**Course Title:** Non-Profit Organizations Accounting

**Course Number:** ACC350-01

**Semester:** Fall 2021

**Number of Credits:** **3**

**Instructor Name:** Makur Aciek; MBA; CPA  
**Office Hours:** T/Th – 3:30pm – 6:30pm, Other times by appointment

<https://gallaudet.zoom.us/j/5841521893>

**Email/Google Chat:** [makur.aciek@gallaudet.edu](mailto:makur.aciek@gallaudet.edu)

**VP: Office:** (202) 250-2117

**Class Days/Time/Location:** T/Th 9:30am – 10:50am: TBD

**Catalog Description:** Course covers the accounting concepts used in governmental units and other not-for-profit organizations such as hospitals, voluntary health and welfare organizations, and others. Emphasis will be placed on the accounting and budgeting procedures used in these organizations.

Prerequisite: ACC 301; Business department majors only or permission of the department.

**Student Learning Outcomes (SLOs):**

Please see the end of the syllabus for a complete chart of SLOs, critical learning opportunities, assessment methods, and alignment with program and university outcomes as well as those required by the Accreditation Council for Business Schools and Programs (ACBSP).

**Required Reading and Other Materials:**

**TEXT:** Accounting for Governmental and Nonprofit Organizations – 2nd Edition by, Terry K. Patton, and Susan R. Patton, and Martin Ives; Published by Cambridge Business Publishers.

**Textbook Website:** [**https://cambridgepub.com/book/agno2e**](https://cambridgepub.com/book/agno2e)

**Access to myBusinessCours:** Register for online homework management system at the following Enrollment Link:

<https://mybusinesscourse.com/platform/course/view.php?id=17821>

From textbook website or myBusinessCourse, you should have access to additional student learning materials. These include practice quizzes, PowerPoint Presentation, and Excel Templates.

**Bison Letter Grade Equivalencies:**

The Department of Business grading system is:

93% and Above A 4.0

90 – 92% A- 3.7

87 - 89% B+ 3.3

83 - 86% B 3.0

80 – 82% B- 2.7

77 – 79% C+ 2.34

73 – 76% C 2.0

70 – 72% C- 1.7

67 – 69% D+ 1.3

60 – 66% D 1.0

Below 60% F 0.0

**Responsibility for Assignments:**

1. Textbook Reading: Students must read all Textbook assignments (chapters and cases). All hour exams and the questions appearing on the exams assume this has been done.
2. Homework problems & exercises: Diligent homework preparation is essential for thorough mastery of Government and Non-Profit Accounting. Failure to do exercises and problem material assigned for homework usually results in a student being unable to efficiently work examination problems in the time allotted. There will be times when the homework challenges you and this is intentional. Part of your training to enter the professional accounting world is to be able to meet challenges. Homework is due at the **beginning of the class. On all assignments where computations are involved, you must SHOW YOUR WORK to receive credit.**
3. Proper format for flow charts, schedules, and narratives is required. Assignments which are not neat, legible, and organized will be penalized. Multi-page assignments should be stapled together.

**Quizzes**

We will have quizzes for each chapter covered throughout the fall semester (announced ahead of time in the syllabus). The two lowest quiz scores will be dropped (including missed quizzes so your best scores will count. Quizzes will be given in class only. If you miss class on a quiz day, the missed quiz score will be considered as your drop. To do well on the quiz, you must read and study each chapter of the textbook carefully. I use the quizzes to assess your preparation for class as well as your reading skill. By studying the textbook and doing the question assignments, you will be well prepared for the quiz and class discussions.

**Major Assignments and Grading Policy:**

Grade is based on:

Teamwork/Case Study Assignments 10%

Questions/Exercise/Problems 15%

Quizzes 10%

Hour Tests 65%

100%

**Credit Hour Compliance:**

Please note that Gallaudet’s policy is that in each three-credit hour traditional in-class course, students spend 150 minutes in class per week for 15 weeks, resulting in 37.5 contact hours for the semester. Students are expected to engage in reading and other assignments outsides of class for at least 5 hours per week, which adds up to 75 hours. These two sums should result in total student engagement time of 112.5 hours for the course. Note that these time allotments are **minimums**, not maximums.

**Course Schedule:**

1. **Introduction to Governmental & Non-Profit Accounting: Weeks 1 & 2** 
   1. Government and Non-Profit Accounting Environment
   2. Distinctive Accounting and Financial Reporting Characteristics
   3. Government Type Fund
   4. Proprietary Type Fund
   5. Fiduciary Type Fund
2. **The Government Fund Cycle: Weeks 3 & 4**
   1. General Fund Accounting Overview

B. General Funds

C. Special Revenue Funds

1. **Budgetary Considerations in Government Accounting: Wee 5**

A. Budgetary Types and Appropriations

B. The Budget Process – Enactment Phase

C. Financing Budget

D. Budgetary Accounting

1. **General and Special Revenue Funds: Weeks 6 & 7**
2. Property Tax Accounting
3. Fund Balance Presentation
4. Interfund Activity
5. **Capital Project and Debt Service Funds: Week 8**
   1. Overview
   2. Accounting for Fund Activities
   3. Financial Statement Illustration
   4. Issuance of Bonds
   5. Permanent Funds
6. **Fiduciary Funds: Week 9**

* 1. Pension Funds
  2. Investment Trust Funds
  3. Private Purpose Funds
  4. Agency Funds

1. **Government-Wide Financial Statements 10**

A. Focus and Format of Government-Wide Statements

B. Inter-fund and Internal Service Fund Balances

C. Preparing Government-Wide Financial Statements

D. Capital Assets and Infrastructure Reporting

1. **Analysis of Financial Statements and Financial Condition: Week 11**

A. Financial Reporting: A Financial Analysis Perspective

B. Analyzing Governmental Financial Statements

C. Governmental Financial Condition Assessment

1. **Federal Government Accounting: Week 12**
   1. The Federal Budgetary Process
   2. Overview of Federal Accounting
   3. Federal Agency Accounting
2. **Accounting for Health Care: Weeks: 13, 14, & 15**
   1. Introduction to Hospital Accounting
   2. Patient Service Revenues
   3. Investment Income, Other Revenues, Gains
   4. Expenses
   5. Other Transactions

**Class Policies:**

**Gallaudet University Academic Integrity Policy:**

It is the student’s responsibility to familiarize and comply with the Gallaudet University Undergraduate Academic Integrity Policy, which can be found in the Gallaudet University Undergraduate Catalog or on the Gallaudet University website at <http://www.gallaudet.edu/academic-catalog/registration-and-policies/undergraduate-policies/academic-integrity.html>

**Gallaudet Undergraduate Academic Calendar**

It is the student’s responsibility to familiarize themselves with Gallaudet University’s Academic Calendar with respect to when classes meet, and holidays are going to start and end. The Academic Calendar can be found at the Gallaudet University website at <http://www.gallaudet.edu/registrars-office/academic-calendars.html>

**OSWD Academic Accommodation Policy:**

Students who require accommodations need to register with the Office for Students with Disabilities (OSWD) located in SAC 1022 to have their status certified and recorded. OSWD will contact the instructors to arrange for accommodation, but only after certification has been determined. No accommodation can be provided prior to authorization by OSWD. For more information about OSWD policy, go to:  [The Office for Students with Disabilities - Gallaudet University](http://www.gallaudet.edu/oswd-the-office-for-students-with-disabilities.html)

**ADA Compliance**

For information on your rights under the ADA and Section 504 of the Rehabilitation ACT, please see <https://www.gallaudet.edu/af/section-1-general/110-reasonable-accommodation.html>

**Navigate Syllabus Statement**

Throughout the term, you may receive Navigate emails from me regarding your course grades or academic performance. Please pay attention to these emails and follow through with the recommended actions to be successful in this course. Upon getting a Navigate email, please see me to discuss your academic progress. Your advisor may also ask to see you to discuss your progress to ensure that you are receiving the support you need to succeed in the course.

You will have access to Navigate through a mobile App that helps you navigate roadblocks to graduation and make better choices along the way through interactive checklists reminders, and alerts. Please take the opportunity to download Navigate Students for free (go to the App Store or Google Play and search for “Navigate Student,” then login using your university ID and password). You can also access Navigate from a computer at. <https://gallaudet.guide.eab.com/app/#!/authentication/remote/>

**Reporting Responsibilities:**

While I want you to feel comfortable coming to me with issues you may be struggling with or concerns you may be having, please be aware that I have some reporting requirements that are part of my job requirements at Gallaudet University.

For example, if you inform me of an issue of sexual harassment, sexual assault, or discrimination I will keep the information as private as I can, but I am required to bring it to the attention of the Title IX Coordinator or EEO/AA office. If you would like to talk to those offices directly, they can be reached by contacting Sharrell McCaskill through VP (202-559-5683) or at her office in College Hall 312 or at the following website: <https://www.gallaudet.edu/title-ix-at-gallaudet-university>. Additionally, you can also report incidents or complaints to DPS. You can also get support at CAPS (Counseling and Psychological Services), SHS (Student Health Services) and the Ombudsman.

Another common example is if you are struggling with an issue that may be traumatic or unusual stress. I will likely inform the campus Behavioral Intervention Team (BIT) or CAPS. If you would like to reach out directly to them for assistance, you can contact them at <https://www.gallaudet.edu/student-affairs/behavior-intervention-team>.

Finally, know that I am always willing to listen and give advice if needed.

**Use of Gallaudet Blackboard Learning System:**

The course information and records will be managed through Blackboard. Specifically, Blackboard will be used to record grades and to post announcements, homework, course updates, and other curricular materials. Blackboard will also be used to send out course related e-mails. If you are using a private email, please forward your Gallaudet email to your preferred email account, so you will not miss message from me.

**Class Cancellation or University Closing:**

If the university closes for any reason or the instructor unexpectedly miss class, that day’s work will be conducted via Blackboard. Check the announcement section of Blackboard for specific instructions, which will be posted by class time if possible.

**Statement Regarding Possibility of Syllabus and/or Schedule Change:**

At times, topics shown in this syllabus may be taught in a different sequence, new topics added, and others adjusted. This will ensure the relevancy of the course and enhance your learning. Please be prepared to be flexible and adjust as this class evolves. All assignments and specifics are noted on the board at the start of each class. All notifications of changes will be done through Blackboard announcements and emails.

**Class Participation:**

1. Regular attendance
2. On time arrival
3. Being prepared for class
4. Being attentive during class
5. No pager and/or no cell phone use during class
6. No walking in and out of the classroom during class (Students are encouraged to go to restroom before coming to class).
7. No signing/talking curing class, except when directed by the instructor
8. Behaving respectfully toward all members of the class and the instructor
9. Contributing to class (asking & answering questions, contributing to the group, asking reasonable questions, being prepared).

**Absences:**

Only 3 absences are allowed this fall semester. Students who have unexcused absences may be asked to withdraw from the course.

**Examination Policy:**

It is the student’s responsibility to take tests on the assigned dates. There will be 4 scheduled tests as noted on your course schedule. A typical course examination includes multiple choice, essay questions, matching, fill in the blanks, and problem-solving exercises. No make-up tests will be given. No student can be excused from or cut a test unless he/she is in the infirmary or produces a note from doctor on his/her RX stationary stating that you were too ill to take the test. Missing test counts zero for that test. The student is responsible to schedule appointment with the instructor to discuss the missing test.

Bathroom privileges are suspended during the examinations.

**Calculators:**

Students are encouraged to bring calculators to class. The use of calculators during examinations is highly recommended. However, for obvious reasons, the following calculators are not allowed during examinations: pager calculators and those with either multi-line display or those allow the input and display of alphabetic characters. For example, (TI-83, TI-84, etc.) graphic calculators are not allowed during examination.

**Student Learning Outcomes (SLOs) and Assessment of Learning:**

**This chart shows the primary learning outcomes for this course, the learning opportunities for developing those outcomes, and the tools used to assess those outcomes. It also shows how the course outcomes align with the outcomes of the Accounting program and of the university.**

| **ACC 350 Student Learning Outcomes** | **Critical Learning Opportunities** | **Tools for Assessment and Expected Levels** | **Accounting Program SLOs** | **GU Core SLOs** |
| --- | --- | --- | --- | --- |
| Students will be able to describe the governmental and non-profit organization environment. | Homework Assignments | Assignment-Tied Checklist | 1,2,4 | G2, G3, G4 |
| Students will recognize the nature and purpose of fund accounting, identify, and describe fund types, and compare the modified accrual basis of accounting with the accrual basis. | Homework Assignments  Ethics Case Study | Assignment-Tied Checklist  GU Writing Rubric | 1,2,4,6 | G2, G3, G4, G7 |
| Students will analyze, compare, and contrast the objectives and accounting cycles of governmental units with that of commercial organizations. | Homework Assignments  Case Studies | Assignment-Tied Checklist  GU Writing Rubric | 1,2,3,4,5,6,7b | G2, G3, G4, G7 |
| Students will prepare fund accounting journal entries for the beginning of the fiscal year, operating entries during the year, and closing entries. | Homework Assignments  Test | Assignment-Tied Checklist  Test-Checklist | 1,2,3,4,5,6,7b | G2, G3, G4, G7 |
| Students will prepare financial statements for the various governmental funds. | Homework Assignments  Test | Assignment-Tied Checklist  Test | 1,2,3,4,5,6,7b | G2, G3, G4, G7 |
| Students will explain why and how the various funds are used in governmental accounting. | Homework Assignments  Case Studies | Assignment-Tied Checklist  GU Writing Rubric | 1,2,3,4,6,7b | G2, G3, G4, G7 |
| Students will prepare journal entries and financial statements for hospital patient revenues, receivables, other revenues, expenses, transactions with restrictions. | Homework Assignments | Assignment-Tied Checklist | 1,2,3,4,5,6,7b | G2, G3, G4, G7 |

**Accounting Program**

**Student Learning Outcomes**

**Accounting Program SLOs AY18-21**

Graduates of BS in Accounting Program will demonstrate competence and learning outcomes in following seven domains:

Students will:

1. Accurately apply fundamental business concepts, models and principles to address hypothetical or real-world business issues. (**Common Business** **Knowledge & Inquiry**)
2. Communicate effectively in both American Sign Language and written English in various formats and styles to a variety of audiences in multiple business contexts. (**Communication**)
3. Apply technological tools, and statistical and quantitative reasoning skills in analyzing and evaluating numerical information to support evidence-based business decisions. (**Quantitative Reasoning & Technological Skills**)
4. Critically assess business problems and develop well-supported solutions. (**Critical Thinking & Problem Solving**)
5. Critically evaluate all business opportunities and challenges using a global business perspective. (**Global Dimension**)
6. Consistently act in a professional, ethical, and socially responsible manner, and collaborate effectively in teamwork when required. (**Ethics & Social Responsibility**)
7. **Accounting Discipline Specialty Knowledge and Inquiry**

**7a**. Demonstrate knowledge in Generally Accepted Accounting Principles (GAAP), managerial accounting theories, auditing, taxation, and other accounting concepts and rules.

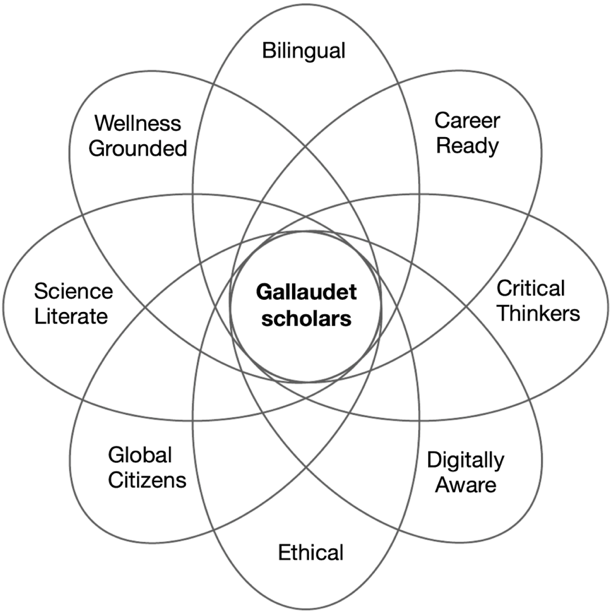
**7b**. Prepare, interpret, and summarize financial statements and reports in accordance with GAAP.

**7c**. Apply Information Technology tools in analyzing accounting information and solve business problems based on accounting theory, financial regulations, and business standards.

**Gallaudet University**

**Core Student Learning Outcomes**

1. Wellness: Recognize how my choices can transform my health, well-being, and ability to thrive; seek support and utilize resources for personal growth; and work collaboratively to promote wellness on campus and within myself.
2. Bilingualism: Use American Sign Language (ASL) and written English to communicate effectively with diverse audiences for a variety of purposes.
3. Career Readiness: Develop career decision-making skills and competencies by engaging in theoretical and experiential learning.
4. Critical Thinking: Think critically and innovatively, and express myself creatively, making connections within and across disciplines.
5. Digital Awareness: Employ data and technology in effective, competent, fair, accountable, transparent, and responsible (ethical) ways.
6. Ethics: Formulate reasoned decisions about ethical issues that lead to wise action.
7. Science Literacy: Evaluate evidence derived from systematic analysis of quantitative and qualitative data to address issues that pertain to the experiences of individuals in societies.
8. Global Citizenship: Articulate knowledge of intersectional identities within a global society and demonstrate intercultural knowledge, cultural competence, and skills in constructive civic discourse on the local, national, and global levels.



**Sources:**

<https://www.gallaudet.edu/general-education-1/student-learning-outcomes/>

**Department of Business**

**ACC350- Non-Profit Organizations Accounting**

**Course Schedule**

|  |  |  |
| --- | --- | --- |
| Date | Class Activity | Homework Assignments (Due Next Class) |
| Tue.  8/31 | Introduction  Our Summer Recess/Internship  Review of Accounting: *Government and Non-Profit Environment/Characteristics* | Read Chapter 1 pg. 1-13  Read & Study Chapter 2  Do questions: 2-1,2-2, 2-3, 2-5 thru 2-8, 2-10, 2-11  **Study for Quiz on Chapter 2** |
| Thu.  9/2 | Lecture/Discussions: Chapter 2: Topic: *The Use of Fund Accounting* | Exercises: 2-31, 2-33, 2-34, 2-35, 2-37, 2-38 & 2-39, 2-40, 2-42  Practice: MC-Questions in MyBusinessCourse |
| Tue.  9/7 | Teamwork Discussions  **Quiz Chapter 2** | Problem: P2-44, P2-45, P2-46. P2-47 |
| Thu.  9/9 | Discussions/Teamwork  In-Class Practice | Read & Study Chapter 3  **Study for Quiz**  Questions: 3-1,3-3,3-6,3-7,3-10,3-11, 3-12, 3-14, 3-15  Exercises: 3-23, 3-23, 3-26, 3-30, 3-31 |
| Tue.  9/14 | Lecture/Discussions Chap 3:  Budgetary Consideration in government Accounting  **Quiz Chapter 3** | Problems: P-34, P3-36, P3-38, P3-39  Practice: MC-Questions in MyBusinessCourse |
| Thu.  9/16 | Teamwork Discussions | **Study for Test on Chapter 2 & 3** |
| Tue.  9/21 | **Test on Chapter 2 & 3** | Read & Study Chapter 4  Questions: 4-2, 4-4,4-5, 4-9, 4-11  **Study for Quiz**  Exercises: 4-23, 4-25, 4-26, 4-27 |
| Thu.  9/23 | Lecture/Discussions Chap 4:  *Introduction to General and Special Revenue Funds*  **Quiz Chapter 4** | Problems P4-34 (part a thru c), P4-35, P4-37 |
| Tue.  9/28 | Discussions/Teamwork  In-Class Practice | Read & Study Chapter 5  Questions: 5-1 thru 5-4, 5-8, 5-10, 5-11, 5-13, 5-14  **Study for Quiz**  Exercises: 5-28, 5-29, 5-29, 5-30, 5-31 |
| Thu.  9/30 | Lecture/Discussions Chap 5:  *General and Special Revenue Funds*  **Quiz Chapter 5** | Problems: 5-39, 5-40, P5-45 |
| Tue.  10/5 | Discussions/Teamwork  In-Class Practice | **Study for Test on Chapter 4 & 5** |
| Thu.  10/7 | **Test on Chapter 4 & 5** | Read & Study Chapter 6  Questions: 6-1, 6-3, 6-3, 6-5, 6-8, 6-9, 6-11, 6-12, 6-16, 6-17  **Study for Quiz** |
| Tue.  10/12 | Lecture/Discussions Chap 6:  *CPF/DSF/Permanent Funds*  **Quiz Chapter 6** | Exercises: 6-38, 6-40, 6-41, 6-43 |
| Thu.  10/14 | Discussions/Teamwork | Problems: P6-47, P6-53, P6-56 |
| Tue.  10/19 | Discussions/Teamwork  In-Class Practice | Read & Study Chapter 8  Questions: 8-2 thru 8-4, 8-8, 8-10, thru 8-17  **Study for Quiz**  Exercises: 8-34, 8-36, 8-37, 8-38, 8-39 |
| Thu.  10/21 | Lecture/Discussions Chap 8:  *Fiduciary Funds*  **Quiz Chapter 8** | Problems: P8-45, P8-46 |
| Tue.  10/26 | Discussions/Teamwork | Problems: P8-49 |
| Thu.  10/28 | Discussions/Teamwork  In-Class Practice | **Study for Test on Chapter 6 & 8** |
| Tue.  11/2 | **Test on Chapter 6 & 8** | Read & Study Chapter 9  Questions: 9-1 thru 9-5, 9-8, 9-12, 9-14 thru 9-18  Exercises: 9-44, 9-45, 9-46 |
| Thu.  11/4 | Lecture/Discussions Chap 9:  *Reporting Principles and Preparation of Fund Financial Statements*  **Quiz Chapter 9** | Problems: P9-49, P9-50 |
| Tue.  11/9 | Discussions/Teamwork  In-Class Practice | Read & Study Chapter 11  Questions: 11-1 thru 11-4, 11-6 thru 11-11, 11-13  Exercises: 11-22 thru 11-25 |
| Thu.  11/11 | Lecture/Discussions Chap 11:  *Reporting Principles and Preparation of Fund Financial Statements*  **Quiz Chapter 11** | Exercises: 11-34, 11-35  Problems: P11-37 |
| Tue.  11/16 | Discussions/Teamwork  In-Class Practice | **Study for Test on Chapter 9 & 11** |
| Thu.  11/18 | **Test on Chapter 9 & 11** | Read & Study Chapter 12  Questions: 12-1 thru 12-4, 12-6 thru 12-9, 12-12  Exercises: 12-23, 12-25, 12-25 |
| Mon 11/22– Fri 11/26 | No Classes – Fall Break | Catch up |
| Tue.  11/30 | Lecture/Discussions Chap 12:  *Federal Government and Reporting*  **Quiz Chapter 12** | Exercises: 12-29  Problems: 12-31 |
| Thu.  12/2 | Lecture/Discussions Chap 14:  *Accounting for Healthcare Organizations* | Read & Study Chapter 14  Questions: 14-1 thru 14-3, 14-5, 14-7 thru 14-9, 14-12, 14-13  Exercises: 14-25, 14-26, 14-27 |
| Tue.  12/7 | Discussions/Teamwork  **Quiz Chapter 14** | Exercises: 14-31, 14-32 |
| Thu.  12/9 | Discussions/Teamwork  In-Class Practice | **Study for Test on Chapter 12 & 14** |
| Tue.  12/14 | No Class – Study Day | **Study for Test on Chapter 12 & 14** |
| Thu.  12/16 | **Test on Chapter 12 & 14** | **Semester Ends!** |

***Note: This schedule may be disrupted due to a guest speaker or other events.***