Syllabus
Accounting 5505—Governmental and Non-for-Profit Accounting
Spring Semester 2015

GENERAL INFORMATION
Instructor: Professor Jiménez-Angueira, Ph.D., CPA
Office: SMC 228   Phone: 941.359.4575
E-mail: carloserielj@sar.usf.edu   Skype: jimenez_angueira

Meeting Times
Tu. 6:00–8:45 pm, room: A205

Office Hours
Tuesdays and Wednesdays: 4:30–5:30 pm, or by appointment.

REQUIRED MATERIALS
The required text is Governmental and Nonprofit Accounting 10th Edition by Freeman, Shoulders, Smith (Pearson 2013).

COURSE PREREQUISITES
The stated prerequisite for this course are ACG 3113 and ACG 4632 both with a grade of “C” or better.

COURSE DESCRIPTION
Application of financial and managerial accounting, and auditing, principles and theory to both governmental and not-for-profit entities.

COURSE OBJECTIVES
Develop an understanding of the accounting principles and practices applicable to government and non-profit entities and how these differ from principles and practices used in private sector entities.

LEARNING OBJECTIVES
- Be able to identify and explain the characteristics that distinguish governmental and not-for-profit entities from for-profit entities.
- Identify the authoritative bodies responsible for setting financial reporting standards for governmental and not-for-profit entities.
- Gain an understanding of the components and concepts of the GASB’s integrated accounting and financial reporting model.
- Gain an understanding of the accounting and financial reporting model for not-for-profit entities.

COURSE GRADING
Your grade for this course is in your own hands, a grade of 90% or more will get an A (similarly for 80%, and a B, and 70% and a C, etc.) regardless of your peer’s performance. I reserve the right to award B+ and C+ grades are reserved for those students who may fail short of the next grade up by a few points. I do not award grades of A-, B-, C-, D-, D+ or F+.

Grading Procedures and Policies
I require tests and group assignments to have a cover page and that you identify yourself only on that cover page. Before grading any of your work, I turn over the cover page and shuffle all the papers to avoid knowing the identity of the student(s) whose work I am evaluating.
If you want me to review your grade on a particular assignment or exam, you must make that request within a week of receiving the graded assignment or exam. There are two types of requests:

- If you believe I have made a mathematical error in calculating your final score, you may orally request that I review our addition. I will do so by the next class session.
- If you believe you have received an inappropriate score on a particular problem, you must submit your re-grade request in writing. Your request must explain your position and document why you believe a change is appropriate. A copy of your graded assignment or exam should accompany the request. The possible outcomes of an appeal process are:
  - Valid appeal: I will add the appropriate number of points to your score.
  - Invalid appeal: No change to your grade will be made.

**COURSE REQUIREMENTS**

The course requirements consist of the following:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exam 1 &amp; 2</td>
<td>60% (highest grade 33%; lowest grade 27%)</td>
</tr>
<tr>
<td>Preparation Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Problem Sets</td>
<td>15%</td>
</tr>
<tr>
<td>Participation and Professionalism</td>
<td>5%</td>
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<tr>
<td>Pass/Fail (1)</td>
<td>You are required to complete this requirement to avoid getting an incomplete. See below for details.</td>
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</table>

**Exams**

Exam 1 is on February 24th. Chapters 1–8. **You will have at least 150 minutes to complete this exercise.**

Final Exam is on April 28th. Chapters 9–18. **You will have at least 150 minutes to complete this exercise.**

**Preparation Quizzes**

Preparation Quizzes are designed to help you prepare for the topics to be discussed in-class.

**Problem Sets**

Problem Sets are designed to help you identify topics on which to concentrate your study and practice time, to cover problems that will be too long for a test situation, and to encourage you to remain current with the course material.

**Pass/Fail Requirement**

**Student Information Sheet:**

**No later than January 13th** you should turn-in your Student Information Sheet (SIS), which will provide me with your contact information, accounting academic background, and some additional information that will help me know you a little better. There is a copy of the SIS on Canvas.

**EXTRA-CREDIT**

*There will be no extra-credit assignments; you will have plenty of opportunities to earn your grade.*

**CANVAS**

Canvas will be the hub for communications and class materials.

*Communication:* I expect you to check your email and our Canvas page regularly for course information and updates. You are responsible for all information I disseminate through these media. I will deliver new information to you through announcements on Canvas unless there is time-sensitivity that makes an email more appropriate. If I post a revised document on Canvas, I will indicate the date of revision in the link to the document.
Modules: Lecture notes, problems, discussion questions, homework and group assignments will be presented in the “Modules” in Canvas. The materials for each topic will be available on Canvas at least 24 hours prior to being discussed in-class. I expect the following regarding the materials posted in each module:
- You are keeping up with the assigned readings and materials.
- You take time to skim over the lecture notes prior to entering the class room.
- You bring copies (electronic or hardcopy) of lecture notes and other support materials to class and use them to work and follow extended examples in class.

PARTICIPATION AND PROFESSIONAL BEHAVIOR
This is a graduate class and your experiences and insights will add to the value of the class. Many topics are complicated by their nature. Therefore, it is important that students to ask questions in class to clarify any doubts. There is a high probability that is you do not understand a concept someone else in the room will feel the same. Please, do not hesitate to ask questions.

Also, I expect you to observe professional behavior. I will assign your participation/professionalism grade based on my assessment of your readiness, preparedness, and class participation.

Professional behavior includes:
- Being on time for class sessions.
- Obtaining notes, handouts, etc. from peers if you miss class. I will answer specific questions about the material, but I will not re-give the lecture.
- Preparing for each session through readings, problems, etc.
- Listen carefully when another is speaking.
- Participating actively in classroom exercises and discussions.
- Participating actively and constructively with your peer(s) to prepare group assignments.
- Asking questions in a manner conductive to clarification and additional learning.
- Turning in assignments on time and in a high-quality format.
- Preparing to leave the classroom only after I have dismissed the class.
- Turning your cellular phone off while the class is in session.

LAPTOP COMPUTER POLICY
Students are allowed to use their laptop computers to take notes and access class materials as well as to work in-class activities. However, use of computer for recreational and other non-academic purposes is prohibited during class time; such use will be reflected negatively on your participation and professionalism grade.

USFSM AND USF SYSTEM POLICIES
By enrolling in this course you are accepting the USFSM and USF System Policies. Below are the highlights.

A. Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

B. Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USFSM Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

C. Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction
through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information.

D. Disabilities Accommodation: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://usfsm.edu/disability-services/

E. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

F. Religious Observances: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. Sexual Misconduct/Sexual Harassment Reporting: USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004). The Counseling and Wellness Center is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

Please be aware that in compliance with Title IX and under the USF System Policy, educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. The Deputy Coordinator for USFSM is Mary Beth Wallace, AVP for Student Enrollment, Engagement and Success, 941-359-4330 or marybeth@sar.usf.edu.

Campus Resources:
Counseling Center and Wellness Center 941-487-4254
Victim Advocate (24/7) 941-504-8599
List of off-campus resources:
Hope of Manatee: 941-755-6805
Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
First Call for Help- Manatee: 941-708-6488
Sarasota & North Port 941-366-5025
Manatee Glens: 941-782-4800

H. Web Portal Information: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that
SUGGESTIONS FOR SUCCESS IN THE COURSE AND ADDITIONAL INFORMATION

- This is a serious course. I emphasize preparing for and attending every class. If personal schedule or work conflict with this expectation, you are putting yourself in a position to fail.

- I am in the classroom to help you succeed in the course. But this is a two way street, you must choose to make the necessary effort to succeed in the class. Therefore, if you make the choice to work hard, learn, and succeed, I will do everything I can to enable you to succeed.

- You should read the assigned material as well as the lecture notes before coming to class; this exercise will let you get acquainted with the main ideas of the material to be discussed in class.

- In class, please ask questions if something is not clear; if it is not clear to you, there is a good chance it is not clear to many of your classmates.

- After class, review your notes and any issues addressed in the homework that you did not understand well during class. Things discussed in the classroom will usually seem easier than when you review them on your own. It is not a good strategy to leave all of your reviewing for the night before the exam.

- To prepare for exams, go back to your notes, and PowerPoint Slides, the book, and assigned questions and problems.

- **I do not answer questions during exams.**

- You may use a basic (4-key) calculator for exams. Any other type of calculators will not be allowed (*i.e.*, financial, scientific, or those built-in cellular phones).

- All dates in the schedule are firm. Please make plans to be in class on those dates. *I will not permit post-dates make-ups.* It is possible, in certain circumstances (e.g. an athletic commitment sponsored by USF with the appropriate documentation) to take an exam earlier than the set time. Medical or family emergencies on the date of an exam will be excused with documentation indicating that you were incapable of taking the exam on that date; we will discuss an appropriate method for you to demonstrate your learning and earn the exam points. *Note that simple evidence that you went to the doctor is inadequate.*

- From time to time I will need to send messages about the class. Please check **Canvas** regularly; you are responsible for all information posted.

- I check e-mail regularly and try to reply to your questions promptly. I will ask you to come to office hours if the answer to your inquiry requires more than a few sentences to clarify.

- While I view this syllabus as a contract between students and instructor, I reserve the right to make slight changes to the timing of topics and other minor matters. I will make any necessary announcements in class and changes will be posted on **Canvas**. You are responsible to keep up to date with any changes.
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Preparation</th>
<th>Other Details/Comments</th>
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</table>
| Jan. 06  | Introductions and course mechanics; Environment and Characteristics of Governmental and Nonprofit Accounting; | FSA: Chp. 1  
Conv: Module 1 |                                                      |
| Jan. 13  | State and Local Governmental Accounting and Financial Reporting Model | FSA: Chp. 2  
Conv: Module 1 | • Preparation Quiz 1  
• Student Information Sheet due |
| Jan. 20  | Accounting for Funds—General and Special Revenue;                     | FSA: Chp. 3  
Conv: Module 1 | • Preparation Quiz 2 |
| Jan. 27  | Budgets—Accounting and Reporting                                      | FSA: Chp. 4  
Conv: Module 1 | • Preparation Quiz 3  
• Problem Set 1 due |
| Feb. 03  | Accounting for Revenues—Governmental Funds                             | FSA: Chp. 5 & 6  
Conv: Module 1 | • Preparation Quiz 4 |
| Feb. 10  | Funds—Capital Projects  
Funds—Debt Service Funds                                                  | FSA: Chp. 7 & 8  
Conv: Module 1 | • Preparation Quiz 5  
• Problem Set 2 Due |
| Feb. 17  | Funds—Debt Service Funds                                              | FSA: Chp. 8  
Conv: Module 1 | • Preparation Quiz 6  
• Problem Set 3 Due |
| Feb. 24  | Mid-term                                                               |                                   |                                        |
| Mar. 02  | Spring Break                                                           |                                   |                                        |
| Mar. 10  | Capital Assets and Long-Term Liabilities                               | FSA: Chp. 9  
Conv: Module 2 | • Preparation Quiz 7 |
| Mar. 17  | Funds—Enterprise                                                      | FSA: Chp. 10  
Conv: Module 2 | • Preparation Quiz 8 |
| Mar. 24  | Funds—Internal Service and Fiduciary                                  | FSA: Chp. 11 & 12  
Conv: Module 2 | • Preparation Quiz 9  
• Problem Set 4 Due |
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<th>Date</th>
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<tbody>
<tr>
<td>Mar 30</td>
<td>Financial Reporting—Basic Financial Statements</td>
<td>FSA: Chp. 13 &amp; 14</td>
<td>• Preparation Quiz 10</td>
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<tr>
<td></td>
<td>Financial Reporting—Government-Wide Financial Statements</td>
<td>Cnv: Module 2</td>
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<td>Financial Reporting—CAFRs</td>
<td>Cnv: Module 2</td>
<td>• Problem Set 5 Due</td>
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<tr>
<td>Apr. 14</td>
<td>Not-For-Profit Organizations</td>
<td>FSA: Chp. 16 &amp; 17</td>
<td>• Preparation Quiz 12</td>
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<td>Accounting for Colleges and Universities</td>
<td>Cnv: Module 2</td>
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<tr>
<td>Apr. 21</td>
<td>Accounting for Colleges and Universities</td>
<td>FSA: Chp. 17 &amp; 18</td>
<td>• Preparation Quiz 13</td>
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<td></td>
<td>Accounting for Health Care Organizations</td>
<td>Cnv: Module 2</td>
<td>• Problem Set 6 Due</td>
</tr>
<tr>
<td>Apr. 28</td>
<td>FINAL EXAM</td>
<td></td>
<td>• You will have 150 minutes to complete this exercise.</td>
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Notes:
FSA is the class textbook Governmental and Nonprofit Accounting 10th edition by Freeman et al. This will be the main reading for the topic unless otherwise stated in Canvas. I will assume you are keeping up with the readings.
Cnv is Canvas. I assume you check Canvas periodically (i.e., at least on Monday evenings). You are responsible for keeping up with all materials and announcements posted in Canvas.