# ACCT 6264-01, NONPROFIT ACCOUNTING & AUDITING

FALL 2018, 3 HOURS CREDIT, AUGUST 15 – DECEMBER 7

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WOLF PACT

Protecting the integrity of a degree from the Richards College of Business at the University of West Georgia is the responsibility of the administration, faculty, staff, and students of the college. Our mission is “To become a globally recognized college of business preparing forward-thinking, responsible leaders.” Responsible leaders are ethical leaders, and this behavior begins in the classroom. One of our Strategic Goals is to demonstrate “…commitment to the principles of honesty and integrity in interactions and undertakings, [and] accountability for personal behavior…”. As such, we have developed the Wolf Pact in an effort to promote and maintain the highest standards of integrity, professional behavior, ethical actions, and personal conduct.

The purpose of this pact is to maintain that a degree from the Richards College of Business at the University of West Georgia is held in high regard by all internal and external constituents, and that a degree from the University of West Georgia is as meaningful in the future as it is today.

I have reviewed the information in this syllabus, and I agree to abide by the policies stated. I will conduct myself in accordance with the RCOB Wolf Pact to protect the integrity of my degree and all those others who receive a degree from the Richards College.

Signature: ______________________________

917#: __________________________________

Date: ________________________________
INSTRUCTOR INFORMATION

Name:
Sharon S. Seay, PhD

OFFICE LOCATION:
Adamson 203B

OFFICE HOURS:
Tuesday & Thursday: 4:30 – 5:30 pm
Also by appointment.
Please contact me through email at sseay@westga.edu to make an appointment.

CONTACT INFORMATION:
Phone: 678-839-4819
Email: sseay@westga.edu

Communication Preference: Please contact me using CourseDen email if you are a student enrolled in one of my classes. Otherwise, contact me using the email address listed above.

COURSE INFORMATION

DESCRIPTION

Principles and practices of fund accounting are examined with emphasis upon their adaptation to nonprofit institutions; measuring efficiency and economic use of resources to satisfy legal, reporting, as well as societal requirements. Auditing the reports and operations of nonprofit organizations is emphasized.

DELIVERY METHODS

This course is a face-to-face class. The methodology employed includes:
1) Lecture and Problem Solving; Workbooks; Videos
2) Cases: Cases test critical thinking and analysis abilities.
3) Presentation/Discussion of Articles and Reports: To achieve greater focus on current issues and enhance oral communication skills.

LEARNING GOALS

We will build on the following learning goals throughout the term:
A. Conduct library research on not-for-profit (NFP) accounting and auditing (A & A) topics to form opinions on current issues.
B. Improve communication skills by presenting article summaries and a major presentation.
C. Understand NFP A&A theory and apply its underlying procedures to specific situations.
D. Be successful in the NFP portions of certification exams.

TEXTBOOKS AND MATERIALS

TEXTBOOK 1


TEXTBOOK 2


COURSE MATERIALS

Both textbooks are required. Connect is required for this class, and it is a homework/practice & study platform. Connect automatically provides access to an eBook and can be purchased separately for $137.50 by registering for this course’s Connect section using the registration details provided at the following link: Connect Website (http://connect.mheducation.com/class/s-seay-fall-2018-1)

COURSE POLICIES

LATE POLICY

Late assignments/projects will not be accepted. Due dates are listed in the course outline. Homework assignments will be completed using Connect as well as CourseDen resources; all due dates for homework are available on the accompanying course schedule. Chapter homework assignments are not available after the due date. It is imperative that students not fall behind. The schedule has been designed to provide sufficient time to read each chapter, complete all homework assignments, and apply chapter concepts through problem solving and project completion.
COURSE DEN
In addition to Connect, additional course resources are available through CourseDen. With the exception of Connect homework assignments, all projects and other assignments will be submitted to an assignment folder in CourseDen. The CourseDen site for our course will open to all enrolled students on August 15.

CLASS TECHNOLOGIES
The class will also utilize CourseDen, Connect homework platform, LearnSmart interactive study/practice tool, videos, and multiple governmental auditing and accounting websites as references.

HONOR CODE
At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student’s conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student’s account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the Student Handbook.

Violation of the UWG Honor Code will result in a grade of “0” for the related assignment, which could result in a grade of “F” for the course.
ASSIGNMENTS

Assignments will consist of chapter homework, workbook completion, case analysis, a team project and presentation, and article presentation.

WRITTEN ASSIGNMENTS
The article presentation and the term presentation require not only oral presentation, but also a written report. Each written report should utilize MLA style, 12-point font, Times New Roman, and double-spacing. Each written report should be submitted to the CourseDen assessment file designated for the assignment. These assignments connect to the learning goals of the course.

EXAMS (125 POINTS)
Three take-home exams will be completed on the dates indicated in the accompanying course schedule. Each exam will consist of a combination of multiple choice and essay questions. Exams must be completed by the due date and must be completed by the enrolled student only.

HOMEWORK (10 POINTS EACH)
Chapter homework will be completed in Connect. The due dates for each chapter assignment are listed in the accompanying course schedule as well as on Connect. The homework assignments are designed around the learning objectives for this course.

ARTICLE PRESENTATION (50)
Article Presentations. Students will research the topic under discussion and bring a related article, highlight the pertinent information, and discuss it in class. Students will also choose a relevant topic, research the topic, and make an individual presentation and written report indicating their findings.
TERM PRESENTATION (50)
Term Presentation. Students will prepare a PowerPoint® presentation with details provided later in the course. This is a team project.

EXTRA CREDIT
There is no extra credit in this course beyond that explicitly stated in the course syllabus. Work submitted for credit in other courses will not be accepted for credit in this course. Late assignments will incur penalties.

GRADING

Grades will be determined by the completion of the following:

- Exam I 125 points
- Exam II 125
- Exam III 125
- Homework 175
- Article Presentation 050
- Term Presentation 050
- Participation 050
- Total 700 points

Grades will be posted in the grade book in D2L. You may utilize the grade book feature in D2L to keep up with grading throughout the term and ensure that you always know your standing in terms of the overall grade.

A ten-point grading scale will be employed.

- A 630-700 points
- B 560-629
- C 490-559
- F < 559
COURSE CALENDAR

WEEK 1 & 2, AUGUST 16TH & 23RD

• Text Coverage: Chapters 1, 2, and 9.
• Class Objectives: 1) Definition of reporting entity; 2) Similarities and differences between nonprofit and profit accounting and objectives of NFP reporting;
• GASB White Paper

WEEK 3, AUGUST 30TH

• Text Coverage: Chapters 10 and 12
• Class Objectives: 1) Analyzing governmental financial performance; 2) Budgeting and costing of governmental services.
• Related Articles

WEEK 4, SEPTEMBER 6TH

• Text coverage: Chapters 3 and 4.
• Class Objective: Accounting for governmental operating activities.
• Related Articles

WEEK 5, SEPTEMBER 13TH

• Text coverage: Chapters 5 and 6.
• Class Objective: Accounting for general capital assets and general long-term liabilities.
• Related Articles

WEEK 6, SEPTEMBER 20TH

• Text coverage: Chapters 7 and 8.
• Class Objective: Accounting for business-type activities and fiduciary activities.
• Related Articles
• Take home Exam 1 - Covers the material in Chapters 1-10, 12; Due September 27

WEEK 7, SEPTEMBER 27TH

• Text coverage: Bisk HotSpot Video & Workbook – Governmental Accounting
• Related Articles
WEEK 8, OCTOBER 4TH

FALL BREAK – NO CLASS

MONDAY, OCTOBER 8TH

LAST DAY TO WITHDRAW WITH A GRADE OF “W”

WEEK 9, OCTOBER 11TH

• Text coverage: Chapter 13-14.
• Class Objectives: Accounting procedures and theoretical issues concerning NPOs, including VHWOs, and the regulatory cost accounting and taxation issues concerning NPOs.
• Related Articles

WEEK 10, OCTOBER 18TH

• Text coverage: Chapter 15, 16.
• Class Objective: Accounting procedures and other issues concerning governmental and private education organizations and health care organizations.
• Related Articles

WEEK 11, OCTOBER 25TH

• Text coverage: Chapter 17
• Class Objective: Special topics in Federal Government accounting and auditing issues.
• Related Articles
• Take Home Exam 2. Covers chapters 13 - 17. Due November 1.

WEEK 12, 13, & 14 NOVEMBER 1, 8, 15TH

• Text coverage: 1) Chapter 11;
  2) Review the Yellow Book (Single Audit Guide);
  3) Discuss current professional liability and responsibility issues pertaining to NFP audits; pertinent OMB Circulars.
• Class Objectives: 1) Be familiar with the procedures and current issues pertaining to NFP audits; 2) Auditing concepts; 3) Single Audits;
• Related Articles
WEEK 15, NOVEMBER 22\textsuperscript{ND}

THANKSGIVING BREAK – NO CLASS

WEEK 16, NOVEMBER 29TH

• Student Presentations; Take Home Exam 3 - Audit Issues

WEEK 17, DECEMBER 6TH

• Article Presentations; Exam 3 Due

UNIVERSITY-WIDE SYLLABUS INFORMATION

Please review the "Common Language for Course Syllabi" for university-wide updates. Even if you have read it before, the most current information is maintained at this site.