and communicate with other students:**

- Share an experience that is related to the discussion. Comment on other participants’ experiences that are related to the course.
- Ask others questions about their ideas and experiences that are related to the course.
- Challenge a point that another participant made in a respectful manner. Offer a different perspective on an idea that is being discussed.
- Give insights gained from readings that were assigned for the week. If you need more information, ask the participants a question about the week’s reading.
- Discuss a work issue that is related to the course or discussion and ask for feedback.
- Relate how you have applied what you have read, learned or discussed regarding the course to your personal and professional life.
- Share another resource such as Web links, books, etc. that you have used to answer other participants’ questions or as you explore the topics of the course (as it is a violation of copyright law to copy the actual page).

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**Methods of Instruction**

**Evaluation and Grading Breakdown:**

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<tr>
<td>Exams (Exam #1, Exam #2, Final Exam) 20% each</td>
<td>60%</td>
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<tr>
<td>Harvey Comprehensive Case</td>
<td>30%</td>
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<tr>
<td>Assignments /Discussion Board</td>
<td>10%</td>
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<td>Total</td>
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**Course Notes**

**Exams (60%)**
This course will have two exams and a final, which will be made available online as scheduled. The exams will be non-cumulative, although some materials will carry through.

**Chapter Assignments/Discussion Board (10%)**  **There are only 5 assignments**
The assignments are listed on the syllabus and are required to be submitted once completed. Finding time to read each chapter is important, but I will also make the power point slides available for each chapter as a summary. Solutions will be made available for all required assignments, as well as ongoing discussions, as we work our way through each Governmental Fund Group.
The Harvey City Comprehensive Case (30%)
Introduced at the end of Chapter 4, the case is found as the last problem in each chapter. Completing the case essentially requires accounting for all the transactions of the City during its fiscal year. Each chapter we cover will build on the Harvey Case. Please continue as you work through each chapter to compile the Harvey Case as one set of spreadsheets with the templates provided to the left of the Dash Board on My Courses. Each applicable chapter’s assignment are due at the end of each corresponding week. Please submit through my Courses. I will review your weekly submissions and provide solutions for you to keep you on track throughout the semester. As the course progresses, I will be reviewing applicable sections of the required Harvey exercises, utilizing a Discussion Board format to provide tips that may be useful. This will be a valuable area for participating, as well as posing any questions, or pointing out difficulties as the Project progresses. Please do not wait until Semester’s end to communicate to me any questions or difficulties you may have concerning the case.

Late Assignments:
It is a better practice to submit assignments when due. If you feel you are falling behind, please do not hesitate to reach out to me and I will help you get back on track.

Attendance Policy
Not Applicable

Incomplete Policy
According to the university catalogue, an incomplete may be given only in exceptional circumstances at the instructor's discretion. The student must be passing at the time of the request or be sufficiently close to passing. If the work is not completed within one year of the recording of the incomplete grade, the grade will become an F(I). The incomplete policy for this course is that at least 70% of the course must be already completed and an exceptional circumstance (i.e. medical issue) must exist. If you feel you require an incomplete for an exceptional reason, you need to email me and state your reasons for the incomplete in writing. We will then decide on a course of action.

Course Conduct
UMass Dartmouth policies regarding equal opportunity, discrimination, harassment, and sexual violence apply to all learning environments wherever they are located and from wherever they are taught. This applies to all UE face-to-face, off campus, blended, and online courses. Please see the Office of Diversity, Equity & Inclusion brochure for information at [http://www.umassd.edu/studentaffairs/departments/studentconductanddisputeresolution/studentcodeofconduct/](http://www.umassd.edu/studentaffairs/departments/studentconductanddisputeresolution/studentcodeofconduct/).

Student Academic Integrity Policy
All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand required academic and scholarly procedure or as an act of intentional dishonesty.

A student found responsible of academic dishonesty is subject to severe disciplinary action which may include dismissal from the University. The procedure for responding to incidents of academic dishonesty may be found in Section III of this document. You may also refer to the Student Handbook for information about the judicial process.

A high standard of academic integrity promotes the pursuit of truth and learning and respect for the intellectual
accomplishments of others. These are values that are fundamental to the mission of this University. Such values are undermined by academic dishonesty.

Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged and deemed appropriate by the instructor of the course. Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses.

Maintenance of the standards of academic integrity and the successful administration of this policy depend on the mutual cooperation of faculty and students.

Faculty cooperation is essential for successful application of the procedures defined by this Academic Integrity Policy. Faculty members promote academic integrity by making clear on their syllabi their expectations concerning homework assignments, collaborative student efforts, research papers, examinations, computer-based infractions, and the like. Efforts should be made to detect and to prevent cheating and plagiarism in all academic assignments. If faculty members have evidence of academic dishonesty, they are expected to report such evidence promptly.

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Students are also expected to report incidents of academic dishonesty to the instructor or dean of the instructional unit.

The intent of this policy is to make clear the standards of academic integrity at UMass Dartmouth.

*For additional information on violations, infractions, and consequences visit the UMass Dartmouth Student Academic Integrity Policy at the link below. [https://www.umassd.edu/policies/activepolicylist/academicaffairs/academicintegritypolicyandreportingform/](https://www.umassd.edu/policies/activepolicylist/academicaffairs/academicintegritypolicyandreportingform/)

### Center for Access and Success

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please meet with the instructor at the beginning of the semester and provide the appropriate paperwork from the [Center for Access and Success](https://www.umassd.edu/policies/activepolicylist/academicaffairs/academicintegritypolicyandreportingform/). The necessary paperwork is obtained when you bring proper documentation to the Center, which is located in Liberal Arts, Room 016; phone: 508.999.8711.

### Resources for UMass Dartmouth Students

#### Tutoring

If you are having difficulty with the class please:

- Contact me directly using the contact information listed at the top of this document.
- Contact the Academic Resource Center (ARC) for support:
  - Academic Resource Center, Liberal Arts - Room 7
  - Phone: 508.999.8708, Fax: 508.910.6404
- For help with writing assignments you can also make use of online writing tutoring.
  - eTutoring can be accessed at [this link](https://www.umassd.edu/policies/activepolicylist/academicaffairs/academicintegritypolicyandreportingform/) or by clicking the "Online Tutoring" link at the top of the myCourses Dashboard.

#### Technical Help

Technical support for myCourses is available 24/7:
- Students can email myCoursesHelp@umassd.edu or call the Student Help desk at 508-999-8505 during normal business hours. (Mon-Fri 9:00 a.m.-5:00 p.m. EST)
- During off-hours, weekends, and holidays, technical assistance is available for students at http://umd.echelp.org/.

Support information for all other UMass Dartmouth technologies can be found here: http://www.umassd.edu/extension/technicalresources/

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<th>Course Schedule</th>
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<td><strong>Week/Date Beginning</strong></td>
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| **Week 1** 1/20-1/26 | Governmental and Nonprofit Accounting | **Reading:** Ch 1  
**Activity:** Pg. 27; Questions 1-1, 1-4 and 1-10  
Pg. 27; Exercise 1-1 multiple choice 1-10 |
| **Week 2** 1/27-2/2 | State and Local Government Accounting and Financial Reporting | **Reading:** Ch 2  
**Activity:** Pg 63; Exercises 2-5, 2-6, 2-8  
Pg. 67-68; Case 2-1 |
| **Week 3** 2/3-2/9 | Budgeting, Budgetary Accounting and Budgetary Reporting | **Reading:** Ch 3  
**Activity:** Pg. 99;E3-1 & E3-2  
Pg. 100; Exercises 3-4, 3-5, 3-6 |
| **Week 4** 2/10-2/16 | The General Fund and Special Revenue Fund | **Reading:** Ch 4  
**Activity**  
**Project:** Pages 167-170 Beginning the Harvey Case |
| **Week 5** 2/17-2/23 | Exam I: Chapters 1-4 | **Reading:**  
**Activity:** : N/A  
**Project:** |
| **Week 6** 2/24-3/2 | Revenue Accounting : Governmental Funds | **Reading:** Ch 5  
**Activity:** Pg 209; Exercise 5-2; multiple choice 1-10  
See next pg for Harvey assignment |
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<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Section</th>
<th>Reading</th>
<th>Activity</th>
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<tr>
<td><strong>Week 7</strong></td>
<td>3/3-3/9</td>
<td>Expenditure Accounting; Governmental Funds</td>
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<td><strong>Week 8</strong></td>
<td>3/10-3/16</td>
<td>Spring Break</td>
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<td><strong>Week 9</strong></td>
<td>3/17-3/23</td>
<td>Capital Projects Funds</td>
<td>Reading: Ch 7</td>
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<td>Project: Pages 297-298 Harvey City case</td>
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<td><strong>Week 10</strong></td>
<td>3/24-3/30</td>
<td>Debt Service Funds</td>
<td>Reading: Ch 8</td>
<td>Activity: Page 329; Exercise 8-1; multiple choice 1-8</td>
<td>Project: Pages 338-339 Harvey City case</td>
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<td><strong>Week 11</strong></td>
<td>3/31-4/6</td>
<td>Exam II: Chapters 5-8</td>
<td>Reading:</td>
<td>Activity:</td>
<td>Project:</td>
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<td><strong>Week 12</strong></td>
<td>4/7-4/13</td>
<td>General Capital Assets; General L/T Liabilities: Permanent Funds</td>
<td>Reading: Ch 9</td>
<td>Activity: N/A</td>
<td>Project: Pages 389-391 Harvey City case</td>
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<td>Week 13</td>
<td>Enterprise Funds</td>
<td>Reading: Ch 10</td>
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<td>4/14-4/20</td>
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<td>Activity:</td>
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<td>Project: Pages 441-442 Harvey City Case</td>
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<td>Week 14</td>
<td>Final Exam and Project due : 12/10</td>
<td>Reading: Ch 11 &amp; 12</td>
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<td>4/21-4/27</td>
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<td>Activity:</td>
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<td>Project: Pages 472-473 &amp; 509 Harvey City Case</td>
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<td>Week 15</td>
<td>Final Exam and Project due : 12/10</td>
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