



## **ACCT 5013 Financial Reporting and Control in Public Organizations**

*W1, Winter 2015*

**Day, Time, and Location:** Tuesdays, 18:05 – 20:55, DT 328.

**Professor:** Dr. Raili Pollanen  
**Office:** 1004A Dunton Tower  
**Phone:** 613-520-2600, Ext. 2376  
**E-mail:** raili.pollanen@carleton.ca  
**Office Hours:** Tuesdays 16:45 – 17:45, and by appointment.

### **Course Description and Objectives:**

Public sector accounting principles, practices, and unique financial reporting requirements. Comparison with private-sector financial reporting, control, and performance evaluation.

- 1) Introduction to financial management in public organizations
- 2) Accounting principles and financial statements in public organizations
- 3) Appropriations and budgeting in public organizations
- 4) Management control and performance management in public organizations
- 5) Cash management and performance monitoring in public organizations
- 6) Performance and accountability reporting in public organizations

**Course Restrictions:** MBA financial management concentration, or permission by professor.

**Course Prerequisites:** ACCT 5001 and 5002. The School of Business enforces all prerequisites.

### **Required Readings:**

*Canadian Public-Sector Financial Management*, 2<sup>nd</sup> Edition, by Andrew Graham (McGill-Queen's University Press, 2014).

Additional readings and cases, as indicated on the course schedule, are posted on **cuLearn**.

**Evaluation Method:**

Class Activities/Participation – Individual (5 x 3)	15%
Case Report – Group (due <b>Jan. 27, 2015</b> )	40%
Final Case Exam–Individual ( <b>February 24, 2015</b> )	<u>45%</u>
Total	<u>100%</u>

The final grades are subject to the Dean’s approval. In accordance with Carleton University’s grading policy, the letter grades have the following percentage equivalents:

- |             |             |             |             |
|-------------|-------------|-------------|-------------|
| A+ = 90-100 | B+ = 77-79  | C+ = 67-69  | D+ = 57-59  |
| A = 85-89   | B = 73-76   | C = 63-66   | D = 53-56   |
| A - = 80-84 | B - = 70-72 | C - = 60-62 | D - = 50-52 |
- F = Below 50      WDN = Withdrawn from the course  
ABS = Student absent from final exam  
DEF = Deferred (See above)  
FND = (Failed, no Deferred) = Student could not pass the course even with 100% on final exam

The minimum grade required to pass this course is B -.

**Class Activities/Participation.** Participative activities based on assigned cases are conducted in each class, starting in the second class. Two marks can be earned in each class for being present and participating in the assigned case activity. The third mark in each class is awarded for active participation in presenting and discussing it. Due to the interactive nature of these activities, make-up assignments, or compensation for marks lost due to missed classes, are not provided for any reason. **IT IS CRITICAL THAT YOU HAVE READ THE ASSIGNED CASE BEFORE EACH CLASS--THE CLASS TIME ALLOWED IS FOR DISCUSSION, NOT FOR READING.**

**Case report.** Prepare a written report outlining the main problems/issues, analysis of the problems/issues, and your recommendations. Each report should be 5 - 6 pages in length, double-spaced (12-point font), excluding tables, appendices, and preliminary matter, and be professional in style and format. The reports are evaluated for both content and style. Additional research beyond the case facts is not expected for a good report, but original analysis, clearly organized and presented using visual tools, e.g., tables and graphs, is expected. The reports must be handed in at the **BEGINNING** of the class in which they are due. **NO LATE REPORTS** are accepted. Please see additional case guidelines, criteria for evaluation, and a sample case outline posted on the course **cuLearn**.

**Final Case Exam.** The final case exam involves an analysis of a case. It is comprehensive and requires a significant degree of application and integration of material covered in the entire course. Three hours are allowed for the completion of the case.

### Deferred Final Examination Policy:

Students unable to write a final examination because of illness or other circumstances beyond their control must contact the instructor in writing to request a deferred exam. Permission may be granted when the absence is supported by a medical certificate and or appropriate document/s to support the reason for the deferral. Deferred exams are not granted for students who have made travel arrangements that conflict with examination schedule.

### Course Schedule:

Week	Date	Topic/Agenda	Pre-class Preparation
1	Jan. 6	Introduction to financial management in public organizations	Introduction Chapter 1 Case 1 – City of Blonk (available on <b>cuLearn</b> )
2	13	Accounting principles and financial statements in public organizations	Chapter 2 Chapter 3 (pp. 47 – 59, overview only) Case 2 – IFRS in Government (available on <b>cuLearn</b> )
3	20	Appropriations and budgeting in public organizations	Chapter 5 Chapter 6 (pp. 91 – 98 only) Case 3 –Cost Center Management at Air Command (B)* (Note: Ignore question #2)
4	27	Management control and performance management in public organizations	Chapter 8 (incl. Appendices 1 and 4) Case 4 – Hope Police Service (available on <b>cuLearn</b> )
5	Feb. 3	Cash management and performance monitoring in public organizations	Chapter 9 (incl. Appendix 5) Case 5 - Brookwood Medical Center (B)**
6	10	Performance and accountability reporting in public organizations	Chapter 10 Case 6 – Ministry of Food and Agriculture (available on <b>cuLearn</b> )

\*Case 4, pp. 137-146, in *Cases from Management Accounting Practice*, Vol. 12 / 13 (available on course reserve in Library).

\*\*Case 6, pp. 61-71, in *Cases from Management Accounting Practice*, Vol. 12 / 13 (available on course reserve in Library).

**Mobile Devices Policy:**

The use of cellular phones IS NOT PERMITTED in this class. It is disruptive to the instructor and class members. If you carry a phone to class, please make sure it is turned off. If an emergency situation requires you to keep your cell phone turned on, you may wish to keep the silent mode on, but please discuss this with the instructor prior to the class starting.

**Drop Course Policy:**

The deadline for academic withdrawal is the last day of classes (each term).

**Student Responsibilities and Commitments:**

Students are expected to read the assigned readings and cases IN ADVANCE BEFORE EACH CLASS. Diligent independent preparation of cases and reports and active participation in class discussions are crucial for the development of effective problem solving skills in this field and to perform well in the course. It also requires regular class attendance, with absences, late arrivals, and early departures being exceptions for only legitimate documented reasons.

**Professor Responsibilities and Commitments:**

The primary role of the professor is to encourage and facilitate student learning by helping students understand and apply key concepts and by providing them with regular and timely feedback on their progress. Key concepts are discussed in class, and case studies are used to demonstrate and apply key concepts. The focus is on management understanding and application, as opposed to technical rules and procedures. Reports handed in for grading are returned in the following class with detailed comments.

**Group Work:**

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course.

Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

## **Important Dates:**

### **December 25 to January 2**

University closed

### **January 5**

Winter-term classes begin. [Late Charges](#) now apply.

### **January 16**

Last day for registration for winter term courses.

Last day to change courses or sections (including auditing) for winter term courses.

Students who have not deposited (via automated upload) the final copy of their thesis to the office of the Faculty of Graduate and Postdoctoral Affairs must register.

### **January 31**

Last day for a [fee adjustment](#) when withdrawing from Winter term courses or the Winter portion of two-term courses. Withdrawals after this date will create no financial change to Winter term fees (financial withdrawal).

### **February 13**

April examination schedule available online.

### **February 13-21**

Fall-term deferred examinations will be held

### **February 16**

Statutory holiday, University closed.

### **February 16-20**

Winter Break. Classes are suspended.

### **March 1**

Last day for UHIP refund applications for International Students who will be graduating this academic year.

Last day for receipt of applications from potential spring (June) graduates.

### **March 6**

Last day to submit, to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for April examinations.

### **Late March (Date TBA)**

[Last day to pay any remaining balance on your Student Account](#) to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents. An account balance may delay Summer 2014 course selection.

**April 3**

Statutory holiday, University closed.

**April 8**

Last day of fall/winter and winter-term classes.

Last day for academic withdrawal from fall/winter and winter-term courses.

Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall/winter and winter-term courses.

**April 9-10**

No classes or examinations take place

**April 11-23**

Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all 7 days of the week.

**June 8-18 (including Saturdays)**

Fall/winter and winter term deferred final examinations will be held.