

Governmental and Not-for-Profit Accounting

ACCT 5377/ACCT 7378

SPRING 2023

Instructor: Dr. Esther Bailey
Class: Asynchronous Delivery
Optional Synchronous Time-Tuesday 12:00 noon-1:30 pm via Zoom

Office Hours: By appointment via Zoom (See information below for more detail)
Email: estherbailey@uh.edu
(Please send messages directly to email not via Blackboard)

Required Blackboard Learn ID. Students should use their PeopleSoft ID to log on to Blackboard Learn courses by going to <http://www.uh.edu/blackboard>. Please contact the hotline number **(713) 743-1411 any time (24/7)** except university holidays with any technical issues that may arise.

REQUIRED TEXT:

Government and Not-For-Profit Accounting, Concepts and Practices Ninth Edition by Granof, et al. (New York: John Wiley, 2021).

Hard copy textbook is not required. E-book is perfectly acceptable. We will be using the 9th edition of this textbook. It is critical that you have the correct edition so that you are doing the correct homework problems.

For more information about obtaining the textbook including eBook rental (the most affordable option at \$51.00 for 150 days) see the publisher's website: <https://www.wiley.com/en-us/Government+and+Not+for+Profit+Accounting%3A+Concepts+and+Practices%2C+9th+Edition-p-9781119803867>

If you are facing financial circumstances that make purchase of the book prohibitive please contact Dr. Bailey to make alternate arrangements.

OBJECTIVES OF THE COURSE:

The objective of this course is to empower accounting majors and other students having an interest in public sector accounting to become aware of the dynamism of government and not-for-profit accounting and of the intellectual challenges that it presents. The course provides an in-depth understanding of the unique environment, concepts, and procedures of accounting, financial reporting, auditing, and budgeting of governmental and not-for-profit organizations, and its impact on decision making.

Why Study Governmental and Not-for-Profit Accounting?

This area is becoming increasingly more important as most governments and not-for-profit organizations actively seek to improve their ability to provide vital services more efficiently and effectively. As a result, the governmental and not-for-profit sectors provide a growing market for public accounting firms in providing accounting, auditing, and consulting services.

Opportunities for professional accounting and auditing careers in government continue to grow as well. Most of you can expect to have some involvement with government and not-for-profit entities during your professional careers, either as a Controller/CEO of a governmental/NFP entity, as an auditor with a public accounting firm or State Auditor, or as an accountant or financial manager with such an entity, be on the Board of an NFP or even hold a public office.

Accordingly, the Uniform Certified Public Accountant Examination has placed more emphasis on this area in recent years. **Approximately 15 to 25 percent** of one of the four parts of the CPA exam (FAR) is devoted to governmental and not-for-profit entity accounting. In addition, the Auditing part of the exam usually contains questions on the auditing requirements unique to governmental and nonprofit entities and REG covers some topics with respect to not-for-profit entities. Note: This course is not designed to serve as a test preparation class for the CPA Exam. The content covered in this course will help you prepare the foundation of knowledge for the CPA Exam, but is intended more broadly to help you understand the accounting for governmental and not-for-profit entities. More fundamentally, understanding the finances of governments and not-for-profit entities will help you be a more informed citizen/constituent, community member, donor, volunteer, etc. If you are reading this, then you are certainly one of the detail-oriented types, if you note any inconsistencies across platforms (syllabus, Blackboard, calendar) in any items (prescribed problem, due date, number of possible points, etc.) and are the first person to report the discrepancy at any point during the semester you can earn up to 3 points added to your overall score for attention to detail.

Special Note from Professor Bailey

I care for you and your mental health. The past few years have been particularly stressful with the COVID-19 pandemic and rising levels of economic uncertainty. Please take time to care for yourself and know that there are resources available to you. Just to make it clear, in my class mental health emergencies are absolutely considered medical emergencies. If for some reason you need accommodations, please reach out. You do not need to (and should not because of HIPAA) tell me the nature of your situation, you can simply state that you have a medical emergency and explain what accommodations you are requesting.

University of Houston Counseling Center: 713-743-5454

NEW! National Suicide Prevention Lifeline (3-digit number has replaced old number): 988

COURSE WORK REQUIRED:

Exams (Total of 300 points):

There are three exams during this course. They are not, strictly speaking, cumulative exams, however some of the material does build so understanding prior chapters will help you succeed on subsequent exams. The focus of each exam is the set of chapters most recently covered as described in the calendar.

Exams will be administered through the Respondus LockDown browser with the Respondus Monitor. You will need a web camera in order to take the exams using Respondus monitor. If you do not have a web camera please contact the instructor ASAP to make alternate arrangements.

More information about the LockDown browser and Respondus monitor:

https://uh.edu/fdis/technology/respondus-lockdown/lockdown-tutorial-student/LockdownBrowser_student_guide.pdf

You must download the LockDown browser to the computer you will use to take the Exams. This is a separate interface that must be on your local machine. You are strongly encouraged to use the LockDown browser practice exam to ensure that the Respondus LockDown browser and Respondus Monitor are working correctly before you take an exam.

All exams are closed book and closed notes. The content of the exams includes true-false questions and multiple choice questions based on the course lectures, textbook readings, and homework assignments.

No make-up exams are given. Absence from an exam requires that the professor be notified ahead of time and alternative arrangements should be made. Absence from the last exam is not permitted. If the student is unable to take the exam during the specified window, the student must email Dr. Bailey as soon as the conflict has been identified or as soon as possible after the emergency has occurred to schedule an alternative time. It is expected that any student requesting an alternative exam time can provide evidence supporting the need for such special scheduling. Absent such evidence, Dr. Bailey reserves the right to deny the request.

Practice Exams (No points):

Practice exams will be available before each exam. The style and content of questions of the practice exams is similar to the actual exams. No credit is given for practice exams. You are strongly encouraged to make use of this tool to assess areas of weakness in preparation for each exam.

Homework (Total of 100 points):

- Regular end of chapter exercises and problems from the textbook: These are graded on **completion**.
- Continuing Problems: At the end of the chapter there is a special section in the homework problems and exercises dedicated to a continuing problem. In the first week the class will be assigned to use a particular CAFR for the semester. These are graded based on **accuracy**.
- Weekly check in quizzes: These are graded based on accuracy

Lack of effort or tardiness will be penalized - 1 point per day and no credit for submissions after the Solution has been posted under any circumstances. Homework will be submitted via TurnItIn on Blackboard. Submissions on TurnItIn are compared to the solutions manual, peer assignments and an

online repository to evaluate the likelihood of plagiarism. Plagiarized assignments will be assigned a grade of 0, continued submission of plagiarized assignments after a warning will result in a 0 for the class and reporting to the University.

Participation in Weekly “Real World” Assignments (Total of 100 points):

You have the choice of synchronous or asynchronous delivery for weekly “Real World” assignments in this class. The chart below describes the differences between the two modes.

Synchronous	Asynchronous
<ul style="list-style-type: none"> - Worked performed as a group with 3-5 students per group - Meet each week via Zoom with your group, expected time to complete each assignment is about 30-60 minutes - Readings of assigned articles must be completed before attending the weekly session to ensure all group members share a common understanding 	<ul style="list-style-type: none"> - Independent work on each assignment <p>If you choose the asynchronous track for completing the weekly “Real World” assignments you will have autonomy and independence for the assignments, but you will not have the benefit of collaboration with your peers on the assignments.</p>

Elements that are common between both synchronous and asynchronous methods
<ul style="list-style-type: none"> - Submit assignments through Google Forms each week - Regardless of which method you choose, you are encouraged but not obligated to attend the Zoom review sessions for each of the three exams

If at all possible, I highly recommend that you take the synchronous path. Having a coordinated, pre-planned meeting time to complete the assignment is beneficial in terms of accountability and you will have the benefit of discussing the content with your peers. However, it is understood that your class or work schedule may prevent you from participating in the synchronous track.

Research Projects (Total of 100 points):

Each student will complete an individual research assignment using the Annual Comprehensive Financial Report of a state or municipal pension plan. Each student will have a different municipal entity. More details about the research project will be available once the associated chapter (Chapter 10 Pensions and Other Fiduciary Activity) has been covered.

Each student will complete an individual research assignment on a Not-for-Profit organization. Each student will have a different not-for-profit organization. More details about the research project will be available once the associated chapters (Chapters 12-14 on Not-for-Profit Organizations) have been covered.

GRADING:

Grades will be determined by total points earned on the following forms of assessment:

	Points
Exams (3)	300
Homework	100
“Real World” Assignments	100
Research Projects	100
Total	600

Letter grades will be assigned based on the following point intervals.

<u>Grade</u>	<u>Point Interval</u>
A	≥ 558
A-	540-557
B+	522-539
B	498-521
B-	480-497
C+	462-479
C	438-461
C-	420-437
D+	402-419
D	378-401
D-	360-377
F	≤ 359

If an error was made calculating the grade notify the Professor and the errors will be corrected upon request. Adjustments will be made only if an error was made, grades are not negotiable. An **Incomplete** grade will be given only when the student is earning a passing grade, but is unable to complete the course because of illness, or if the Provost authorizes additional grading schemes.

OFFICE HOURS:

Dr. Bailey will be available each week during the Synchronous class meeting time to discuss class-related issues. In most weeks the synchronous class meeting time is used for group work for the “Real World” assignments and Dr. Bailey will be available in the main room to handle questions related to content, homework, projects, etc.

If you have a more sensitive issue to discuss or are unable to make it to the regular synchronous class meeting time via Zoom then you can email (estherbailey@uh.edu) to schedule a separate Zoom meeting time.

ALL OTHER POLICIES AND CONSIDERATIONS FOR THE COURSE:

ACADEMIC HONESTY POLICY:

High ethical standards are critical to the integrity of any institution, and bear directly on the ultimate value of conferred degrees. All UH community members are expected to contribute to an atmosphere of the highest possible ethical standards. Maintaining such an atmosphere requires that any instances of academic dishonesty be recognized and addressed. The [UH Academic Honesty Policy](#) is designed to handle those instances with fairness to all parties involved: the students, the instructors, and the University itself. All students and faculty of the University of Houston are responsible for being familiar with this policy.

COVID-19 RELATED POLICIES:

This course will follow all COVID-19 related policies published by the State of Texas, the University of Houston and the Bauer College of Business. Students are encouraged to visit the University's COVID-19 website (<https://www.uh.edu/covid-19/index>) for important information including diagnosis and symptom protocols, testing, vaccine information, and post-exposure guidance. Please check the website throughout the semester for updates. Consult the Undergraduate Excused Absence Policy or Graduate Excused Absence Policy for information regarding excused absences due to medical reasons.

COURSE EVALUATIONS:

The C. T. Bauer College of Business has a policy that requires all of its instructors be evaluated by their students. The results of these evaluations are important to provide feedback to instructors on how their performance can be improved. In addition, these evaluations are carefully considered in promotion, salary adjustment, and other administrative decisions. You are encouraged to provide informal feedback to Dr. Bailey throughout the semester, as well as formal feedback at the end of the semester. If you would like to express honest feedback, but have concerns about anonymity I do read the ratings on Rate My Professor.

EMAIL:

Please check and use your CougarNet email for communications related to this course. To access this email, [login](#) to your Microsoft 365 account with your CougarNet credentials.

EXCUSED ABSENCE POLICY:

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the [University of Houston Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](#), [religious holy days](#), [pregnancy and related conditions](#), and [disability](#).

REASONABLE ACADEMIC ADJUSTMENTS/AUXILIARY AIDS:

The University of Houston complies with Section 504 of the Rehabilitation Act of 1973 and the

Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for disabled students. In accordance with Section 504 and ADA guidelines, UH strives to provide reasonable academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact [the Justin Dart Jr. Student Accessibility Center](#) (formerly the Justin Dart, Jr. Center for Students with DisABILITIES).

RECORDING OF CLASS:

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

RESOURCES FOR ONLINE LEARNING:

The University of Houston is committed to student success, and provides information to optimize the online learning experience through our [Power-On](#) website. Please visit this website for a comprehensive set of resources, tools, and tips including: obtaining access to the internet, AccessUH, and Blackboard; requesting a laptop through the Laptop Loaner Program; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance contact UHOnline@uh.edu.

SYLLABUS CHANGES:

Due to the changing nature of the COVID-19 pandemic, please note that the instructor may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through the class BlackBoard page.

TITLE IX/SEXUAL MISCONDUCT POLICIES:

Per the UHS Sexual Misconduct Policy, your instructor is a "responsible employee" for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

VACCINATIONS:

Data suggests that vaccination remains the best intervention for reliable protection against COVID-19. Students are asked to familiarize themselves with pertinent [vaccine information](#) and to consult with their health care provider. The University strongly encourages all students, faculty and staff to be vaccinated.

WEBCAMS:

Access to a webcam is required for students participating remotely in this course. Webcams must be turned on during proctored exams to ensure the academic integrity of exam administrations. Webcams are encouraged to be on when attending the synchronous sessions including Exam review sessions.

Helpful Links to Other Resources on Campus:

Coogs Care: <https://uh.edu/dsa/coogscare/>

Cougar Cupboard: <https://uh.edu/dsa/cougarcupboard/>

Student Health Center: <https://www.uh.edu/healthcenter/>

SECURITY ESCORTS AND COUGAR RIDE:

UHPD continually works with the University community to make the campus a safe place to learn, work, and live. Our Security escort service is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety please call [713-743-3333](tel:713-743-3333). Arrangements may be made for special needs.

Parking and Transportation Services also offers a late-night, on-demand shuttle service called Cougar Ride that provides rides to and from all on-campus shuttle stops, as well as the MD Anderson Library, Cougar Village/Moody Towers and the UH Technology Bridge. Rides can be requested through the UH Go app. Days and hours of operation can be found at <https://uh.edu/af-university-services/parking/cougar-ride/>.

Shameless Plug: “Brainstorming to Bankrolling” Class



If you are looking for another elective that is the complete inverse of this course I recommend you consider joining the SURESM Program. The first class of the SURESM Program is a service-learning experience called “Brainstorming to Bankrolling”. In the class there are no textbooks and no exams, instead you work directly with entrepreneurs from the Houston community to help them develop their business plan. The Professors of the course, with help from Executives from the Houston community, teach the curriculum and you work alongside the entrepreneurs to help them apply the principles covered in class to their particular business model. If you continue with the SURESM Program, in the second class you have an opportunity to go more in-depth understanding business books about entrepreneurship and working more in depth with the SURESM Program Alumni. It is a great way to effectively work on a cap-stone type project applying your education in accounting, finance, marketing, management and everything in between in a real-world context and helping make someone’s dream business come true.

For more information: <https://www.bauer.uh.edu/cei/sure/>