

Argosy University
COURSE SYLLABUS

B6764

Financial Aspects of Public & Non Profit Organizations

Faculty Information

Faculty Name:

Campus:

Contact Information:

Office Hours:

Short Faculty Bio:

Course description:

This course studies fundamental normative debates in the public and nonprofit financial management arena with a focus on resulting implementation principles and techniques in governmental accounting, financial reporting, budget and revenue decisions, debt management, cash and investment management, pensions and employee benefits, and risk management.

Course Pre-requisites: None

Required Textbook:

IMPORTANT: You are not required to purchase the textbook for this course. Your textbook will be available as an electronic book within your fully online or blended course on the eCollege platform.

Freeman, R.J., Shoulders, C.D., Allison, G.S., Patton, T., & Smith, G.R. (2009).
Governmental and nonprofit accounting: Theory and practice. (9th ed.).
Pearson/Prentice Hall.

Suggested Websites:

Index of Non Profit Topics. <http://www.managementhelp.org/topics.htm>

Basic Guide to Non Profit Financial Management.

http://www.mapnp.org/library/finance/np_fnce/np_fnce.html

Policies for Financial Accountability. <http://www.nonprofits.org/npofaq/18/58.htm>

NC Nonprofit Center. <http://ncnonprofits.org/>

Course length: 7.5 Weeks

Contact Hours: 45 Hours

Credit Value: 3.0

Program Outcomes:

1. Communication

1.1 Communication (oral/written) - Communicate information orally and in writing, from a management viewpoint, using appropriate terminology that is concise, clear, organized, supported, and is easily understood by the targeted audience.

2. Critical Thinking/Problem Solving

2.1 Critical Thinking - Consider, evaluate and incorporate data, concepts, and accepted practices to arrive at a management decision.

2.2 Problem Solving - Given a management situation, diagnose the multiple facets of the situation, determine and evaluate available options, and present a remedial plan that is aligned with the best interest of the organization.

2.3 Information Literacy - Access and comprehend information from a variety of credible sources, synthesize the information, and use the information as a contextual framework to judge the best solution to an organizational goal.

3. Team

3.1 Leadership - Evaluate managers in assessing team dynamics and motivating team members in achieving team and organizational goals

3.2 Collaboration - Construct and implement the optimal management strategy to achieve organizational goals that reflect the perspectives of stakeholders.

4. Ethics

4.1 Ethics - Consider from both an historical and a contemporary position the definition and application of ethical behavior. Apply this knowledge to an organizational situation and identify the consequences of pursuing a course of unethical behavior.

5. Diversity

5.1 Diversity - Identify the potential positive impact of embracing cultural diversity in developing a workforce in the modern enterprise.

6. Analysis/Application

6.1 Integration: Analyze the interrelationship among various areas of an organization within the context of achieving specific organizational goals.

7. Management

7.1 Management - Given an organizational case/scenario, create a plan developing and communicating purpose and vision, motivating people to overcome barriers, and creating the momentum for achieving organizational goals.

8. Organizational Constructs

8.1 Organizational Constructs - Given a specific organizational issue, develop a solution and implementation plan to evaluate the functional processes necessary to achieve organizational objectives.

Course Objectives:

1. Examine implementation principles and techniques in governmental accounting. (Program Outcomes: 2.1, 2.3, 4.1)

2. Analyze financial reporting, and budget and revenue decisions in both public and non profit organizations. (Program Outcomes: 2.1, 2.2, 2.3, 4.1, 6.1)
3. Assess debt management, cash and investment management techniques. (Program Outcomes: 2.1, 2.2, 2.3, 3.2, 4.1, 6.1, 8.1)
4. Compare and contrast pensions and employee benefits in public and nonprofit organizations. (Program Outcomes: 1.1, 2.1, 2.2, 2.3, 4.1, 5.1)
5. Evaluate principles and techniques of risk management in public and non profit organizations. (Program Outcomes: 2.1, 2.3, 4.1)
6. Develop a solution and financial management implementation plan to evaluate and achieve objectives for a public or non profit organization. (Program Outcomes: 1.1, 2.1, 2.2, 2.3, 3.1., 6.1, 7.1, 8.1)
7. Examine the responsibilities of the Board of Directors or Controlling Bodies for Non-Profit or Public Organizations (Program Outcomes 3.2, 5.1, 5.3, 6.1, 7.1)

Assignment Table:

Unit	Topics	Readings	Assignments
1	Governmental Accounting -Fund Accounting	Freeman, R.J., Shoulders, C.D., Allison, G.S., Patton, T., & Smith, G.R. (2009). <i>Governmental and Nonprofit Accounting: Theory and Practice.</i> Ch 1: Governmental and Nonprofit Accounting Ch 2: State and Local Government Accounting Ch. 19: Federal Government Accounting	
2	Financial Reporting -Fund Types -Account Groups	Freeman, R.J., Shoulders, C.D., Allison, G.S., Patton, T., & Smith, G.R. (2009). <i>Governmental and Nonprofit Accounting: Theory and Practice.</i> Ch. 3: The General Fund and Special Revenue Funds Ch. 7: Capital Projects Fund Ch. 8: Debt Service Funds Ch. 10: Enterprise Funds Ch. 11: Internal Service Funds Ch. 12: Trust and Agency (Fiduciary) Funds	
3	Budget and Revenue Decisions	Freeman, R.J., Shoulders, C.D., Allison, G.S., Patton, T., & Smith, G.R. (2009). <i>Governmental and Nonprofit Accounting: Theory and Practice.</i> Ch. 4: Budgeting, Budgetary Accounting, and Budgetary Reporting	
4	Debt Management	Freeman, R.J., Shoulders, C.D., Allison, G.S., Patton, T., & Smith, G.R. (2009). <i>Governmental and Nonprofit Accounting: Theory and Practice.</i>	

		Ch. 9: General Capital Assets; General Long-Term Liabilities; Permanent Funds	
5	Cash and Investment Management	Freeman, R.J., Shoulders, C.D., Allison, G.S., Patton, T., & Smith, G.R. (2009). <i>Governmental and Nonprofit Accounting: Theory and Practice</i> . Ch. 13-15: Financial Reporting	
6	Pensions and Employee Benefits	Freeman, R.J., Shoulders, C.D., Allison, G.S., Patton, T., & Smith, G.R. (2009). <i>Governmental and Nonprofit Accounting: Theory and Practice</i> . Review Ch. 12: Trust and Agency (Fiduciary) Funds Index of Non Profit Topics. http://www.managementhelp.org/topics.htm	
7	Risk Management		
8	Boardsmanship		

Course Project:

Title: Review and Analysis of a Non-Profit or Government Annual Financial Reporting Statements.

Overview:

Financial statement management is emerging as a critical concern in everyday organizational management. The enduring growing rate of inflation, rising cost of non-profit or governmental programs, and public demands for better cost-effective delivery of goods and services are influencing public managers and other non-profit organizations to make resourceful use of their limited financial means.

For this assignment, each student is required to select a non-profit or government organization and analyze the different components of the published annual financial reporting statements.

Formatting Requirements

The final submission will be a 15-18 page report summarizing the respective aspects of the organization's financial reporting statements. The structure of the report should include a description of the organizations selected, the background of the organization, a summary of the research and literature used, and a synthesized summary of the financial stability of the organization. Reports are required to be in APA format and should include a copy of all the references used.

The final report is due by the end of Week 7. Be sure to check the weekly assignment to keep up with the necessary assignment progress.

Your course project will be divided into a number of tasks related to the weekly content covered in the course. The project tasks are threaded through the project.

Week 1:

Task 1 - Identify the non-profit or government organization you have selected and get approval by your facilitator on organizational type and operational details.

Deliverable: Give a brief statement of the specific organization to be studied. The assignment should be submitted as a Word document.

Assignment Grading Criteria: Project	Maximum Points
Identified a specific public or non-profit organization to be approved by the facilitator.	5
Provided an initial interest in the organizations selected.	5
Used clear and understandable writing, including grammar, spelling, and format.	5
Total:	15

Week 2:

Task 2 - Conduct an analysis of the accounting process and fund types used.

Deliverable: Provide a description and analysis of the organizational accounting practices and funds associated with its operations. The paper should be 1 - 2 pages and must be submitted as a Word document.

Assignment Grading Criteria: Project	Maximum Points
Provided a description and analysis of the organizational accounting practices and associated funds.	5
Articulated reasons as to the selection of individuals.	5
Used clear and understandable writing, including grammar, spelling, and format.	5
Total:	15

Week 3:

Task 3 – Develop a description of the practices used in budget and decision making and describe how the financial statements present a comparative view to actuals.

Deliverable: Create a Word document of the description and post to the discussion board.

Assignment Grading Criteria: Project	Maximum Points
Created a thorough description of budget and decision making practices.	10
Used clear and understandable writing, including grammar, spelling, and format.	5
Total:	15

Week 4:

Task 4 – From the conducted interview, compare the practices shared by the interviewee to the selected organization’s practices.

Deliverable: create a summary of the interview discussion and comparison to the selected organization’s practices.

Assignment Grading Criteria: Project	Maximum Points
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Present summary and comparison.	10
Submitted on time, using correct grammar and spelling.	5
Total:	15

Week 5:

Task 5 – Review and describe the financial statements for debt, cash and investment ratios.

Deliverable: 3 to 5 page Word document outlining the debt, cash and investment ratios used in the selected organizational financial statements. .

Assignment Grading Criteria: Project	Maximum Points
Present summary of debt, cash and investment ratios.	15
Submitted on time, using correct grammar and spelling.	5
Total:	20

Week 6:

Task 6 – Research 2 articles that analyze or discuss the selected organization’s financial statements and accounting practices. Prepare a brief summary of the articles and supporting / negating positions.

Deliverable: Submit a 2 to 3 page paper, as a Word document.

Assignment Grading Criteria: Project	Maximum Points
Identified articles in support or opposition.	5
Described the supporting or opposing position.	5
Submitted on time, using correct grammar and spelling.	5
Total:	15

Week 7:

Task 7 – Compile the final paper with week 1 through 6 components. Add an introduction and summary/conclusion.

Deliverable: The paper should not exceed 30 pages, all inclusive, and must be submitted as a Word document.

Assignment Grading Criteria: Project	Maximum Points
Completed a comprehensive and informative introduction.	5
Included an insightful conclusion.	5
Submitted on time, using correct grammar and spelling.	20
Total:	30

Project Total:	125
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Grading Criteria

Grading Scale
Grading requirements

A	100 – 93
A-	92 – 90
B+	89 – 88
B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
F	79 and below

<i>Attendance/participation</i>	<i>20%</i>
<i>Weekly Assignments</i>	<i>25%</i>
<i>Final paper</i>	<i>35%</i>
<i>Optional</i>	<i>10%</i>
<i>Optional</i>	<i>10%</i>
	<i>100%</i>

Library

All resources in Argosy University's online collection are available through the Internet. The campus librarian will provide students with links, user IDs, and passwords.

All resources in Argosy University's online collection are available through the Internet. Students can access the online collection by logging into the student portal and clicking on the library link. Library Resources: Argosy University's core online collection features over 48, 889 full-text journals and 23,000 electronic books and other content covering all academic subject areas including Business & Economics, Career & General Education, Computers, Engineering & Applied Science, Humanities, Science, Medicine & Allied Health, and Social & Behavior Sciences. Many titles are directly accessible through the Online Public Access Catalog at <http://library.argosy.edu>.

In addition to online resources, Argosy University's onsite collections contain a wealth of subject-specific research materials searchable in the Online Public Access Catalog. Catalog searching is easily limited to individual campus collections. Alternatively, students can search combined collections of all Argosy University Libraries. Students are encouraged to seek research and reference assistance from campus librarian.

Academic Policies

Academic Dishonesty/Plagiarism: In an effort to foster a spirit of honesty and integrity during the learning process, Argosy University requires that the submission of all course assignments represent the original work produced by that student. All sources must be documented through normal scholarly references/citations and all work must be submitted using the current edition of the *Publication Manual of the American Psychological Association*. Students are encouraged to purchase this manual and become familiar with its content as well as consult the Argosy University catalog for further information regarding academic dishonesty and plagiarism.

Scholarly writing: The faculty at Argosy University is dedicated to providing a learning environment that supports scholarly and ethical writing, free from academic dishonesty and plagiarism. This includes the proper and appropriate referencing of all sources. You may be asked to submit your course assignments through "Turnitin," (www.turnitin.com), an online resource established to help educators develop writing/research skills and detect potential cases of academic dishonesty. Turnitin compares submitted papers to billions of pages of content and provides a comparison report to your instructor. This comparison detects papers that share common information and duplicative language.

Americans with Disabilities Act Policy

It is the policy of Argosy University to make reasonable accommodations for qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA). If a student with disabilities needs accommodations, the student must notify the Director of Student Services. Procedures for documenting student disability and the development of reasonable accommodations will be provided to the student upon request.

Students will be notified by the Director of Student Services when each request for accommodation is approved or denied in writing via a designated form. To receive accommodation in class, it is the student's responsibility to present the form (at his or her discretion) to the instructor. In an effort to protect student privacy, the Department of Student Services will not discuss the accommodation needs of any student with instructors. Faculty may not make accommodations for individuals who have not been approved in this manner.

The Argosy University Statement Regarding Diversity

Argosy University prepares students to serve populations with diverse social, ethnic, economic, and educational experiences. Both the academic and training curricula are designed to provide an environment in which students can develop the skills and attitudes essential to working with people from a wide range of backgrounds.