

COURSE OUTLINE

Governmental Accounting

Course Title

BA 220

Dept. & Course No.

I. COURSE DESCRIPTION

This course covers theories and procedures of governmental accounting practices. It also covers application of accounting information in planning and control for governmental organization.

II. SEMESTER CREDIT: 3

III. CONTACT HOURS PER WEEK:

<u>3</u>	<u>0</u>	<u>3</u>
Lecture	Lab	Total

IV. PREREQUISITE: BA 212

V. STUDENT LEARNING OUTCOMES

VI. COURSE CONTENT

Upon completion of this course, the student will be able, with 65% accuracy, to:

1. Describe the characteristics of non-business organizations, non-business accounting and reporting environment, users and uses of accounting information, concepts of entity, matching, consistency, periodicity, and the jurisdictions of the entities responsible for establishing Generally Accepted Accounting Principles (GAAP).	A. Introduction to accounting for non-business organizations
2. Identify the major fund categories currently used in governmental accounting, the function of the funds used in governmental accounting, and the account groups used in governmental accounting. Also, describe the relationship between the funds and the account groups used in a governmental accounting system.	B. Use of funds in governmental accounting
3. Identify three types of budgets used by governmental units, explain how budgets are used to control operations of governmental units, identify steps in preparing a budget, and prepare a budget.	C. The Budgetary Process

4. Discuss the accounting cycle of fund accounting as compared with that of a commercial organization. Perform budgetary entries; prepare operating entries and closing entries for special revenue funds in a governmental unit; describe how control and subsidiary accounts are used, and explain the use of encumbrances and how they should be recorded in the accounts.	D. General and special revenue funds
5. Account for un-collectible property taxes, account for encumbrances that are still outstanding at the end of a fiscal year, use and account for allotments, identify and account for five types of inter-funds transactions.	E. General and special revenue fund problems
6. Prepare the journal entries normally used in debt service funds; prepare financial statements for debt service funds; prepare the journal entries normally used in capital projects funds, and prepare financial statements for capital projects funds.	F. Debt service funds, capital projects funds and account groups
7. Prepare the journal entries normally used in internal service funds, prepare financial statements for internal service funds, prepare the journal entries normally used in enterprise funds, prepare financial statements used in enterprise statements, prepare the journal entries normally used in pension trust funds, and prepare financial statements used in pension trust funds.	G. Proprietary type funds and pension trust funds

VII. MATERIAL AND EQUIPMENT

- A. Calculator (student furnished)
- B. Routine classroom supplies

VIII. TEXT

- A. Governmental Accounting I and II Coursebook, USDA Graduate School Pacific Islands Training Initiative, International Institute, November 10, 1994, Palau.

IX. METHOD OF INSTRUCTION

- A. Lecture
- B. Problem Solving & Discussion
- C. Research Project
- D. Guest Speaker

X. METHOD OF EVALUATION

- A. The computation of final grade includes the following:

Participation	5%
Quizzes & Class-works	10%
Tests	25%
Mid-Term Exam	20%
Final Exam	20%
Research Project	<u>20%</u>
Total: 100%	

- B. The transmutation of percent to letter grade is as follows:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
65	-	69	=	D
0	-	64	=	F

**COURSE LEVEL ACHIEVEMENT
FORM B
(USED FOR ALL PROGRAM COURSES EXCEPT SHOP COURSES)
BA 220 GOVERNMENTAL ACCOUNTING**

Student's Name: _____

Semester/Year: _____

Instructor's Name (Print): _____

Descriptions: At the end of the class session, please rate the students on the following five competencies (circle one number for each competency). The numerical ratings of 5, 4, 3, 2, and 1 are not intended to represent the grading system of A, B, C, D, and F. Rather, they only indicate the degree of competency for a student that he/she should master from the course. The descriptions associated with each of the numbers focus on the level of student performance for each of the competencies listed below.

Rating Scale: 5 - Excellent
4 - Above average
3 - Average
2 - Below average
1 - Unacceptable

1. Competency #1:

Numerical Value	Describe and Identify the main aspects of a governmental accounting and its purpose in terms of the financial reporting processes.
5	Describe and identify all the following concepts below with about 90-100 percent accuracy: a. Governmental accounting concept b. Concept of entity c. Concept of consistency d. Types and functions of funds e. Use of account groups
4	Describe and identify all concepts with 80-89 percent accuracy.
3	Describe and identify all concepts with 70-79 percent accuracy.
2	Describe and identify all concepts with 65-69 percent accuracy.
1	Describe and identify all concepts with 64 percent or below accuracy.

Competency #2:

Numerical Value	Identify and explain the different types of budgeting that are imperative to the basic financial reporting of Governmental Funds.
5	Identify and explain the following theories and concepts with 90-100 percent accuracy: <ul style="list-style-type: none"> a. Different types of budgets used by the government. b. Operational control within a government. c. Various steps in preparing a budget. d. Concept of fund accounting e. Budgetary entries. f. Opening and closing entries for special revenue funds.
4	Identify and explain all with 80-89 percent accuracy.
3	Identify and explain all with 70-79 percent accuracy.
2	Identify and explain all with 65-69 percent accuracy.
1	Identify and explain all with 64 percent or below accuracy.

Competency #3:

Numerical Value	Create and prepare financial entries for governmental funds such as debts and special projects with special governmental transactions (such as taxes, bad debts, encumbrances, special grants) on a daily, monthly, and on annual basis.
5	Explain and prepare all of the following concepts with 90-100 percent accuracy. <ul style="list-style-type: none"> a. Un-collected property taxes. b. Accounts for allotment. c. Fixed assets in inter-fund transactions. d. Journal entries debt service funds e. Journal Entries to be posted to financial statements. f. Journal entries for capital improvements and encumbrances.
4	Explain and prepare all with 80-89 percent accuracy.
3	Explain and prepare all with 70-79 percent accuracy.
2	Explain and prepare all with 65-69 percent accuracy.
1	Explain and prepare all with 64 percent or below accuracy.

Competency #4:

Numerical Value	Preparing Journal Entries and Financial Statement used for both the proprietary and fiduciary funds type transactions.
5	Prepare the following journal entries and financial statements with 90-100 percent accuracy: <ul style="list-style-type: none"> a. Journal Entries used in Internal Service Funds. b. Financial Statements for Internal Service Funds. c. Journal Entries for Enterprise Funds. d. Financial Statements used in Enterprise Statements. e. Journal Entries used in Pension Trust Funds. f. Financial Statements used in Pension Trust Funds.
4	Prepare journals and financial statements with 80-89 percent accuracy.
3	Prepare journals and financial statements with 70-79 percent accuracy.
2	Prepare journals and financial statements with 65-69 percent accuracy.
1	Prepare journals and financial statements with 64 percent or below accuracy.

I certify that the student has completed all the competencies in this course and has achieved ratings as shown in each respective competency.

Instructor's Signature

Date