OBJECTIVE OF THE COURSE:

The main purpose of this elementary course is to prepare students for the next level of undergraduate courses in governmental and non-profit accounting and reporting. This course is also intended as a preparatory course for financial management and government finance. Students are expected to develop an understanding of basic accounting concepts, assumptions, important Generally Accepted Accounting Principles (GAAP) and accounting cycles as understood and practiced in business (for profit) organizations.

Students will be introduced to accounting and reporting for Non-governmental Non-profit public service entities. Accounting for such entities follows specialized FASB standards but the accounting procedures are very similar to those of business accounting.

In the second half of the course, students will be introduced to governmental accounting and reporting principles, including GASB principles for State and local governmental agencies and entities. The study of the specialized form of governmental accounting will include a three-pronged approach. Governmental accounting will be considered as (i) a governmental accounting system, (ii) an accounting cycle and (iii) the financial accounting of a governmental entity for purposes of generating various financial statements.
**HOMEWORK & EXAMINATION GRADING:**

The grading of the course is based on the TOTAL score achieved by a student out of a maximum of 600 points, distributed throughout the course as follows:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points allotted</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework #1</td>
<td>40 points</td>
<td>Due: September 20, 2010</td>
</tr>
<tr>
<td>Homework #2</td>
<td>40 points</td>
<td>Due: September 27, 2010</td>
</tr>
<tr>
<td>Examination I</td>
<td>100 points</td>
<td>September 29, 2010</td>
</tr>
<tr>
<td>Homework #3 GuideStar Project</td>
<td>20 points</td>
<td>Due: October 13, 2010</td>
</tr>
<tr>
<td>Homework #4</td>
<td>40 points</td>
<td>Due: October 20, 2010</td>
</tr>
<tr>
<td>Examination II</td>
<td>100 points</td>
<td>October 25, 2010</td>
</tr>
<tr>
<td>Homework #5</td>
<td>40 points</td>
<td>Due: November 22, 2010</td>
</tr>
<tr>
<td>Homework #6</td>
<td>40 points</td>
<td>Due: November 29, 2010</td>
</tr>
<tr>
<td>Homework #7 CAFR Project</td>
<td>30 points</td>
<td>Due: December 8, 2010</td>
</tr>
<tr>
<td>Final Exam III</td>
<td>150 points</td>
<td>December 13, 2009, 7:15pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98% 588 or above</td>
</tr>
<tr>
<td>A</td>
<td>93% 558 - 587</td>
</tr>
<tr>
<td>A-</td>
<td>90% 540 - 557</td>
</tr>
<tr>
<td>B+</td>
<td>87% 522 - 539</td>
</tr>
<tr>
<td>B</td>
<td>83% 498 - 521</td>
</tr>
<tr>
<td>B-</td>
<td>80% 480 - 497</td>
</tr>
<tr>
<td>C+</td>
<td>77% 462 - 479</td>
</tr>
<tr>
<td>C</td>
<td>73% 438 - 461</td>
</tr>
<tr>
<td>C-</td>
<td>70% 420 - 437</td>
</tr>
<tr>
<td>D+</td>
<td>67% 402 - 419</td>
</tr>
<tr>
<td>D</td>
<td>63% 378 - 401</td>
</tr>
<tr>
<td>D-</td>
<td>60% 360 - 377</td>
</tr>
<tr>
<td>F</td>
<td>Below 359</td>
</tr>
</tbody>
</table>
CLASSROOM POLICIES
It is imperative to your success in this class that you attend all class sessions and read assignments before class. Power Point slides may be posted to Oncourse. The information on the Power Point slides will be reviewed during class and is simply a summary of the content contained in the student’s texts. Students cannot leave the classroom with the exams. The instructor will return the graded exams to the students and review them after the exams have been graded. Grades will not be posted until the original exams have been returned to the instructor. Exams not returned to the instructor after the classroom review will be posted as a zero. No exceptions will be made. No curving (or free upgrading of class average) of any exams or assignments will be done. Up to 40 points of extra credit will be given at the instructor’s discretion.

ATTENDANCE
Attendance is vital to your success in this class. We will work through problems together in class so you can successfully complete the homework. You will not receive points for attendance, however, extra credit will only be offered to those who miss two or less classes. Please do not email the instructor asking for an excused absence. Extra Credit opportunities will only be offered during class and will not be posted. Attendance will be taken to implement EC policy.

HOMEWORKS:
Original homework submissions will be retained by instructor, it will NOT be returned to student. Answers to all homework problems will be posted to Oncourse after homework due date. Students should retain a copy of each homework submission. Students should compare their homework answers to the answers displayed on Oncourse. Homework problems may be discussed at the beginning of the class session following the homework due date. Original homework assignments can be reviewed during office hours by request. All seven homework assignments are like take-home exams. These must be submitted on the date indicated in the schedule, at the beginning of the class. Homework submitted after the class time will not be accepted. In order to receive FULL credit, homework must be submitted as a printout of electronic version of your work. Electronic transmission (i.e. email) of assignments as such will not be accepted by the instructor. Duplicated copies of assignments turned in will be rejected for all students involved and administrative action may be taken in such cases. As quoted from the SPEA Academic Policies document, "SPEA faculty do not tolerate cheating, plagiarism, or any other form of academic dishonesty. If you have not done so, you should read the I.U. Code of Student Rights, Responsibilities, and Conduct, which can be accessed at http://www.iu.edu/~code/ so you will be sure to understand what these terms mean and what penalties can be issued for academic dishonesty. Academic dishonesty can result in a grade of F for the class (an F for academic dishonesty cannot be removed from the transcript).

Professionalism
Students are expected to act in a professional manner. Excessive violations of professionalism will result in a reduction of up to 10% of your total points for the course. Violations of professionalism include, but are not limited to: use of cell phones; texting or accessing e-mail during class, use of computer notebooks during class. (you must request permission to use computer), reading the newspaper in class, frequently arriving for class late (4 or more class sessions), working on material for another course during class, disruptive behavior in class — e.g., carrying on conversations or being excessively noisy and engaging in any activity that prevents you from fully participating in class. Please leave the classroom if you must engage in anything other than class activities and return when you can participate.
Accommodations
Any accommodations or special needs will need to be brought to the instructor’s attention within the first two weeks of class. This includes Disability Services.

Syllabus
We will stick as close as possible to the syllabus provided. However, topics discussed on any particular day may vary depending on time constraints. Any changes to the syllabus will be discussed during class time. If you miss a class, you are responsible for obtaining the updated information.

<table>
<thead>
<tr>
<th>MONTH &amp; DAY</th>
<th>READINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGUST</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>WELCOME TO THE WORLD OF ACCOUNTING:</td>
</tr>
<tr>
<td></td>
<td>PrinciplesofAccounting.com Chapter 1</td>
</tr>
<tr>
<td></td>
<td>Accounting information: means to an end</td>
</tr>
<tr>
<td></td>
<td>Types of accounting information: financial, managerial and tax related, Users of accounting information: internal &amp; external</td>
</tr>
<tr>
<td></td>
<td>Accounting Equation</td>
</tr>
<tr>
<td></td>
<td>Impact of transactions on the Accounting equation</td>
</tr>
<tr>
<td></td>
<td>Four core financial statements</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>BASIC ACCOUNTING PRINCIPLES:</td>
</tr>
<tr>
<td></td>
<td>PrinciplesofAccounting.com Chapter 2</td>
</tr>
<tr>
<td></td>
<td>The Financial Accounting Process</td>
</tr>
<tr>
<td></td>
<td>Types of Accounts</td>
</tr>
<tr>
<td></td>
<td>The T-Account: debit &amp; credit</td>
</tr>
<tr>
<td>6</td>
<td>BASIC BUSINESS ACCOUNTING CYCLE:</td>
</tr>
<tr>
<td></td>
<td>PrinciplesofAccounting.com Chapter 2</td>
</tr>
<tr>
<td></td>
<td>Illustrated case Emily the Dietician: T-Accounts</td>
</tr>
<tr>
<td></td>
<td>Steps in an Accounting Cycle</td>
</tr>
<tr>
<td></td>
<td>General Journal &amp; journal entries. General Ledger</td>
</tr>
<tr>
<td></td>
<td>Posting to the General Ledger and Trial Balance</td>
</tr>
<tr>
<td>8</td>
<td>INCOME MEASUREMENT:</td>
</tr>
<tr>
<td>HW#1</td>
<td>PrinciplesofAccounting.com Chapter 3</td>
</tr>
<tr>
<td>Assigned</td>
<td>Underlying assumptions and concepts</td>
</tr>
<tr>
<td></td>
<td>Duality, money measurement, entity, going-concern, asset measurement, materiality, realization, matching principle, accounting period, Accrual Accounting,</td>
</tr>
<tr>
<td>13</td>
<td>TRANSACTIONAL ANALYSIS (MicroTrain 1)</td>
</tr>
<tr>
<td></td>
<td>Journal entries and General ledger preparation</td>
</tr>
<tr>
<td>15</td>
<td>TRANSACTIONAL ANALYSIS (MicroTrain 1)</td>
</tr>
<tr>
<td>Assigned</td>
<td>Journal entries, General ledger preparation</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
</tr>
</tbody>
</table>
| 20   | ADJUSTING ENTRIES-MATCHING PRINCIPLE | HW#1 PrinciplesofAccounting.com Chapter 3
|      |       | DUE Multi-Period Items, MicroTrain 2 |
|      |       | Accrued Items, MicroTrain 2 |
|      |       | Preparing the Adjusted Trial Balance |
| 22   | THE REPORTING CYCLE | PrinciplesofAccounting.com Chapter 4
|      |       | Closing entries & post-closing trial balance |
|      |       | Preparing the Balance Sheet, Income Statement and |
|      |       | Statement of Retained Earnings |
|      |       | MicroTrain 3 |
| 27   | BUSINESS ACCOUNTING CYCLE | HW#2 Review for Examination I
|      |       | DUE Country Club, Edison |
| 29   | EXAMINATION I [1.25 Hrs: 5:45PM to 7:00 PM] |

**OCTOBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 4    | ACCOUNTING FOR NOT-FOR-PROFIT ORGANIZATIONS | Copley Chapter 10 pages 300 - 324
|      |       | Standard Setting Authority |
|      |       | Private Not-for-profits |
|      |       | Voluntary Health & Welfare Organizations |
|      |       | SFAS 117: Financial Statements of Not-for-profit Organizations |
| 6    | VOLUNTARY HEALTH AND WELFARE ORGANIZATIONS | HW#3 Assigned Copley Chapter 10 pps 300 - 324
|      |       | Statement of Functional Expenses |
|      |       | Basis of Accounting |
|      |       | Performance Evaluation |
|      |       | HW #3 -GuideStar Project |
|      |       | Basis of Accounting |
|      |       | SFAS 116: Accounting for Contributions Received and Contributions Made |
| 11   | VOLUNTARY HEALTH AND WELFARE ORGANIZATIONS | HW#4 Assigned Copley Chapter 10 pages 300 - 324
<p>|      |       | SFAS 124: Accounting for Certain Investments Held by Not-for-profit Organizations |
|      |       | SFAS 136: Transfer of Assets to a Not-for-profit Organization or Charitable Trust that Raises or Holds Contributions for Others |
|      |       | Closing Entries |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>HW</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>HW#3</td>
<td><strong>VOLUNTARY HEALTH AND WELFARE ORGANIZATIONS</strong>&lt;br&gt;Due: Copley Chapter 10 pages 300 - 324</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Illustrative Transactions: Continued&lt;br&gt;General Ledger, Trial Balance and Financial Statements</td>
</tr>
<tr>
<td>18</td>
<td>HW#4</td>
<td><strong>VOLUNTARY HEALTH AND WELFARE ORGANIZATIONS</strong>&lt;br&gt;Copley Chapter 10 pages 300 - 324&lt;br&gt;Focus Museum Association</td>
</tr>
<tr>
<td>20</td>
<td>HW#4</td>
<td><strong>VOLUNTARY HEALTH AND WELFARE ORGANIZATIONS</strong>&lt;br&gt;DUE: Copley Chapter 10 pages 300 - 324&lt;br&gt;Review for Examination II</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td><strong>EXAMINATION II</strong> [1.25 Hrs: 5:45PM to 7:00 PM]</td>
</tr>
</tbody>
</table>

**OCTOBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>HW</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>HW#7</td>
<td><strong>INTRODUCTION TO GOVERNMENTAL ACCOUNTING CYCLE</strong>&lt;br&gt;Assigned: Copley Chapter 1 pages 1 - 21&lt;br&gt;Governmental accounting environments&lt;br&gt;Differences between for Profit and non-profit organizations&lt;br&gt;Need for the segregation of funds&lt;br&gt;The concept of &quot;Fund&quot;</td>
</tr>
</tbody>
</table>

**NOVEMBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>HW</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td><strong>INTRODUCTION TO GOVERNMENTAL ACCOUNTING CYCLE</strong>&lt;br&gt;Copley Chapter 1 pages 1 - 21&lt;br&gt;Types of Funds: governmental, proprietary and fiduciary&lt;br&gt;Distinction between General Capital Assets and General Long Term Liabilities&lt;br&gt;Basis of Governmental Accounting</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td><strong>NO CLASS</strong></td>
</tr>
<tr>
<td>8</td>
<td>HW#5</td>
<td><strong>FUND ACCOUNTING: (GOVERNMENTAL) ACCOUNTING PRINCIPLES</strong>&lt;br&gt;Assigned: Copley Chapter 3 pages 58 - 81&lt;br&gt;Budgetary and Encumbrance accounting&lt;br&gt;Transfer among funds&lt;br&gt;Governmental Financial Reporting.&lt;br&gt;Exchange versus Non-exchange Transactions&lt;br&gt;Classes of non-exchange transactions (NET’s)&lt;br&gt;Eligibility and recognition requirements of NET’s.</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td><strong>GOVERNMENTAL ACCOUNTING CYCLE AND SYSTEM (I)</strong>&lt;br&gt;Copley Chapter 3 pages 58 - 81&lt;br&gt;Illustrated case City of Clairmont: Journal Entries</td>
</tr>
<tr>
<td>Date</td>
<td>Assignment</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>15</td>
<td>HW#6</td>
<td>GOVERNMENTAL ACCOUNTING CYCLE AND SYSTEM (II)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copley Chapter 4 pages 82 - 117</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assigned Accounting for Nonexchange transactions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interfund Transactions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Closing Process</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>GOVERNMENTAL ACCOUNTING CYCLE AND SYSTEM (III)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copley Chapter 4 pages 82 - 117</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Illustrated case City of Wesley: Journal Entries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Closing Process</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preparation of Financial Statements</td>
</tr>
<tr>
<td>22</td>
<td>HW#5</td>
<td>GOVERNMENTAL ACCOUNTING CYCLE AND SYSTEM</td>
</tr>
<tr>
<td></td>
<td>DUE</td>
<td>Copley Chapter 4 pages 82 - 117</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Illustrated case City of Wesley: Journal Entries Continued</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>Thanksgiving Holiday – NO CLASS</td>
</tr>
<tr>
<td>29</td>
<td></td>
<td>ACCOUNTING FOR OTHER GOVERNMENT FUNDS TYPES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copley Chapter 5 pages 123-144</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capital Projects</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>1</td>
<td>HW#6</td>
</tr>
<tr>
<td></td>
<td>DUE</td>
<td>Copley Chapter 5 pages 123-144</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Debt Service Fund</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>ACCOUNTING FOR GENERAL CAPITAL ASSETS &amp; LONG-TERM DEBT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copley Chapter 8 Appendix pages 248 - 253</td>
</tr>
<tr>
<td>8</td>
<td>HW#7</td>
<td>REVIEW FOR EXAMINATION IV</td>
</tr>
<tr>
<td></td>
<td>DUE</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Monday</td>
<td>EXAMINATION IV [2 Hrs: 7:15pm to 9:15 pm]</td>
</tr>
</tbody>
</table>