

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York
Accounting Department

Government & Not-For-Profit Accounting
ACC 360
3CR. 4HR.

Prof: _____
Office: _____
Phone: _____
E-Mail: _____

Course Description:

The course will provide students with a background of the principles, practices and reporting procedures that are unique to the government and not-for-profit sector, as well as, the accounting and reporting standards promulgated by the GASB. Students will be exposed to the accounting practices that underlie recording, reporting, and budgetary issues employed by governmental and not-for-profit organizations. Topics covered include; fund accounting, budgetary recognition and control procedures, encumbrance accounting, revenue and expense recognition, accounting for contributions, net asset restrictions, and financial statement preparation, reporting and analysis for both governmental and non-for-profit entities.

	Course Student Learning Outcomes (Students will be able to...)	Measurements (means of assessment for student learning outcomes listed in first column)
1	Define fund accounting terms and concepts. Describe the budgetary process. Explain and apply GAAP as it relates to the government and not-for profit sectors.	Homework (questions, exercises and problems). Quizzes and test questions.
2	Identify, analyze and record transactions in governmental, proprietary, and fiduciary funds. Analyze and record budgets. Explain and apply the modified accrual basis, and encumbrance accounting	Homework (questions, exercises and problems). Quizzes and test questions.
3	Identify, analyze, and account for contributions and promises. Describe, analyze and record; unrestricted, temporarily, and permanently restricted net assets	Homework (questions, exercises and problems). Quizzes and test questions.
4	Prepare financial statements and reports of governmental and not-for-profit entities.	Homework (questions, exercises and problems). Quizzes and test questions.
5	Explain and apply GAAP as it relates to the government and not-for profit sectors.	Homework (questions, exercises and problems). Quizzes and test questions.

Below are the college's general education learning goals that will be covered and assessed in this course.

	General Education Learning Outcomes	Measurements (means of assessment for general education goals listed in first column)
1	Communication Skills- Students will be able to write, read, listen and speak critically and effectively.	Note taking, quizzes and test questions.
2	Quantitative Reasoning- Students will be able to use quantitative skills and the concepts and methods of mathematics to solve problems.	Homework questions, exercises and problems. Quizzes and test questions.
3	Information & Technology Literacy- Students will be able to collect, evaluate and interpret information and effectively use information technologies.	Students are encouraged to access the web based learning platforms that accompany the text book.
4	Values- Students will be able to make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.	Cases focusing on ethical dilemmas are included in the syllabus.

Required Textbook:

Essentials of Accounting for Government and Not-For-Profit Organizations, 13th Ed. Paul A. Copley.

Conduct of the Course

Adequate preparation for each class is required for success. Students should read each chapter before it is covered with all other reading assignments completed prior to class. Students should work through exercises and problems covered in class. Students are encouraged to ask questions on any material not clear to them. In case of absence, students are responsible for material covered. Announced examinations will be conducted periodically and quizzes may be given at any time without notice.

Grading:

Class Examinations & Term Project*	60%
Final Examination	<u>40%</u>
Total	<u>100%</u>

*Term Project: See Instructor Make up exams are at the discretion of the professor. If you miss an examination or quiz, the remaining examinations or quizzes will increase in value. Students may use calculators on examinations. **Cell phones and programmable calculators are not allowed during examinations. Excessive class absences will result in a WU grade.**

Class Participation

Participation in the academic activity of each course is a significant component of the learning process and plays a major role in determining overall student academic achievement. Academic activities may include, but are not limited to, attending class, submitting assignments, engaging in in-class or online activities, taking exams, and/or participating in group work. Each instructor has the right to establish their own class participation policy, and it is each student's responsibility to be familiar with and follow the participation policies for each course.

BMCC is committed to the health and well-being of all students. It is common for everyone to seek assistance at some point in their life, and there are free and confidential services on campus that can help.

Single Stop www.bmcc.cuny.edu/singlestop, room S230, 212-220-8195. If you are having problems with food or housing insecurity, finances, health insurance or anything else that might get in the way of your studies at BMCC, come by the Single Stop Office for advice and assistance. Assistance is also available through the Office of Student Affairs, S350, 212-220-8130.

Counseling Center www.bmcc.cuny.edu/counseling, room S343, 212-220-8140. Counselors assist students in addressing psychological and adjustment issues (i.e., depression, anxiety, and relationships) and can help with stress, time management and more. Counselors are available for walk-in visits.

Office of Compliance and Diversity www.bmcc.cuny.edu/aac, room S701, 212-220-1236. BMCC is committed to promoting a diverse and inclusive learning environment free of unlawful discrimination/harassment, including sexual harassment, where all students are treated fairly. For information about BMCC's policies and resources, or to request additional assistance in this area, please visit or call the office, or email olevy@bmcc.cuny.edu, or twade@bmcc.cuny.edu. If you need immediate assistance, please contact BMCC Public safety at 212-220-8080.

Office of Accessibility www.bmcc.cuny.edu/accessibility, room N360 (accessible entrance: 77 Harrison Street), 212-220-8180. This office collaborates with students who have documented disabilities, to coordinate support services, reasonable accommodations, and programs that enable equal access to education and college life. To request an accommodation due to a documented disability, please visit or call the office.

BMCC Policy on Plagiarism and Academic Integrity Statement

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism. Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's Web site, www.bmcc.cuny.edu. For further information on integrity and behavior, please consult the college bulletin (also available online).

Course outline is tentative and subject to change. Instructor may substitute alternative exercises and problems.

<u>CHAPTER</u>	<u>TOPIC</u>	<u>QUESTIONS</u>	<u>EXERCISES</u>	<u>PROBLEMS</u>
Attached	Review of the Accounting Cycle: Ruiz Consulting			
1	Introduction to Accounting and Financial Reporting for Governmental & Not-For-Profit Organizations	2 & 6-9		
2	Overview of Financial Reporting for State and Local Governmental	3, 7, 9, 11 & 12		
3	Modified Accrual Accounting: Including the Role of Fund Balances and Budgetary Authority	2, 4-7, 10 & 13		14 & 15
4	Accounting for the General and Special Revenue Funds	2-6, 8 & 9		11
5	Accounting for Other Governmental Fund Types: Capital Projects, Debt Service, and Permanent	3, 5-7 & 9-11		12
6	Proprietary Funds	2, 4, 6, 9 & 12		13
7	Fiduciary (Trust) Funds	3, 5, 6, 9 & 13		15
8	Government – Wide Statements, Capital Assets, Long-Term Debt	4, 7, 9 & 10		13
10	Accounting for Private Not-for-Profit organizations	5, 7, 8, 11 & 12		13
11	College and University Accounting	6 - 8		9
12	Accounting for Hospitals and other Health Care Providers	1, 2, 3, 6, & 8		9
13	Auditing, Tax-Exempt Organizations, and Evaluating Performance	1, 3, 5, 6, 10 14 & 15		

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