

Fiscal Management For Emergency Management Operations: ACCT 271

FALL 2015

Professor H. Charlie Sparks, Ph.D. CPA

Office: 219-B Bunnell Bldg.

Phone: 474-5037

Email: hcsparks@alaska.edu

Office hours: Tuesday 10-12, & Wednesday 1-3:30pm or by appointment.

Text(s): Financial Management in the Public Sector: Tools, Applications, and Cases Paperback by Xiaohu Wang, 2014.

Supplemental Materials: PowerPoint presentation files, professional development and career oriented articles as well as other useful materials can be downloaded from the Blackboard site for this course. Please check Blackboard regularly for announcements and assignments.

Overview: This course is about accounting for public organizations like fire, police and similar functions of local governments. Accounting is an essential function in all organizations. This course is from a user's perspective-understanding accounting reports rather than preparing them. The major topics covered include: understanding financial reports, budgeting preparation, governmental accounting basics, grant writing & management, and ethics.

Objectives: The purpose of this course is to provide the students with conceptual knowledge and practical skills necessary to be a competent public administrator. The specific objectives include:

1. To understanding the role of financial statements, and how to interpret them.
2. Budgeting methods and their function in public organizations.
3. Understanding governmental accounting, with a focus on grant management.
4. Grant writing.
5. Ethics in public administration.

This class will be applied in nature and will thus focus on the development of knowledge and skills appropriate for administrators of governmental units.

Professionalism: Your professionalism in class means:

- **Attendance:** Attendance and punctuality are minimum job requirements and should be no less in a classroom environment. Coming in late or leaving early disrupts the class and exhibits disrespectful and unprofessional behavior to the instructor and your fellow classmates. Your performance includes attendance and punctuality.
- **Requirements:** When you have a job it is your responsibility to fulfill all the requirements of the job. It should be the same in the classroom. It is the responsibility

of the students to meet the course requirements. It is not the responsibility of the instructor.

- **Conduct:** Common courtesy to your co-workers is essential. I have seen top performers dismissed from companies or passed over for promotion because they could not get along with their co-workers. I expect the same respect for your fellow students and for the instructor. These include, but are not limited to: listening when others talk; private conversations should be moved out of the classroom; acting courteous to others; limiting usage of cell phones and texting.

Course Grading Policies:

Students are expected to attend class and participate regularly. Participation requires advance preparation including reading and understanding the assigned material, reviewing illustrations, cases and other assignments. Grades will be based on the total number of points earned on exams, assignments and participation. Assignments will not be accepted late except in extraordinary circumstances like illness, excused absences due to sports related travel. Please remember that developing competency over the accounting curriculum is more important than just focusing on specific course grades.

There will be three midterm exams during the semester and a comprehensive final exam. Assigned work will generally be due the next class meeting after it has been assigned. Some longer case type assignments will be given specific due dates.

Possible points are:	Midterm exams	300 points
	Final exam	100 points
	Assignments	
	Homework	100 points
	Cases	100 points
	<u>Participation</u>	<u>100 points</u>
	Total	700 points

Grades are determined based on the percentage of total points earned. For example 90% would be assigned a course grade of "A". 80% would be assigned a "B" and so on. Please keep in mind that I do not "give grades" students earn them.

Special Note on Exams: If for some legitimate reason you need cannot take an examination when it is scheduled you must contact the instructor, me, in advance of the scheduled time, or shortly afterwards, to make arrangements for an alternative time. In no case will an exam be rescheduled after it has been handed back in class.

Other Info:

Please be sure to follow good backup procedures for all class related work. Don't rely on a single file storage device for all of your class assignment files. When you are in the "real world" your boss will expect no less and will very upset when valuable data/work files are lost. So follow a good backup plan and avoid the heartache associated with computer problems.

Student Honor Code: All students are expected to follow the UAF honor code. In short this means that you should always do your own work, properly cite references and other people's work when appropriate. I encourage you to collaborate as this can greatly increase your understanding of the material and provides incentives to study regularly. But you must do your own work. The UAF Honor Code places high expectations on student behavior and levies significant penalties for violations including assignment of a failing grades. Please read the entire code either in the UAF catalog or on-line at uaf.edu.

Students with Learning Disabilities or other challenges to fulfilling course requirements: If you have a specific physical, psychiatric or learning disabilities and require reasonable accommodations, please let me know early in the semester so that your learning needs may be appropriately met. You will need to provide documentation of your disability to UAF Disability Services in the Center for Health and Counseling. Phone 474-7043 TTY 474-7045.

Tentative Fall Schedule

Fall Schedule		
Week/Date	Topic/Chapter	Problems & Other assignments
9/3 First Day!!	Introductions/ Course overview Chapter 1	1,24,25,28,33,35,37
9/8-9/9	Chapter 1: Basic financial statements	Problems 1, 3, 4, & 8
9/15-9/17	Chapter 2: Understanding income statement changes	Problems 1-5
9/22 – 9/24	Chapter 3: Financial statement analysis	Problems 1, 2, 3, & 4
9/29 – 10/1	Chapter 4: How to read & interpret financial statement footnotes Exam #1	Problems 3, 5, & 9
10/6 – 10/8	Budgeting methods & approaches. Supplemental reading Chapter A	Cases 1 & 2
10/13 – 10/15	Zero Basis Budgeting. Supplemental reading Chapter B	Cases 1, 2, & 3
10/20 – 10/22	Incremental budgeting. Supplemental reading Chapter C	Cases 1, 2, & 3
10/27 – 10/29	Primer on Governmental Accounting Supplemental reading Chapter D Exam #2	Problems 1 – 5, and Case 1
11/3 – 11/5	Basis of Accounting-modified accrual v. accrual. Supplemental reading Chapter E	Problems 1 - 10
11/10 – 11/12	Understanding governmental financial statements. Supplemental reading Chapter F	Problems 1 – 5 and Case 1
11/17 – 11/19	Grant writing: Why & How. Supplemental reading Chapter G	Cases 1 & 2
11/24 – 11/26 Thanksgiving Holiday Break!	Grants management: reporting and compliance. Supplemental reading	Problems 1 -6
11/26-11/30	Continued - Grants management: reporting and compliance. Supplemental reading Exam 3	Case 1
12/3 – 12/7	Preparing financial projections. Supplemental Reading H	Problems 1 -8
12/8 – 12/10	Wrap-up/Review	
12/15	Final Exam	

Important: I reserve the right to make changes to our schedule and assignments as necessary. Please check our blackboard site for the most current schedule.

Learning Outcomes:

1. Understand the role of financial statements in organizations.
2. How to interpret financial statements.
3. Understand the role of budgets.
4. Be able to develop a budget using various methods.
5. Understanding of governmental accounting
6. Grant management and reporting.
7. Ability to draft a grant for funding.
8. Understanding of ethics in public administration.

