

Monday 6 to 9 p.m.
Fall 2003

Instructor: Trisha G. Steele
Room 316 Douglas Hall
Email: trisha@uic.edu

COURSE DESCRIPTION

The purpose of this course is to introduce students to the interpretation and use of local government financial reports. The prerequisite for this course, PA 504-Budgeting for Public Administration, provided an understanding of how the allocation of community resources is planned. This course will guide the student through the governmental accounting which determines how the actual allocations and uses are reported.

The course is designed to develop experience interpreting and communicating about local government financial reports from an administrator's perspective. Applied skills and analysis will emphasize the new reporting model requirements, often referred to as GASB 34. Other reporting models, including federal grant reporting requirements and state legal reporting requirements will be reviewed and contrasted to the new reporting model requirements.

COURSE REQUIREMENTS:

Assigned Text: Gauthier, Stephen J., *Governmental Accounting, Auditing, and Financial Reporting - Using the GASB 34 Model* (Chicago: Government Finance Officers Association, 2001).

READING. Students will complete the preparatory reading before each class. Additional supplementary material will be provided during course, which will assist the student in developing the follow-up workshop item for each class.

INTERNET ACCESS. All students will be expected to access internet sites. The internet will be a valuable tool for acquiring GASB 34 compliant financial reports and samples of other local government reports, to conduct research on local government reporting issues, and to collaborate on the required SEA presentation.

FIELD TRIP. Two auditing firms have agreed to invite the class to their public presentation of the audit before a local government governing body. Pending the scheduling by the local government for such a presentation on a Monday evening, the class will attend this public meeting to observe the auditing firm, the presentation, and both Council and public participation. The tentative date is October 20th although it may be scheduled earlier.

WORKSHOP MEMOS. 1/3 of the class grade will be based on Weekly Council Workshop Memos

There will be a total of 12 workshop memos. The workshop memo will address one issue raised in the previous class discussion. The student will locate an appropriate financial report for the memo. A copy of the appropriate pages from the financial report will be attached to the Workshop Memo, and the pertinent sections on the copy will be highlighted. Each Workshop Memo is due at the beginning of class when selected students will present the memo as if presented at a Council meeting. Memos may be submitted before class via email. Workshop Memos will not be accepted after the date due.

The Workshop Memo will be 1 to no more than 2 pages of narrative; exclusive of illustrations, graphs, or highlighted attachments. It will provide an executive summary of the purpose of the memo, a discussion of the topic and will conclude with a recommendation to Council. The discussion section will provide the pros/cons and justification for the recommendation.

COLLABORATIVE PRESENTATION. 1/3 of the class grade will be based on the presentation of either the pros or cons of Service Efforts and Accomplishments in financial reporting.

The class will be divided into two groups. Students in each group will be responsible for working collaboratively to prepare a presentation to Council on either the pros or cons of implementing Service Efforts and Accomplishments in local government financial reports. There will be 35 minutes for each group's presentation, followed by 10 to 15 minutes of questions. Each student's grade will be based on: the quality of the group's presentation, the student's contribution toward the presentation, and the student's demonstration of understanding of the material presented.

The presentations will be made on November 24th.

FINAL EXAM

1/3 of the class grade will be based on the Final Exam, which will be an essay exam, given on Friday, December 12th.

CLASS SCHEDULE

The following schedule outlines the planned topics for each class session, the preparatory reading, and the workshop item due. Note that the workshop item corresponds to the topic covered in the previous class session. Two items have tentative dates, the field trip and the guest speaker from the State Comptroller's Office. Class topics may be rearranged to accommodate these activities and such changes will be announced to the class before they are incorporated into the class schedule.

<u>Date</u>	<u>Class Topic</u>	<u>Preparatory Reading</u>		<u>Workshop Memo Items</u>
25-Aug	Introduction. Understanding the Finance Director. Performance Measurement.	Chapters 18, 17		
1-Sep	No Class			
8-Sep	The CAFR - Auditor's Report, Introductory & Statistical Sections	Chapters 9, Chapter 13: 243-45 AND 261-68	#1	Recommendation regarding Finance Director
15-Sep	The CAFR - The Financial Section: Fund Accounting, Measurement Focus & Basis of Accounting	Chapter 2, 3 and 13: 250 to 258	#2	Observation on Auditors' Report, Introductory or Statistical section of governmental financial report and recommendation.
22-Sep	Local laws vs. GAAP Budgetary basis. Liens, levies and deferred revenues	Chapter 16	#3	Financial Section of CAFR
29-Sep	Other Reporting Requirements State, Single Audit & Federal Grant reporting requirements	Chapter 4	#4	Local law and GAAP Tentative date for guest speaker from State Comptrollers Office
6-Oct	CAFR - The Enterprise Funds: Proprietary, Fiduciary & Internal Service Funds	Chapters 6,7 and 10: 165 - 175	#5	State Reporting or Single Audit

13-Oct	CAFR - The Governmental Funds	Chapters 10: 156-165, and 5	#6	Evaluate the status of an Enterprise fund and make recommendation
20-Oct	The Audit Presentation	Chapter 19	#7	Evaluate the status of a governmental fund and make a recommendation Tentative date for field trip: Auditor presentation to Board of Directors
27-Oct	CAFR- Government Wide Statements	Chapter 10: 145 - 155 and 8.	#8	Evaluate the Auditors presentation, the Council member participation in the discussion and make recommendation
3-Nov	CAFR Notes	Chapter 11	#9	Evaluate an Activities Statement and make a recommendation
10-Nov	CAFR - The MD&A	Chapter 13:250-5; and pages 469 to 482.	#10	Evaluate the CAFR notes and make a recommendation
17-Nov	Pension, Popular and Other External Reports	Chapters 14 and 15	#11	Evaluate a MD&A and make a recommendation
24-Nov	Pro/Con Collaborative Presentations on SEA's		#12	Evaluate an "other" report and make a recommendation
1-Dec	No class - reading day			
Friday: 12-Dec	Final Exam			

CLASS POLICIES

Course participants are expected to attend all class meetings and to come to each class prepared. If a course participant determines that an absence is unavoidable, the participant must contact the instructor prior to the course session. Assignments are due on designated dates. Special arrangements must be made in advance with the instructor if the participant cannot perform class requirements on the designated dates.

No course sessions will be taped.

Snow days may be rescheduled by the instructor.

Office hours: One hour before or after class, by appointment.

All University Policies apply.

Assistance

The overarching goal for this course is to assist each individual to develop and to use his or her potentials. If you need course adaptations or accommodations because of a disability, please make an appointment to discuss this with me as soon as is possible. At any point in the semester, if you encounter difficulty with the course or feel that you could be performing at a higher level, please consult with me. Students experience difficulty in courses for a variety of reasons. For problems with writing skills and time management, you may wish to make an appointment to see a tutor at the Academic Center for Excellence (312-413-0031) located at 2981 Student Services Building. Assistance for personal issues is available through the Counseling Center (312-996-3490) located at 2010 Student Services Building.