Governmental and Not-for-Profit Accounting
ACC-216 Web
Syllabus

Course Information

Course Title:	Governmental and Not-for-Profit Accounting	**Meeting Time/Days**	None
Course Code:	ACC-216-DS21	**Start Date:**	1/14/13
Format:	Web Course	**Refund Date:**	1/30/13
Synonym:	71267	**Census Date:**	2/4/13
Credits:	3	**Withdrawal Date:**	4/7/13
Semester:	Spring 2013	**End Date:**	5/3/13
Prerequisite:	ACC122 (Accounting II)	**Length of semester:**	15 weeks

As soon as you register for this course, you should do the following:

1. **Send me an email at pturner@coloradomtn.edu** indicating the email address you would like to use for this course. I will then send you an introductory letter and course orientation to confirm this email address.

2. **Order your textbook**. Texts are not available in CMC bookstores. Instructions for purchasing required texts are included on page 2 of this syllabus.

3. Once I have notified you that the Canvas course materials are ready for use, **set up your Canvas account and post your introductory autobiography**. Information about Canvas is included on page 3 of this syllabus.

No-Show Reporting for Students Who Have Applied for Financial Aid

If you have not completed your introductory graded assignment (posting your autobiography on Discussions in Canvas) by Tuesday, January 22, you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist **(www.coloradomtn.edu/web/departments/financial_aid).**

Web Course Format

This course is a web course that will be conducted entirely online via the Internet using the Colorado Mountain College Canvas learning management system (**http://coloradomtn.edu/canvas/**). You must have access to a computer and the Internet to take this course. You will purchase your textbook online and, using Canvas, access all course materials and submit all assignments online. There are no classroom meetings.

The Syllabus Course Calendar, which follows on page 7, provides the schedule for completing all course requirements within the 15-week semester. **Test due dates are strictly enforced. Tests submitted after their due dates will earn a maximum of one-half credit.**

You will communicate with me and other students via email and Canvas Discussions. All assignments must be completed using a computer and a word-processing and/or spreadsheet application and transmitted to me as an attachment to an email message.

Computer Access

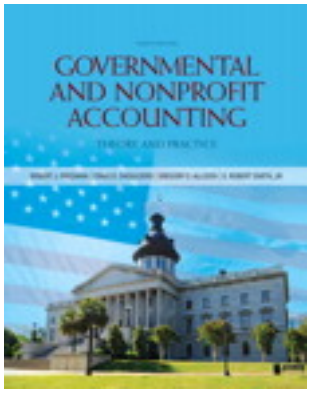
Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Collaborate web conferencing sessions, if included as part of your course, due to the verbal interaction involved.

Computer Competency for This Course

A moderate level of computer competency is required to succeed in an online accounting course, and this course makes extensive use of spreadsheets. Students must have computer access and moderate competency in the following areas:

- Sending and receiving emails with attachments.
- Accessing Internet resources (Canvas and textbook publisher online resources).
- Creating and formatting documents in word-processing (e.g., Microsoft Word) and spreadsheet (e.g, Microsoft Excel) applications. This course makes extensive use of spreadsheets, so these skills are very important.

If you do not currently have these computer skills, you should defer online courses until you have developed your competency, or take courses in a format that doesn't require computer skills.



Textbooks

Governmental and Nonprofit Accounting, Theory and Practice, Tenth Edition, by Freeman, Shoulders, Allison, and Smith, (ISBN 978-0-13-275126-1) is the textbook required for this course.

Ordering Textbooks

Unless you are using financial aid funds to purchase your textbook, you may order from any online source. My recommendation is **http://www.booksprice.com**, a site that compares prices for purchasing and renting both new and used textbooks from a number of different sources. Search the site using the text's ISBN, shown above. Before you place your order, confirm that the book is available for immediate delivery (i.e., not on backorder) and will be delivered to you within a reasonable period of time (preferably before the start of the semester). Please be sure to order the correct textbook, comparing the ISBN and cover with those shown here.

If you are using financial aid funds to purchase your textbook, the following information is for you:

Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services. You will find the official textbook list at **www.coloradomtn.bkstr.com**. If you ever have any online bookstore questions, you can email **coloradomtn@fvb.follett.com** or call 800-621-4088.

Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at **www.coloradomtn.bkstr.com/email** for more information on future buyback dates/times and to receive other important messages from Follett.

Ordering Textbooks with Financial Aid: Students wishing to use their Financial Aid to purchase their textbooks from the Colorado Mountain College Online Bookstore (Follett) may be set up with a CMC Flex Pay account. Contact your local CMC Accounts Manager for instructions and your specific username and password information. If you are not close to a CMC site, contact CMC Online Learning at 970-947-8341 or **virtual@coloradomtn.edu.**

Canvas

Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links, and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards, and chat.
For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit: **www.coloradomtn.edu/web/departments/faq-for-students**. Initial Login Information: Login information is available from the left-hand navigation bar on **www.coloradomtn.edu/canvas/.**

Student Email

All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated. For more information on your CMC student email account, please visit the Student page of the MyCMC Portal: **mycmc.coloradomtn.edu**.

You are not required to use this CMC student email address. If you prefer to use your regular email address, be sure to email it to me and enter it in your profile on Canvas so I can use it to contact you.

Instructor Information

Name: M. Patricia (Pat) Turner, CPA, M.S.
Office Phone: 970-870-4460
Email: **pturner@coloradomtn.edu**
Home Phone: 970-826-0331
Office Address: Bristol Hall Room 305, 1275 Crawford Avenue, Steamboat Springs, CO 80487 (be sure to send mail to my attention).

My schedule for Spring 2013 semester is as follows:

Day	Classes	Office Hours in Bristol 305
Monday	Intermediate Accounting II, Bristol 203, 5-6:50 p.m.	11 a.m.-Noon and 1-4:30 p.m. and by appointment.
Tuesday	Accounting I, 2:30-4:20 p.m., Bristol 121	11 a.m.-Noon and 1-2 p.m.
Wednesday	None	By appointment only.
Thursday	Business Taxation, Bristol 203, 12:30-1:50 p.m. Accounting I, 2:30-4:20 p.m., Bristol 121	11 a.m.-Noon.
Friday	None	By appointment only.

My schedule also includes ACC216 (Governmental and Not-for-Profit Accounting) and ACC232 (Auditing) online. I also work from my home office, so if you need to contact me outside of office hours or on the weekend, please email me or call me at home.

Course Description[1]

This course presents generally accepted accounting principles as they apply to state and local governments and nongovernmental nonprofit organizations. We will cover the financial reporting model; budgeting, budgetary control, and budget-

[1] This syllabus also includes the *Colorado Community College Common Courses* course description beginning on page 10.

ary reporting; accounting for activities of governmental, proprietary, and fiduciary fund types; and basic financial statements and the comprehensive annual financial report for state and local governments. We will also cover accounting and financial reporting for nongovernmental voluntary health and welfare organizations and other nonprofit organizations.

Course Objectives[2]

Upon completion of this course, you should be able to:

1. List and describe the distinguishing characteristics of commercial (for-profit) enterprises, state and local governments, and nongovernmental nonprofit organizations.
2. Explain and apply the financial reporting model for state and local governments.
3. Explain and apply the concepts of budgetary accounting, control, and reporting.
4. Account for the activities of general funds and special revenue funds, capital projects funds, debt service funds, and permanent funds; and prepare basic financial statements in compliance with governmental generally accepted accounting principles.
5. Account for transactions that involve general capital assets and general long-term liabilities.
6. Account for the activities of enterprise and internal service funds and prepare basic financial statements in compliance with governmental generally accepted accounting principles.
7. Account for the activities of trust and agency funds and prepare basic financial statements in compliance with governmental generally accepted accounting principles.
8. Prepare government-wide financial statements and required reconciliations.
9. Account for activities of nongovernmental nonprofit organizations and prepare required financial statements in compliance with generally accepted accounting principles.

IDEA Objectives

In addition to the content objectives listed above, you should also:

1. Gain factual knowledge (terminology, classifications, methods, trends).
2. Learn fundamental principles, generalizations, or theories.
3. Learn to apply course material (to improve thinking, problem solving, and decisions).
4. Develop specific skills, competencies, and points of view needed by professionals in the field of accounting.
5. Acquire skills in working with others as a member of a team.
6. Develop skill in expressing yourself orally or in writing.
7. Acquire an interest in learning more by asking questions and seeking answers.

Grading

Students are required to complete the following to earn a grade in this course:

Practice and Learn Exercises and Problems		0 points
Research/Writing assignments	4 @ 50 points	200 points
Tests	5 @ 150 points	750 points
Canvas Discussions participation		100 points
Total points possible		1,050 points

Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at: **http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options**

[2] This syllabus also includes the *Colorado Community College Common Courses* standard competencies on page 10.

The grading scale for this course is as follows:

Letter Grade	Interpre-tation	Quality Points	Low %	High %	Low Points	High Points
A	Excellent	4	94.0%	100.0%	987	1050
A-		3.7	90.0%	93.9%	945	986
B+		3.3	87.0%	89.9%	914	944
B	Above Average	3	84.0%	86.9%	882	913
B-		2.7	80.0%	83.9%	840	881
C+		2.3	77.0%	79.9%	809	839
C	Average	2	74.0%	76.9%	777	808
C-		1.7	70.0%	73.9%	735	776
D+		1.3	67.0%	69.9%	704	734
D	Poor	1	64.0%	66.9%	672	703
D-		0.7	60.0%	63.9%	630	671
F	Fail	0		Below		630

If you choose the *Audit* or *Pass/Fail* option, you must inform the registrar prior to the census date.

Note: It is my policy not to grant a grade of *Incomplete*. You should determine your ability to complete the course successfully prior to the withdrawal date (indicated on p. 1 of this syllabus). If you are in doubt about your ability to complete the course work in a timely manner, you should consider electing the Audit grade option or not taking the course at this time.

All assignments are due on or before the end date for the course. Assignments submitted after this date will not be included in students' final grades.

Grading Notes Applicable to this Course

- A grade of at least C- in Accounting II (ACC122) is a prerequisite for enrollment in this course.
- Extra credit assignments are not available in this class. You should spend your time and effort completing the required work rather than on extra assignments.
- Students who cheat/plagiarize will be awarded an F for the class and will be subject to other penalties, which could include expulsion from the institution.
- If I do not hear from you for an extended period of time (that is, you are extensively "absent" from class), you may be administratively withdrawn from the class on or before the withdrawal date.

Practice and Learn Exercises and Problems

Your Syllabus Course Calendar (page 7 of this syllabus) lists Practice and Learn Exercises and Problems that provide you with the opportunity to apply the material presented in the chapter and practice recording transactions and preparing financial statements in compliance with generally accepted accounting principles. These exercises and problems are not assigned points and are not required to be submitted for grading. I highly recommend completion of these exercises and problems to prepare you to succeed in your tests, which will cover the same material and types of problems.

The solutions to the listed exercises and problems are included on Modules in Canvas to assist you in practicing and learning how to solve these problems and to check your work prior to taking tests.

Post your questions about completing the Practice and Learn Exercises and Problems on Discussions on Canvas. Please check Discussions regularly and assist other students with their questions. You may call me if you have urgent questions.

Research and Analysis Assignments

You may earn a maximum of 200 points by completing four research and analysis assignments using the budget documents and Comprehensive Annual Financial Reports (CAFR) of governmental entities of your choice. You will obtain a recent state

or local government annual operating budget and a CAFR from the Internet, library, or a local government and submit a brief report based on questions posed in the textbook. The assignments are as follows:

Assignment 1	Chapter 4 Problem 4-6 (budget) on p. 166.	Due February 25, 2013
Assignment 2	Chapter 5 Problem 5-7 (CAFR) on p. 218.	Due March 25, 2013
Assignment 3	Chapter 6 Problem 6-9 (CAFR) on p. 258.	Due April 8, 2013
Assignment 4	Chapter 15 Problem 15-10 (CAFR) on p. 634	Due May 3, 2013

These assignments provide you with the opportunity to become familiar with the actual budgets and CAFRs of governmental entities and practice appropriate and effective written communication. Specific requirements and instructions for each of these research assignments are detailed in Modules on Canvas.

Submit your written reports via email to **pturner@coloradomtn.edu**. I will acknowledge receipt of your reports and will follow up with your score and evaluation comments. You may revise and resubmit your written reports for additional points as many times as you choose. Revisions may not be made on reports submitted during the last week of the semester.

Post your questions about completing the research and analysis assignments and written reports on Discussions on Canvas. Please check Discussions regularly and assist other students with their questions. You may call me if you have urgent questions.

Tests

You may earn a maximum of 750 points by completing five chapter tests. These tests cover the following material:

Test 1	Chapters 1, 2, and 3	Due February 11, 2013
Test 2	Chapters 4, 5, and 6	Due March 4, 2013
Test 3	Chapters 7, 8, and 9	Due April 1, 2013
Test 4	Chapters 10, 11, and 12	Due April 15, 2013
Test 5	Chapters 13, 14, 15, and 16	Due May 3, 2013

Tests submitted after their due dates will earn a maximum of one-half credit.

These tests are available for download in Modules on Canvas. They assess your comprehension and application of governmental and not-for-profit accounting concepts and methods and are graded on the basis of completeness and accuracy. You may use your textbook and other materials and consult with other students via Canvas in the process of answering the questions and solving the problems on the test.

Submit only an answer sheet for your completed tests via email to **pturner@coloradomtn.edu**. Your answer sheet should include the following identifying information: your name, the course name, and the test number. Clearly label each question or problem and clearly indicate your answer. Show your computations to earn partial credit on problems (partial credit is not available for multiple-choice questions, so you need not show your work for these questions), and clearly label your answers. I will acknowledge receipt of your test and will follow up with your score and evaluation comments.

Post your questions about completing the tests on Discussions on Canvas. Please check Discussions regularly and assist other students with their questions. You may call me if you have urgent questions.

Discussions Participation

To earn participation points you must post questions, comments, and/or replies to other postings that are **useful** to you and other students; that is, your posts should be ***relevant, timely, understandable, and appropriate***. Grading of discussion board participation is based on the following scale:

To earn this percentage of available Discussion Board points:	You must submit at least this number of ***useful*** posts during the semester:
100%	30
90%	25
80%	20
70%	15
60%	10
50%	5
0%	Less than 5

Everyone receives 10 discussion board points for posting your autobiographies. I will update Discussions grades at midterm and again at the end of the semester.

Syllabus Course Calendar

Week	Week Ending Date (2013)	Practice and Learn Exercises and Problems and Due Dates
1	1/21	**Chapter 1 (Governmental and Nonprofit Accounting).** **Practice and Learn Exercises and Problems #1**: Complete written answers to E1-1 and 2; P1-3 and 4.
2	1/28	**Chapter 2 (State and Local Government Accounting and Financial Reporting Model).** **Practice and Learn Exercises and Problems #2:** Complete written answers to E2-1, 2, 3, and 4; P2-1, 2, 3, and 4. See Canvas for templates you might find useful in completing these exercises and problems (Assignment Completion Resources).
3	2/4	**Chapter 3 (The General Fund and Special Revenue Funds).** **Practice and Learn Exercises and Problems #3:** Complete written answers to E3-1, 2, 3, and 4; P3-1, 2, 3, 4, 5, and 8.
4	2/11	**Chapter 4 (Budgeting, Budgetary Accounting, and Budgetary Reporting).** **Practice and Learn Exercises and Problems #4:** Complete written answers E4-1, 2, and 3; P4-2, 3, 4, and 5. **Due today: Test 1 on Chapters 1, 2, and 3. Tests submitted after midnight on this date will earn a maximum of one-half credit.**
5	2/18	**Chapter 5 (Revenue Accounting—Governmental Funds).** **Practice and Learn Exercises and Problems #5:** Complete written answers to E5-1, 2, 5, 6, and 7; P5-4.

Week	Week Ending Date (2013)	Practice and Learn Exercises and Problems and Due Dates
6	2/25	**Chapter 6 (Expenditure Accounting—Governmental Funds).** **Practice and Learn Exercises and Problems #6:** Complete written answers to E6-2, 3, 5, and 6; P6-1, 7, and 8. **Due today: Research and Analysis Assignment 1.**
7	3/4	**Chapter 7 (Capital Projects Funds).** **Practice and Learn Exercises and Problems #7:** Complete written answers to E7-1, 2, and 5; P7-1, 2, and 4. **Due today: Test #2 on chapters 3, 4, and 5. Tests submitted after midnight on this date will earn a maximum of one-half credit.**
8	3/11	**Chapter 8 (Debt Service Funds).** **Practice and Learn Exercises and Problems #8:** Complete written answers to E8-1, 2, 3, 5, and 6; P8-1 and 5.
	3/18	**Spring break last week; no assignment due today.**
9	3/25	**Chapter 9 (General Capital Assets; General Long-term Liabilities; Permanent Funds).** **Practice and Learn Exercises and Problems #9:** Complete written answers to E9-1, 2, and 3; P9-1 and 7. **Due today: Research and Analysis Assignment 2.**
10	4/1	**Chapter 10 (Enterprise Funds) and Chapter 11 (Internal Service Funds).** **Practice and Learn Exercises and Problems #10:** Complete written answers to E10-1 and 2; P10-1, 3, and 4. **Practice and Learn Exercises and Problems #11:** Complete written answers to E11-1 and 2; P11-2 and 4. **Due today: Test 3 on Chapters 7-9. Tests submitted after midnight on this date will earn a maximum of one-half credit.**
11	4/8	**Chapter 12 [Trust and Agency (Fiduciary) Funds].** **Practice and Learn Exercises and Problems #12:** Complete written answers to E12-1, 2, and 4; P12-1 and 5. **Due today: Research and Analysis Assignment 3.**

Week	Week Ending Date (2013)	Practice and Learn Exercises and Problems and Due Dates
12	4/15	**Chapter 13 (Financial Reporting—Basic Financial Statements).** **Practice and Learn Exercises and Problems #13:** Complete written answers to E13-1, 2, 3, and 4; P13-1, 2, and 4. **Due today: Test 4 on Chapters 10-12. Tests submitted after midnight on this date will earn a maximum of one-half credit.**
13	4/22	**Chapter 14 (Financial Reporting—Government-Wide Financial Statements) and Chapter 15 (The CAFR)** **Practice and Learn Exercises and Problems #14:** Complete written answers to E14-1 and 2; P14-2, 5, and 6;C14-1. **Practice and Learn Exercises and Problems #15:** Complete written answers to E15-1, 2, 3, 4, and 5; P15-5, 7, and 8.
14	4/29	**Chapter 16 (Non-SLG Not-for Profit Organizations)** **Practice and Learn Exercises and Problems #16:** Complete written answers to E16-1 and 2; P16-1, 2 (Parts I and II), 5, 7, and 8.
15	5/3	**Due today: Test 5 on Chapters 13-16.** **Due today: Research and Analysis Assignment 4.** **End date of the semester. All assignments must be submitted on or before midnight on this date.**

Student Notices

A student judged to have engaged in academic misconduct as defined in the "Academic Policies and Requirements" section of the Colorado Mountain College Student Handbook will, at a minimum, receive a "zero" for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor's discretion. "Academic Expectations," the "Student Code of Conduct and Judicial Process" and more information about academic misconduct can be found in the Student Handbook, online version at: **www.coloradomtn.edu/File/student_handbook.pdf**

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified of changes in the Canvas course shell.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus:

- Edwards and Steamboat Springs: Deb Farmer at 970-870-4450.
- Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: Dr. Anne Moll at 970-947-8256.

- Breckenridge, Dillon, Leadville, and Chaffee County: Sandi Conner at 719-486-4200.

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

Virtual Library Information

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.
http://library.coloradomtn.edu/content.php?pid=349163&sid=2891178

If you need help with the Virtual Library, email **reference@coloradomtn.edu** or call us at 800-621-8559, extension 2926.

Colorado Mountain College Online Learning

Information is available at: **http://www.coloradomtn.edu/online_learning/.**

***Colorado Community College Common Courses* Course Description**

Governmental and Not-for-Profit Accounting addresses concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions are presented.

***Colorado Community College Common Courses* Standard Competencies**

Upon completion of this course, you should be able to:

1. Describe the concepts and principles used in government and not-for-profit accounting and financial reporting.
2. Describe the concepts and principles of fund accounting.
3. Analyze transactions in relationship to fund accounting.
4. Describe the concepts and principles of budgetary control.
5. Use cost information for management and control case studies.
6. Complete end-of-period work, including preparing financial reports and closing entries.
7. Analyze, calculate, and journalize transactions relating to capital projects and debt service.
8. Describe the account and reporting issues for long-lived assets and investments in marketable securities.
9. Analyze, calculate, and journalize transactions relating to long-term obligations.
10. Analyze and prepare journal entries for business-type activities.
11. Describe the accounting and reporting issues for fiduciary funds.
12. Analyze, calculate, and journalize transactions relating to current liabilities.
13. Address issues of reporting, disclosure, and financial analysis.