

## Collin College - Continuing Education

### COURSE SYLLABUS

<b>COURSE INFORMATION</b>
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**Course Number:** NONP 7805

**Course Title:** Budgeting, Accounting and Reporting for Non-Profits

**Course Description:** Examine the complexities of accounting for nonprofit organizations. Demonstrate financial reporting for governmental and not-for-profit entities. Differentiate general and special revenue funds, general long-term debt and debt service funds. Define business-type activities, fiduciary activities, audits and budgeting.

**Suggested Course Prerequisite(s):** How to Start a Nonprofit; Grant Writing 101 for Nonprofits; Marketing and Branding your Nonprofit through Social Media

**Course Resources:** N/A

**Student Learning Outcomes:**

1. Explain differences between not-for-profit and profit entity accounting and the different types of budgets used by non-profits.
2. Demonstrate financial reporting for governmental and not-for-profit entities.
3. Differentiate general and special revenue funds, general long-term debt and debt service funds.
4. Define business-type activities, fiduciary activities, audits and budgeting.
5. Explain how operating budget is created. 6. Analyze a nonprofit operating budget through variance analysis. 7 Recognize the use of organization-wide operating budget and program operating budgets.

**Certification Notes:** This is a certificate series.

**Next course recommendation:** Digitally Marketing and Branding Your Non-Profit

**Refund Policy:** Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Lesson Plan – by week or session:**

**Session 1:** Comparison of Nonprofit Organizations to For Profit Organizations

Who are the stakeholders?

What are the financial/socioeconomic objectives?

What are the sources of funds/support?

**Session 2:** Developing a Financial Reporting and Control Environment

Set the tone at the “top”

The record-keeping system must fit the organization’s needs

Establish a system of controls and procedures

Identify and satisfy the organization’s personnel needs

**Session 3:** Setting Up a Bookkeeping System

Define the activities of the organization

Establish appropriate and descriptive income/expense accounts

**Session 4:** Budgeting and Forecasting

Identify and estimate expenditures by category

Identify sources of revenue/support by type

Assess sustainability

Forecast and manage cash

**Session 5:** Financial Statements and Reporting to Stakeholders

Ensure reliability of accounting records

Match the accounting system to reporting requirements

Know audit requirements and prepare in advance

**Method of Evaluation:** Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.