



THE OHIO STATE UNIVERSITY

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

PUBAFRS 6505 – Public Affairs Skills: Governmental Accounting Spring 2021 (1 credit hour)

General Meeting Information

Tuesdays, 1/12/2021 through 2/23/2021

3:55pm – 5:30pm

Distance Learning – Online Synchronous via CarmenZoom

Final Project Due

Friday, 2/26/2021

Instructor

Megan Kilgore

Email: Kilgore.41@osu.edu

Cell: 740-645-3645

Virtual office hours by appointment. Please email or text me with any questions!

Course Overview and Learning Outcomes

In this course, students will learn the basics of financial statement analysis for governmental entities to prepare them for leadership roles within such organizations. Specifically, upon completion of the course, students will be able to:

1. Explain the accounting principles for governmental entities and how they differ from the private sector.
2. Describe the basic financial statements issued by governmental entities and the information communicated by each.
3. Perform basic analysis of financial information provided by governmental entities, including budgetary calculations, benchmarking, rate-setting (e.g. utility rates), economic development analysis (e.g. TIFs), and various types of tax analysis.
4. Analyze the fiscal health of a governmental entity.
5. Communicate basic financial information to stakeholders, including legislative bodies, citizens, rating agencies, and other interested parties.

Prerequisites & Experience

No accounting experience or prior knowledge is required to enroll in this course. The course is designed for students who will engage with financial information from a policy perspective and benefit from a high-level understanding of governmental financial reports, statements, and accounting records.

How This Online Course Works

Mode of delivery: This course is online synchronous. Students are expected to log-in to Carmen for our set class times.

Attendance and participation requirements: Because this is an online course, your attendance is based on your online activity and participation. The following is a summary of students' expected participation:

- **Participating in class:** **weekly, live online classes**
- **Participating in discussion forums:** **weekly**
As part of your participation, each week you can expect to contribute at least once as part of our class discussion on the week's topics. This is a fast-paced course, so we'll use in-class and out-of-class time to keep on track.
- **Office hours:** **optional**

Course Materials & Technologies

Required Materials

Government and Not for Profit Accounting: Concepts and Practices (8th Edition) (ISBN 978-1119495833)
Granof, Khumawala, Calabrese, & Smith

Please consider purchasing or renting the e-version of this text! Several rentals are available for approximately \$40.

Students can access textbook information via the Barnes & Noble bookstore website: www.shopOhioState.com as well as from their BuckeyeLink Student Center. This information is disseminated by B&N to all area bookstores. You may buy from a store of your choice and/or shop for books (always use ISBN# for searches) online.

Other Readings

Other readings will be required as assigned. These readings will be relevant to weekly topics and will enhance discussion. I will assign readings from a variety of sources such as public administration journals, periodicals, the *Government Finance Officers Association*, and public entities' financial statements. We will review a lot of real-life examples! Any assigned reading will be posted on Carmen ahead of the class in which it will be discussed.

Class Format

Generally, we will begin each class with a discussion of relevant current public finance events, followed by a lecture on the topic for the week (as identified in the course syllabus). Copies of the lecture will be posted on Carmen.

We will then discuss any supplemental readings and engage in an in-class exercise (group financial statement analyses, presentations, whole-class discussions). Participation in the class discussion is expected.

Guest speakers will be asked to join the class when determined to be appropriate.

Required Technology

- **Computer:** current Mac (MacOS) or PC (Windows 10) with high-speed internet connection
- **Webcam:** built-in or external webcam, fully installed and tested
- **Microphone:** built-in laptop or tablet mic or external microphone
- **Other:** a mobile device (smartphone or tablet) to use for BuckeyePass authentication

Required Software

Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Visit the [installing Office 365](https://go.osu.edu/office365help) (go.osu.edu/office365help) help article for full instructions.

CarmenCanvas Access

You will need to use [BuckeyePass](https://buckeyepass.osu.edu) (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you do each of the following:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](https://go.osu.edu/add-device) (go.osu.edu/add-device) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- [Install the Duo Mobile application](https://go.osu.edu/install-duo) (go.osu.edu/install-duo) on all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at [614-688-4357 \(HELP\)](tel:614-688-4357) and IT support staff will work out a solution with you.

Technology Skills Needed for This Course

- Basic computer and web-browsing skills
 - [Navigating CarmenCanvas](https://go.osu.edu/canvasstudent) (go.osu.edu/canvasstudent)
 - [CarmenZoom virtual meetings](https://go.osu.edu/zoom-meetings) (go.osu.edu/zoom-meetings)

Technology Support

For help with your password, university email, CarmenCanvas, or any other technology issues, questions or requests, contact the IT Service Desk, which offers 24-hour support, seven days a week.

- **Self Service and Chat:** go.osu.edu/it
- **Phone:** [614-688-4357 \(HELP\)](tel:614-688-4357)
- **Email:** servicedesk@osu.edu

Grading

Grading Information

Assignments must be submitted to the correct Carmen Dropbox by 11:59 p.m. on the due date. Full credit will be awarded to assignments that are correctly and thoughtfully completed and submitted on time. Late work will not be accepted without thorough explanation.

Class Participation	25%
Group Project and Presentation	35%
Financial Statement Analysis	40%

Class Participation: Class participation is essential for this course. Grading for class participation will be based on factors such as quality of participation, interest, online attendance, and level of participation with collaborative projects. Absences will negatively impact students' ability to participate in the class, which will result in a lower grade.

Economic Development Project Analysis and Presentation: Small working groups will be assigned during class. Students will be asked to take on the role of a municipal CFO and evaluate a proposal for an economic development project. Using a detailed case study, groups will analyze the benefits and costs of the proposal and produce a recommendation.

Full instructions will be posted on Carmen. Each individual student will be responsible for approximately five (5) double-spaced pages. As a group, students will prepare a brief virtual presentation summarizing their analysis and recommendation (approximately five minutes). To encourage full participation by all team members, students will be asked to submit an evaluation of the performance and contribution of each member of the team.

Financial Statement Analysis: Using a government's comprehensive annual financial report, budget document, and other relevant reports, students will analyze the financial statements with traditional financial analysis tools as described throughout the course.

Students will be asked to write a professional report, in the style of a rating agency report, to answer a set of prompts. The prompts will guide the student through a series of questions assessing the fiscal condition of the government, including demographic and economic indicators, revenues, expenditures, the debt portfolio, a risk assessment, and other components of a comprehensive fiscal analysis. Yes/no answers will not be sufficient; students will need to provide analysis, evidence of interpretation, and citations. Total pages should not exceed fifteen (15) double-spaced pages. Further instructions will be given in a handout during class.

Grading Scale

The following grading scale will be used in this course.

A	93-100	B-	80-82	D+	68-69
A-	90-92	C+	78-79	D	64-67
B+	88-89	C	73-77	E	63 and below
B	83-87	C-	70-72		

Course Outline and Schedule of Topics

Note that this outline is subject to change as the course unfolds. Advance notice will be provided via Carmen of any changes.

Week	Date	Topics, Readings, and Assignments
1	1/12/21	<p>Topics: Course Introduction; An Overview of the Governmental and Non-for-Profit Financial Environment; Principles of Governmental Accounting; Key Elements of Government Financial Statements and the Bases of Accounting</p> <p>Readings:</p> <ul style="list-style-type: none"> • Course Syllabus • Chapter 1, pp. 1-19 • Chapter 2, pp. 37-44; pp. 47-74 (skim these pages)
2	1/19/21	<p>Topic: Budgeting – Purposes, Types of Control, Classifications, and Phases of the Budget Cycle; Recognizing Revenues in Financial Statements; Types of Revenue Forecasting</p> <p>Readings:</p> <ul style="list-style-type: none"> • Chapter 3, pp. 95-108 • Chapter 4, pp. 145-154; pp. 161; pp. 171-172 <p>Assignment: Select groups for the Economic Development Project.</p> <p>Instructions for the Economic Development Project will be distributed during class.</p>
3	1/26/21	<p>Topic: Recognizing Expenditures in Financial Statements; Types of Expenditure Forecasting; Capital Projects and Debt Statement Analysis</p> <p>Readings:</p> <ul style="list-style-type: none"> • Chapter 5, pp. 191-195; pp. 217 • Chapter 6, pp. 239-253 (skim)



4	2/2/21	<p>Topic: Capital Assets – Reporting Practices; How and Why Governments and Not-for-Profits Report Infrastructure; Understanding Debt-Related Financial Statements; Performing Economic Development Analyses</p> <p>Readings:</p> <ul style="list-style-type: none">• Chapter 7, pp. 285-295• Chapter 8, pp. 325-335; pp. 348-350 <p>Instructions for Financial Statement Analysis (Final Project) will be posted and discussed during class.</p>
5	2/9/21	<p>Topic: Business-Type Activities; Fiduciary Funds, Permanent Funds, Endowments</p> <p>Readings:</p> <ul style="list-style-type: none">• Chapter 9, pp. 368-376; pp. 401-402 (summary)• Chapter 10, pp. 423-436; pp. 439-441
6	2/16/21	<p>Topic: Disclosure and Reporting Requirements; Not-for-Profit Organizations</p> <p>Readings:</p> <ul style="list-style-type: none">• Chapter 11, pp. 465-491• Chapter 12, pp. 519 and 563 <p>In-Class Economic Development Project Group Presentations</p> <p>Assignment: Economic Development Project is Due</p>
7	2/23/21	<p>Topic: The Role of Financial Statements in the Management Cycle of Governments and Not-for-Profits; Communicating Financial Information to Stakeholders; Auditing the Financial Statements of Governments and Not-for-Profit Organizations</p> <p>Readings:</p> <ul style="list-style-type: none">• Chapter 15, pp. 657-680• Chapter 16, pp. 694-703
Final Project Due	2/26/21	<p>Assignment: Financial Analysis Project is Due</p>

Ohio State's Academic Integrity Policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's [Code of Student Conduct](http://studentconduct.osu.edu) (studentconduct.osu.edu), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university's *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me. Other sources of information on academic misconduct (integrity) to which you can refer include:

[Committee on Academic Misconduct](http://go.osu.edu/coam) (go.osu.edu/coam)

[Ten Suggestions for Preserving Academic Integrity](http://go.osu.edu/ten-suggestions) (go.osu.edu/ten-suggestions)

[Eight Cardinal Rules of Academic Integrity](http://go.osu.edu/cardinal-rules) (go.osu.edu/cardinal-rules)

Copyright for Instructional Materials

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options on [Ohio State's Title IX website](http://titleix.osu.edu) (titleix.osu.edu) or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information, visit the [OIE website](http://equity.osu.edu) (equity.osu.edu) or email equity@osu.edu.

Commitment to a Diverse and Inclusive Learning Environment

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

Your Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, [on-demand mental health resources](https://go.osu.edu/ccsondemand) (go.osu.edu/ccsondemand) are available. You can reach an on-call counselor when CCS is closed at [614- 292-5766](tel:6142925766). **24-hour emergency help** is available through the [National Suicide Prevention Lifeline website](https://suicidepreventionlifeline.org) (suicidepreventionlifeline.org) or by calling [1-800-273-8255\(TALK\)](tel:18002738255). [The Ohio State Wellness app](https://go.osu.edu/wellnessapp) (go.osu.edu/wellnessapp) is also a great resource.

Glenn College Diversity Values

The Glenn College is committed to nurturing a diverse and inclusive environment for our students, faculty, staff, and guests that celebrates the fundamental value and dignity of everyone by recognizing differences and supporting individuality. We are dedicated to creating a safe space and promoting civil discourse that acknowledges and embraces diverse perspectives on issues and challenges that affect our community.

Disability Services Statement - Accommodation Policy

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

COVID Process SLDS Statement

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's [request process](#), managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

FERPA and Privacy in CarmenZoom

Video and audio recordings of class lectures will be part of the classroom activity. The video and audio recording is used for educational use/purposes and may be made available to all students presently enrolled in the course.