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Spring 1-2016

### ACTG 425.01: State & Local Governmental Accounting

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**University of Montana**  
**School of Business Administration**  
**Spring Semester 2016**

**ACTG 425 Governmental Accounting:** Reporting requirements and generally accepted accounting principles applicable to state and local governmental units. **Prerequisites:** Junior standing in Business or consent of instr. Prerequisite or co-requisite: ACTG 306.

Section 01: TR 2:10 to 3:30 GBB 222 CRN #32609  
Section 02: TR 3:40 to 5:00 GBB 222 CRN #33847

**Instructor:** Barbara Reider, PhD, CPA  
**Office:** GBB 341  
**Phone:** 406.243.5145  
**Emergency:** 911 or 406.243.4000  
**E-mail:** barbara.reider@business.umt.edu  
**Webpage:** www.business.umt/faculty/reider/

**Office hours:** Monday and Wednesday 2:15 to 3:45 p.m.

ACTG 425 is a 2-credit course and is required for accounting majors. ACTG 426 is a 1-credit course and is not required for accounting majors. However, ACTG 426 is required for students intending to apply to the Master of Accountancy program. **ACTG 425 will be held from January 25 through April 1 (the first ten weeks of the semester).** ACTG 426 will be held from April 11 through May 13 (the last four weeks of the semester plus the final exam).

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**Required textbook:** Government and Not-for-Profit Accounting Concepts and Practices, 6<sup>th</sup> edition, Granof and Khumawala, Wiley (2013). We will use the same book for ACTG 426. These are your purchasing options:

- New textbook
- Used textbook
- Custom textbook

There are no online supplements for our book.

**Required readings:** Other readings will be posted on Moodle or distributed in class.

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**Required calculator:** The Department of Accounting and Finance requires all students to use the TI BAII+ calculator in ACTG and BFIN courses. The use of phone apps is not permitted.

**Moodle:** You must have a Moodle account. If you have problems using this account, please go to the Help Desk in GBB 209 (the computer lab). Phone: 243-4282. I will post grades and announcements on Moodle. Please post your picture and list several interests. Check Moodle frequently!

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**Attention Juniors (60-90 cr):** Please be sure to attend one of the **mandatory** bystander intervention trainings. The University has worked hard over the past few years to help ensure that students have the information and tools they need to stop, prevent, and address the effects of sexual harassment, including sexual assault, discrimination, and retaliation. We know that bystander intervention training is an effective prevention tool and will be useful not only at UM, but as you enter your careers. **You must complete this training prior to registering for fall 2016.** Sophomores can complete the training now and not have to

repeat it next year. A list of scheduled trainings is posted at: [www.umt.edu/safety/training/bystander](http://www.umt.edu/safety/training/bystander).

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**E-mail:** According to University policy, faculty may only communicate with students regarding academic issues via official UM email accounts. Accordingly, students must use their UM accounts. E-mail from non-UM accounts will likely be flagged as spam and deleted without further response. To avoid violating the Family Educational Rights and Privacy ACT, confidential information (including grades and course performance) will not be discussed via phone or non-UM e-mail. All e-mail communications should be professional in tone and content. A professional e-mail includes a proper salutation, grammar, spelling, punctuation, capitalization, and signature.

**Disability Services for Students:** Students with disabilities will receive reasonable modifications in this course. The student's responsibilities are to request modifications from me with sufficient advance notice and to be prepared to provide official verification of disability and its impact from Disability Services for Students. Please speak with me after class or during my office hours to discuss the details. For more information, visit the Disability Services for Students website at <http://www.umt.edu/disability>

**University Student Conduct Code:** All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. The University of Montana Student Conduct Code specifies definitions and adjudication processes for academic misconduct and states, "Students at the University of Montana are expected to practice academic honesty at all times." Section V.A. available at [http://www.umt.edu/vpsa/policies/student\\_conduct](http://www.umt.edu/vpsa/policies/student_conduct)  
All students need to be familiar with the Student Conduct Code. It is the student's responsibility to be familiar with the Student Conduct Code.

**School of Business Administration Code of Professional Conduct:**  
<http://www.business.umt.edu/Soba/SoBAEthics/CodeofProfessionalConduct.aspx>

**Grievance Procedures:** The formal means by which course and instructor quality are evaluated is through the written evaluation procedure at the end of the semester. The instructor and department chair receive copies of the summary evaluation metrics and all written comments *after* course grading is concluded. Students with concerns or complaints during the semester should first communicate these to the instructor. This step almost always resolves the issue. If the student feels that the conflict cannot be resolved after meeting with the instructor, the student should contact the department head. If, after speaking with the department head and the instructor, the student still feels that the conflict has not been resolved, contact the Associate Dean of the School of Business Administration.

**Drop policy:** <http://www.umt.edu/catalog/acad/acadpolicy/default.html>

**Incomplete policy:** <http://www.umt.edu/catalog/acad/acadpolicy/default.html>

**School of Business Mission Statement:** The University of Montana's School of Business Administration enhances lives and benefits society by providing a world-class business education in a supportive, collegial environment.

We accomplish this mission by acting on our shared core values of creating significant experiences, building relationships, teaching and researching relevant topics, behaving ethically, and inspiring individuals to thrive.

As part of our assessment process and assurance-of-learning standards, the School of Business Administration has adopted the following learning goals for our undergraduate students:

- Learning Goal 1: SOBA graduates will possess fundamental business knowledge.
- Learning Goal 2: SOBA graduates will be able to integrate business knowledge.
- Learning Goal 3: SOBA graduates will be effective communicators.
- Learning Goal 4: SOBA graduates will possess problem solving skills.
- Learning Goal 5: SOBA graduates will have an ethical awareness.
- Learning Goal 6: SOBA graduates will be proficient users of technology.

Learning Goal 7: SOBA graduates will understand the global business environment in which they operate.

In addition, the Department of Accounting and Finance prepares ethically aware decision makers with effective analytical and qualitative business knowledge and skills to become professionals in their respective fields. We commit to high quality teaching and applying scholarship to professional practice and theory.

The undergraduate accounting program is committed to preparing students to apply accounting and business knowledge in organizations. The accounting faculty have adopted the following learning goals for our undergraduate accounting students:

Learning Goal 1: Accounting majors will possess fundamental accounting knowledge.

Learning Goal 2: Accounting majors will be effective writers.

Learning Goal 3: Accounting majors will critically analyze and solve problems, using technology where appropriate.

Learning Goal 4: Accounting majors will understand the importance of ethics to the accounting profession and demonstrate ethical decision making.

**Course Learning Goals for ACTG 425:** Students will be able to:

1. Account for state and local governments.
2. Describe the nature of budgeting in state and local governments.
3. Prepare the financial statements of state and local governments.
4. Analyze the financial condition of state and local governments.

**Grading:** This course must be taken for a letter grade. Minimum required grade: C-. (If you are applying for the Master of Accountancy program, you must earn a minimum grade of C.) Final course grades are not negotiable. Extra credit is not available.

Exam #1	75 points
Exam #2	75 points
Exam #3	100 points
<b>Total possible</b>	<b>250 points</b>

90 to 100% = A; 80 to 89.99% = B; 70 to 79.99% = C; 60 to 69.99% = D; Below 60% = F

**Graduate credit:** Students will have a paper assignment for this course worth 25 points. Your grade will be based on a total of 275 points, using the same grading percentages as listed above. Please meet with me individually to discuss your paper. The paper is due on Thursday, March 24.

**Exams:** Exams will cover all material presented in class, handouts, and material from the book. Students must use an approved calculator. If a student forgets a calculator, the student will do the math by hand. Dictionaries, cell phones, tablets, notepads, notes, or other assisted items are not allowed. Students will use Scantron forms to complete a portion of each exam, and the Scantron forms must be completed prior to the end of the exam time. For these questions, only answers on the Scantron form are graded, so complete it with care.

You must adhere to and sign the following statement for each test:

- **“I have not received, I have not given, nor will I give any assistance to another student taking this exam, including discussing the exam with students in another section of the course. I will not remove the exam from this room, either on test day or the day it is reviewed in class. This exam belongs to the Department of Accounting and Finance.**
- **I understand that such acts of academic dishonesty may be penalized to the full extent allowed by the University of Montana Student Conduct Code, including receiving a failing grade in the course. Further, I recognize that I am responsible for understanding the provisions of the University of Montana Student Conduct Code as they relate to this academic exercise.**

- **I understand the examination policies, which include not leaving the room for any reason during an exam. If I leave the room, I understand the instructor will consider my examination to be completed.”**

Students must take exams on their regularly scheduled days unless they have an excused absence. Excused absences include ONLY (1) University-approved absences, (2) documented health emergencies, (3) civil services such as military duty and jury duty, and (4) other emergencies deemed appropriate by the instructor. In all cases, the instructor must be notified prior to the exam unless the emergency makes such notification infeasible. Makeup exams will be significantly different than the regular exams.

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**Professionalism, preparation, and positive participation:** I expect you to attend class and to participate professionally in class activities. Consider this class a “professional business meeting.”

- Attendance is mandatory with your name card clearly marked.
- If you are absent, it is your responsibility to obtain missed material from your peers, so establish contact with other students in the class immediately.

You must:

- Remain in the class for the duration of the class (no arriving late, leaving early, or taking breaks)
- Bring all materials needed for the class.
- Turn off your phone during class.
- Remove earphones/buds during class.
- Be an active listener—not talking while others are talking, including the professor.
- Refrain from using any technology not required for class at that time.
- Complete your homework according to the course schedule.
- Participate as appropriate.
- Introduce yourself to me, probably more than once!

Failure to follow the guidelines of professionalism may result in you being asked to leave the classroom and it will affect your grade.

## **Chapter Coverage and Important Dates** (Subject to change!)

Chapter 1      **The Government and Not-for-Profit Environment**  
Homework:    Multiple choice exercises 1.1 and 1.2

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Chapter 2      **Fund Accounting**  
Homework:    Multiple choice exercises 2.1 and 2.2

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Chapter 3      **Issues of Budgeting and Control**  
Homework:    Multiple choice exercises 3.1 and 3.2

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**Exam #1 Tuesday, February 16**

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Chapter 4     **Recognizing Revenues in Governmental Funds**

Homework:    Multiple choice exercise 4.1  
                  Matching exercise 4.2

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Chapter 5     **Recognizing Expenditures in Governmental Funds**

Homework:    Multiple choice exercise 5.1  
                  Matching exercise 5.2

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Chapter 6     **Accounting for Capital Projects and Debt Service**

Homework:    Multiple choice exercises 6.1 and 6.2  
                  Matching exercise 6.3

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**Exam #2 Thursday, March 10**

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Chapter 9     **Business-Type Activities**

Homework:    Multiple choice exercises 9.1 and 9.2

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Chapter 10    **Fiduciary Funds and Permanent Funds**

Homework:    Multiple choice exercises 10.1 and 10.2

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Chapter 11    **Issues of Reporting, Disclosing, and Financial Analysis**

Homework:    Multiple choice exercises: 11.1 and 11.2

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**Exam #3 Thursday, March 31**

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