

Southeastern University
Jannetides College of Business & Entrepreneurial Leadership
ACTG 3143 - Not-For-Profit Accounting
Spring 2019

INSTRUCTOR:

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Professor of Accounting

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Office Location: Buena Vida Live/Learn Facility - EM40

Office Hours (subject to change, check MyFire or my office for current hours)

Two types of office hours are available: “Open” (times highlighted below where drop-in visits **may** be possible, although appointments are highly recommended) and “By Appointment” (**no** drop-in visits accepted). I must accept your emailed Google calendar request (for 15-30 minutes) in order to confirm the meeting. Requests must be submitted at least 24 hours in advance of the desired meeting time. If I am unavailable during your requested time, I will propose a new time.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
8:00 - 9:00		8:00 - 9:00		8:00 - 9:00
9:00 - 10:00	9:00 - 10:00	9:00 - 10:00	9:00 - 10:00	9:00 - 10:00
	10:00 - 11:00		10:00 - 11:00	

TEXTBOOKS AND RESOURCES:

Essentials of Accounting for Governmental and Not-for-Profit Organizations, 13th Edition, by Copley.

Disclaimer: The resources utilized in this course provide information, thoughts and insights that should encourage critical thinking on the part of the student. Please note as well that as an Assembly of God institution, Southeastern University does not necessarily endorse specific personal, religious, philosophical, or political positions found in these resources.

UNIVERSITY MISSION STATEMENT:

Equipping students to discover and develop their divine design to serve Christ and the world through Spirit-empowered life, learning, and leadership.

(Please go to SEU web page listed below and read our Vision Statement and our position on Human Sexuality: <http://www.seu.edu/about/what-we-believe/>)

COURSE CATALOG DESCRIPTION:

This class reviews theory related to both not-for-profit entities and governmental accounting, and extensively covers the application of financial and managerial accounting, auditing, and principles of governmental accounting.

Prerequisite: ACTG 3123

Credit Hours: 3

INTENDED LEARNING OUTCOMES:

Upon completion of the course, students will be able to (Specific Behavioral Objectives):

1. Demonstrate an understanding of the accounting for nonbusiness organizations and the differences compared to profit-oriented businesses.
2. Give an overview of related accounting and reporting standards.
3. Identify the structure of governmental accounting, fund groups, and reporting.
4. Demonstrate the ability to prepare accounting entries and reports for nonprofit entities including universities, hospitals, and other agencies.

This course is important because Not-For-Profit Accounting represents one of eight upper level courses that complete the accounting major. This course provides a base of professional knowledge in the specialized accounting areas of governmental and not-for-profit accounting. This course seeks to (General Learning Objectives):

1. Provide a survey of accounting subjects covered in the catalog description.
2. Provide a survey of governmental accounting subjects covered in the catalog description.
3. Provide a survey of not-for-profit accounting subjects covered in the catalog description.
4. Provide a basis for practical application and decision making in fund accounting.

TOPICS TO BE COVERED:

1. Introduction to Fund Accounting
2. Introduction to Accounting for State and Local Governmental Units
3. Accounting for Nongovernmental Nonbusiness Organizations: Colleges and Universities, Hospitals, and Other Healthcare Organizations

INSTRUCTIONAL PROCEDURES:

1. Lecture/Discussion/Presentations
2. End of Chapter Assignments
3. In-class Group Work
4. Tests

RESPONSIBILITIES AND EXPECTATIONS OF STUDENTS:

Information in each chapter and each assignment will provide a framework for the next topic of discussion. The pace of this course is intense, and the workload is significant. Accordingly, students must commit to the following guidelines:

1. Preparation—the class discussion will mean little if text material is not read and homework is not completed. Failure to prepare for class (reading and/or homework) results in a suspension of your right to ask questions until after both the questions from prepared students have been fully addressed and I have been able to cover the material that I have prepared for the class.
2. Promptness—late arrivals disrupt the class and adversely impact the decorum of the process.
3. Participation—it is each student’s responsibility to share in the advancement of the group.
4. Presence—you are expected to be in class (for the full class meeting). You are responsible to find out what was missed and what may be due in the next class session if you are absent. You are also responsible to turn in items due on or before their due dates, even if you are not in class.
5. Time Management – you are responsible for carefully managing your time. This class requires practice, and practice takes time and may lead you to new questions. No face-to-face meetings regarding exam material will be conducted following the last regular class meeting before each exam. My online availability is not guaranteed after the last regular class meeting before each exam, but I will attempt to answer email on a first come, first served basis until the day of the exam. Practice and study early (and often) and you’ll be more likely to have time available to master the material and/or get help. A very general guideline is that you should plan to spend a minimum of three hours outside of class doing homework/studying for each hour of classroom time.
6. Respect – you are responsible for your classroom behavior and your attitude towards me and your fellow students. Disrespectful behavior and disruptions to the learning process (not limited to, but including the following: repeatedly or excessively coming in late, arriving unprepared, being on the internet, texting, talking, sleeping, etc.) may result in you being excused from the classroom. You should also be respectful towards the university’s staff and be responsible stewards of its facilities.

Additionally, students must commit to the following academic policies:

1. Academic Honesty / Plagiarism— academic integrity, plagiarism, and cheating are addressed in Academic Handbook and Catalog (not Student Handbook). All academic dishonesty, including plagiarism, will be reported.
2. Course Material—material will be covered in class that is not presented in the textbook. Exams will cover this material as well as the assigned textbook material.
3. Exams—failure to take an exam on the assigned date will result in a ZERO for that test unless I approve the absence in advance or it is an emergency that is excused by the Academic Dean. If you travel on a school-approved organization, such as an athletic team, you are responsible for submitting required material PRIOR to your departure or via email while traveling.
4. Cell Phones – may not be used during class.
5. Other—all other academic policies are described in the Student Handbook.

ACADEMIC HONESTY POLICY:

Integrity is based on the simple standard, “What would Jesus do?” Plagiarism, cheating, and other forms of dishonesty will be dealt with in accordance with academic policy.

ASSESSMENT:

College level work is expected and will be necessary in order to earn a passing grade. Students should plan on the following in order to succeed in this course:

- Read each chapter
- Complete the end of chapter assignments and participate in class
- Work the exercises and problems until understanding occurs. This may mean working the problems, getting them wrong, reworking them, and possibly repeating the cycle. Practice is the key!
- Seek help if you still do not fully understand a concept or problem. The instructor is here for you. Your fellow classmates are wonderful resources as well.

Evaluation Activities

1. Four Exams – each is exam is worth 20% of your grade.
2. Quizzes, Homework, Presentations, Participation, & Other Assignments – this will total 20% of your grade.
3. End of Chapter Assignment Preparation – this will not be used for grading purposes, but will be used to evaluate a student's interest level in the class.
4. Contribution to Classroom Discussion and Activities – this will not be used for grading purposes, but will be used to evaluate a student's interest level in the class.

Exam I	100 points
Exam II	100
Exam III	100
Exam IV	100
Quizzes, Homework, Presentations, Participation, & Other	<u>100</u>
Total	<u>500</u> points

Grading Scale (Undergraduate):

Grade	Explanation	Points Range	Quality Points
A	Superior performance in all aspects of the course with work exemplifying the highest quality. Unquestionably prepared for subsequent courses in field.	94-100%	4.00
A-	Superior performance in most aspects of the course; high quality work in the remainder. Unquestionably prepared for subsequent courses in field.	90-93%	3.67
B+	High quality performance in all or most aspects of the course. Very good chance of success in subsequent courses in field.	87-89%	3.33
B	High quality performance in some of the course; satisfactory performance in the remainder. Good chance of success in subsequent courses in field.	84-86%	3.00
B-	Satisfactory performance in the course Evidence of sufficient learning to succeed in subsequent courses in field.	80-83%	2.67
C+	Satisfactory performance in most of the course, with the remainder being somewhat substandard. Evidence of sufficient learning to succeed in subsequent courses in field with effort.	77-79%	2.33
C	Evidence of some learning but generally marginal performance. Marginal chance of success in subsequent courses in field.	74-76%	2.00
C-	Minimal learning and substandard performance throughout the course. Doubtful chance of success in subsequent courses.	70-73%	1.67
D+	Minimal learning and low quality performance throughout the course. Doubtful chance of success in subsequent courses.	67-69%	1.33
D	Very minimal learning and very low quality performance in all aspects of the course. Highly doubtful chance of success in subsequent courses in field.	64-66%	1.00
D-	Little evidence of learning; poor performance in all aspects of the course. Almost totally unprepared for subsequent courses in field.	60-63%	0.67
F	Failure to meet requirements of the course. Unprepared for subsequent courses in field.	0-59%	0.00

STUDENT DISABILITY STATEMENT:

Southeastern University is committed to the provision of reasonable accommodations for all students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA) of 1990. This legislation guarantees educational rights for the physically and learning disabled.

Students with medical diagnoses which qualify them for accommodations must contact ADA Services at 863-667-5283 or email ADAservices@seu.edu. Once medical documentation is provided and a confidential consultation is completed, the student will then be responsible to provide the Director of Academic & Auxiliary Services with a list of his or her current professors and their emails.

Contact with the Office of Academic & Auxiliary Services is mandatory for each new semester. For more information, visit <https://www.seu.edu/support/services-and-facilities-for-students-with-disabilities> on our website.

SEU TITLE IX STATEMENT:

Southeastern University is committed to creating an environment for every student to thrive academically spiritually and socially. An aspect of creating this culture is providing avenues for students to discuss and report any activity that may compromise this commitment.

Under a federal law known as Title IX, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (Title IX of the Education Amendments of 1972).

While students should feel comfortable approaching faculty with issues they may be struggling with or concerns they may be having, students should know that all faculty and staff are required to report certain information about Sexual Misconduct and certain crimes to University administration, in order to help keep the University community safe, and to connect students to all of the resources and reporting options that are available.

For example, if you inform faculty or staff (in private or during class discussions) of an incident of Sexual Misconduct, that individual will keep the information as private as possible, but is required to bring it to the attention of the institution's Title IX Office. If a student would like to talk to the Title IX office directly, they can do so by e-mail at smpowell@seu.edu, by phone at 863-667-5236, or in person at Pansler U225. For more information about Title IX reporting options at Southeastern, please go to: <http://www.seu.edu/titleix>.

If you are struggling with an issue that is traumatic, unusually stressful, or results in disruptive behavior, faculty and staff will likely inform the Care Team. If students would like to reach out directly to the Care Team for assistance, they can do so at the Campus Counseling Center (<http://myseu.seu.edu/services/counseling-health-wellness-services/seu-care-team/>) located in Health Services in Smith Hall, by phone at 863-667-5205, or by e-mail at care@seu.edu.

CAMPUS RESOURCES

ACADEMIC SUPPORT SERVICES – 863-667-5283

COUNSELING SERVICES – 863-667-5205

STUDENT CONDUCT OFFICE – 863-667-5143

SAFETY & SECURITY OFFICE – 863-667-5190

COURSE CALENDAR AND/OR OUTLINE:Class Schedule (**subject to change depending upon the pace of the class**):

Homework will be assigned at the end of each respective class period.

<u>Class Week*</u>	<u>Chapter / Topic</u>
Week 1	Chapter 1
Week 2	Chapter 2
Week 3	Exam I
Week 4	Chapter 3
Week 5	Chapter 4
Week 6	Chapter 5
Week 7	Exam II
Week 8	Chapter 6
Week 9	Chapter 7
Week 10	Chapter 8
Week 11	Exam III
Week 12	Chapter 10
Week 13	Chapter 11
Week 14	Chapter 12
Week 15	Exam IV

*Note - the weeks are class weeks and are different from calendar weeks due to holidays and other time away from the academic calendar.

CHAPTER ASSIGNMENTS:

The following end of chapter assignments are not used for grading purposes, but will be used to evaluate the student's interest level in the class.

Chapter 1 (Introduction to Accounting & Financial Reporting for Government and NFP):

Questions and Exercises you should prepare: 2, 3, 4, 5, 7, 8

Questions and Exercises we will cover in class: 6, 9

Chapter 2 (Overview of Financial Reporting for State and Local Governments):

Questions and Exercises you should prepare: 2, 3, 4, 5, 6,

Questions and Exercises we will cover in class: 7, 8, 9, 10, 11, 12

Exam I

Chapter 3 (Modified Accrual Accounting):

Questions and Exercises you should prepare: 3, 6, 7, 8

Questions and Exercises we will cover in class: 2, 4, 5, 9, 12

Chapter 4 (Accounting for the General and Special Revenue Funds):

Questions and Exercises you should prepare: 4, 5

Questions and Exercises we will cover in class: 2, 3, 7, 9, 10, 11

Chapter 5 (Accounting For Capital Projects, Debt Service, and Permanent Funds):

Questions and Exercises you should prepare: 2, 3, 4

Questions and Exercises we will cover in class: 5, 6, 8, 9, 11

Exam II

Chapter 6 (Accounting for Proprietary Funds):

Questions and Exercises you should prepare: 2, 3

Questions and Exercises we will cover in class: 6, 7, 10, 11, 12, 13

Chapter 7 (Accounting for Fiduciary Funds):

Questions and Exercises you should prepare: 2, 4, 8, 10, 11, 12

Questions and Exercises we will cover in class: 3, 6, 13

Chapter 8 (Government-Wide Statements):

Questions and Exercises you should prepare: 2, 3, 4, 5, 6

Questions and Exercises we will cover in class: 12

Other items we will cover in class: Reconciliation Handouts

Exam III

Chapter 10 (Accounting for Private NFP Organizations):

Questions and Exercises you should prepare: 2, 3

Questions and Exercises we will cover in class: 7, 9, 11, 12

Chapter 11 (Accounting for Colleges and Universities):

Questions and Exercises you should prepare: 2, 3, 4

Questions and Exercises we will cover in class: 6, 7, 8

Chapter 12 (Accounting for Hospitals and Other Health Care Providers):

Questions and Exercises you should prepare: 1, 2, 3, 4, 5

Questions and Exercises we will cover in class: 6, 7, 8

Exam IV

OFFICIAL COMMUNICATION STATEMENT:

Southeastern University requires all faculty, staff and students to use their Southeastern email address for official university communication. Students are required to check Southeastern email daily as they will be held accountable for all communications sent through this medium.

When communicating using email, your message **MUST** be structured in business communication format. Use proper spelling, capitalization, punctuation, and paragraphing when presenting your message to me. If you do not show this type of care when you communicate with me, your message will not be recognized. In other words, I will not read or respond to your email.

COURSE EVALUATIONS:

In order to help us to assess the effectiveness of our courses and instructors, all registered students must complete a course evaluation at the end of the semester. You **must** complete a course evaluation form for this course before your grade can be posted.

RESPONSIBILITIES OF THE INSTRUCTOR:

- Come to class on time and be prepared
- Clearly state expectations
- Give advance notice of due dates
- Explain the evaluation scale
- Teach the content skills needed to complete the assigned tasks
- Encourage questions and offer help to students when needed
- Enforce discipline so that students work in a productive atmosphere
- Return assignments in a timely manner
- Evaluate student work consistently and fairly
- Provide constructive feedback to students
- Treat all students professionally without showing favoritism
- Keep a positive attitude
- Be willing to reevaluate teaching materials/methods
- Be available during office hours or by appointment
- Provide contact information
- Infuse a Christian worldview into the course content

COURSE WITHDRAWAL DATE:

Deadline for traditional students to withdraw from a course is **Tuesday, March 12, 2019**.

A Course Withdrawal form (available in the Office of the Registrar or on the University website under Academics/Registrar/Forms) must be submitted no later than 11:59 PM on **Tuesday, March 12, 2019**.

ATTENDANCE:

Students are both expected and encouraged to attend classes regularly. **Attendance means arriving on time and being present in class with textbook, pencil/pen, and calculator.** The lack of attendance may affect a student's grade. For traditional fall and spring semesters, a student may miss a class without penalty equal to the number of times a class meets per week as follows:

1. If the class meets once a week a student may miss one class.
2. If the class meets two times a week a student may miss two classes.
3. If the class meets three times a week a student may miss three classes.

If a student's absences exceed the number of times a class meets per week, a professor may:

- Subject the student to a penalty of not more than one letter grade based on attendance alone.
- Recommend to the Office of the Provost that a student with excessive absences be withdrawn from the course.

Being tardy to class also counts towards your absences. I track late arrivals as follows:

1. If the class meets once a week, each tardy is one-half of an absence
2. If the class meets two times a week, each tardy is one-half of an absence
3. If the class meets three times a week, each tardy is one-third of an absence

COURSE POLICIES / TECHNICAL DIFFICULTIES:

In the event of an unexpected server outage or unusual technical difficulty that prevents students from completing a time-sensitive activity or assessment within MyFIRE, students should immediately report the situation to their instructor and the 24/7 MyFIRE Support Center @ 1-888-889-6599. A link to the 24/7 Support Center is also provided within each course in MyFIRE.

ADDITIONAL ASSISTANCE:

Tutoring (Academic Center for Enrichment, Buena Vida – East 2nd Floor)

Provides tutoring for developmental students and all students in need of tutoring.

Retention (Addison Building, Office #222)

Provides counseling for students planning to withdrawal. Helps withdrawing students find financial and other resources to be able to stay in school. Seeks to identify "at risk" students prior to withdrawal.

BIBLIOGRAPHY:

None

FINAL EXAM POLICY:

Every professor is obligated to administer a final exam or hold an appropriate class during the regularly scheduled exam period. Every student is obligated to take the final exam or attend that appropriate class during the regularly scheduled exam period. Please plan accordingly and carefully for final exams. *You must not plan vacations, ministry appointments, weddings, airline flights, or any other similar activity or engagement that will conflict with the final exam schedule. Also, do not schedule any of these activities so close to your final exam that the commute to the activity conflicts with the final exam schedule.*

See “Final Exam Schedule” posted on MyFire for your exam dates and times.

Consent to Comply

I _____ have read, understand, and
Student's Name (print)

will keep in my possession the Course Syllabus for ACTG 3143, Southeastern University, **Spring**
2019. I understand that in compliance with the syllabus and the Student Handbook, for both
instructional and evaluation purposes, I may be responsible for electronically submitting my written
work to Turnitin[®]. With the affixing of my signature below, I agree to comply to the terms therein.

My Signature

Date