

School of Accounting & Commercial Law

## ACCY 307 GOVERNMENT ACCOUNTING & FINANCE

Trimester One 2008

### COURSE OUTLINE

#### Contact Details

<b>Lecturers:</b>	<b>Room</b>	<b>Phone</b>	<b>Email Address</b>
Prof. David Macdonald	RH 601	463 5938	<a href="mailto:David.Macdonald@vuw.ac.nz">David.Macdonald@vuw.ac.nz</a>
Kevin Simpkins	RH 716	463 9651	<a href="mailto:Kevin.Simpkins@vuw.ac.nz">Kevin.Simpkins@vuw.ac.nz</a>
Jenny Alves	RH 723	463 5233 ext 8538	<a href="mailto:Jenny.Alves@vuw.ac.nz">Jenny.Alves@vuw.ac.nz</a>

#### Course Supervisors

##### Administrative:

Hayley Cross	RH 708	463 5383	<a href="mailto:Hayley.Cross@vuw.ac.nz">Hayley.Cross@vuw.ac.nz</a>
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##### Academic:

Prof. David Macdonald	RH 601	463 5938	<a href="mailto:David.Macdonald@vuw.ac.nz">David.Macdonald@vuw.ac.nz</a>
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#### Class Times and Room Numbers

<b>Lecture Times:</b>	Monday	2.40pm – 3.30pm	in GB LT 4
	Tuesday	1.40pm – 2.30pm	in GB LT 4
	Thursday	2.40pm – 3.30pm	in GB LT 4

#### Tutorials

You are required to attend tutorials, which begin in the second week of the course. You must sign up using the website <https://signups.vuw.ac.nz> during the first week of classes. The instructions for signing up are attached as page 6 of this Course Outline and will also be posted on Blackboard. The final lists will be displayed on Blackboard at the end of the first week.

Tutorial times are as follows (they are immediately before or after lectures):

<b>Tutorial Times:</b>	Tuesday	12.40pm – 1.30pm	in RWW 128
		2.40pm – 3.30pm	in RWW 129
	Thursday	1.40pm – 2.30pm	in RWW 127
		3.40pm – 4.30pm	in RWW 127

## 2008 LECTURE AND TUTORIAL PROGRAMME:

[Lectures Monday 2.40pm – 3.30pm; Tuesday 1.40pm – 2.30pm; Thursday 2.40pm – 3.30pm]

Week beginning	TOPIC	LECTURER
25 Feb, 2008	Course introduction Introduction to the New Zealand Public Sector – Key differences between the public and private sectors	David Macdonald
3 March	NZ's System of Public Sector Financial Management: Concepts Financial Management Cycle, Processes and Documents <i>Tutorial 1: Concepts and systems</i>	Jenny Alves
10 March	Budgets, Appropriations and the Public Finance Act	Jenny Alves
17 March	Financial Reporting in the Public Sector Current Issues in Financial Reporting <i>Tutorial 2: Budgets and appropriations</i>	Kevin Simpkins
<b>21-25 March</b>	<b><i>Easter break</i></b>	
24 March	Service Performance Reporting [the only lecture this week is on Thursday, 27 March]	David Macdonald
31 March	Service Performance Reporting <i>Tutorial 3: Financial reporting issues</i>	David Macdonald
7 April	Financial Analysis and Monitoring <i>Tutorial 4: Service performance reporting</i> <b>(Project due 5.00 pm, Friday 11 April, 2008)</b>	Kevin Simpkins
<b>14-25 April</b>	<b><i>Mid trimester break</i></b>	
28 April	Crown Financial Management/ Fiscal Responsibility/ Role of the Reserve Bank; Departmental Financial Management/ the Capital Charge	Kevin Simpkins
5 May	Local Government – Governance and accountability <i>Tutorial 5: Financial management/ fiscal responsibility</i>	David Macdonald
12 May	Auditing in the public sector <b>(Essay due 5.00pm, Friday 16 May, 2008)</b>	David Macdonald
19 May	Topics to be advised <i>Tutorial 6: Local government/ public sector auditing</i>	Kevin Simpkins Jenny Alves
26 May	Revision lectures <b>(Final Test – Thursday 29 May, 2008 - time and place to be advised)</b>	David Macdonald Kevin Simpkins Jenny Alves
<b>2 June</b>	<b><i>Mid year study break [note: there is no final examination in this course]</i></b>	

## Course Objectives

- Provide an understanding of the public sector environment in New Zealand and how the country is governed.
- Introduce students to accounting, financial management and auditing in the public sector.
- Introduce students to the **integrated management cycle** – strategic planning; budgeting & resource allocation; operations and budget implementation; and monitoring and reporting.
- Consider whether, and how, financial management in New Zealand answers the four questions that citizens want answers to regarding the operations of the Government:
  - Is it managing its financial affairs prudently? [**the money thing**]
  - Is it achieving what it set out to achieve? [**efficiency Vs effectiveness**]
  - Is it looking after its assets (people, infrastructure, intellectual capital) so it can deliver results (outcomes and outputs) in the future? [**capability & risk management**]
  - Is it carrying out its activities in accordance with the law and expected standards of conduct and probity? [**authority & probity**]
- Consider particular public sector accounting and reporting issues and practices.
- Develop reasoning, writing, and oral presentation skills

## Course Content

This course examines accounting and financial management in the context of the New Zealand public sector. The role and nature of public sector accounting, and the theories that underpin current accounting practices, will be discussed. Literature will be drawn from a range of disciplines, including economics and public management as well as accounting and finance.

## Readings

For most class sessions there will be assigned readings. These are the **minimum** preparation required for each session. Reading in preparation for the essay and the project will need to be wider than the assigned readings. A *reading and resource list*, *assigned readings* and *tutorial questions* for the first 6 weeks will be provided during the first week of classes.

## Materials and Equipment

- **Course Book** – in 2 parts
- **A Guide to the Public Finance Act – The Treasury**
- **Course Text: *The Treasury Putting it Together – An Explanatory Guide to the New Zealand Public Sector Financial Management System*** Wellington 1996. (Available from the VUW bookshop or can be downloaded from the Treasury website – [www.treasury.govt.nz/publications/guidance/publicfinance/pit](http://www.treasury.govt.nz/publications/guidance/publicfinance/pit) )  
N.B. This book is not sufficient by itself to understand the material covered in this course – you need to attend all lectures and tutorials and read the readings included in the Course Book. In addition, some of Putting it Together’s contents are now out-of-date.

## Assessment Requirements

<b>Project</b>	<b>30%</b>	<b>Due 11 April, 2008</b>
<b>Essay</b>	<b>30%</b>	<b>Due 16 May, 2008</b>
<b>Test [2hours]</b>	<b><u>40%</u></b>	<b>29 May, 2008</b>
<b><i>Total</i></b>	<b><i>100%</i></b>	

The test will be held on **29 May 2008**, room to be advised. The test will last two hours.

## Penalties

The essay and project are due in by **5.00 pm** on the day stated - 20% of the mark will be deducted for each day late.

## Mandatory Course Requirements

In addition to obtaining an overall course mark of 50% or more, students must:

- (i) Attend at least four tutorials;
- (ii) Complete all assessment items; and
- (iii) Achieve a mark of 40% or more in the test.

Failure to meet the mandatory course requirements will mean that you will receive a K, D, or E grade depending on whether your overall mark for the course is higher or lower than 50% of the total marks available.

## **Faculty of Commerce and Administration Offices**

### Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

### Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

## **General University Policies and Statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to [www.victoria.ac.nz/home/study/calendar.aspx](http://www.victoria.ac.nz/home/study/calendar.aspx).

For information on the following topics, go to the Faculty's website [www.vuw.ac.nz/fca](http://www.vuw.ac.nz/fca) under Important Information for Students:

- Academic Grievances
- Academic Integrity and Plagiarism
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

## **Manaaki Pihipihinga Programme**

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email [manaaki-pihipihinga-programme@vuw.ac.nz](mailto:manaaki-pihipihinga-programme@vuw.ac.nz) or phone (04) 463 5233 ext. 8977. To contact the Pacific Support Coordinator, email [pacific-support-coord@vuw.ac.nz](mailto:pacific-support-coord@vuw.ac.nz) or phone (04) 463 5842.

## Detailed Tutorial Signup Instructions

1. Go to the signup website at: <https://signups.vuw.ac.nz>
2. Enter your SCS username and password to login the system.
3. The “Signup Home” page opens. It displays all courses you are enrolled for and that use the S-Cubed Tutorial & Workshop Signup system. Click on the course you wish to sign up for.
4. The selected course page opens. It will show the course contact and brief details of the signup instructions. A “key” is provided at the bottom that explains all buttons and what they do.
5. The schedule of tutorials includes the day/time, location, maximum group size, and spaces left in the tutorial sessions.
6. If there are spaces left in a particular session, you will see the “ENROL” button next to it. You can click this button to enrol yourself into that tutorial session.
7. If there are NO more spaces left in a particular session, you will see the “JOIN WAITLIST” button, if available. You can click this button to join the waitlist for that tutorial session. Please note that you will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. In this case you are enrolled in the session; an email will be sent to you if you are enrolled into the session from a waitlist.
8. You can only “JOIN WAITLIST” if you have already enrolled in one of the other available sessions. In other words, “ENROL” in one session and then you can choose to join the waitlist for another preferred session.
9. You can choose to “WITHDRAW” from a session you have already enrolled for. You can also choose to “CANCEL WAITLIST” to remove yourself from a particular waitlist.
10. A “FULL” button indicates all seats and waitlist are full for that tutorial session. You must choose another session.
11. More details on the various buttons are available in the “Key” section at the bottom of the signup page.
12. You should “ENROL” in only ONE tutorial session and may “JOIN WAITLIST” for only ONE other tutorial session.
13. You can login and signup (or change your signup) anytime before the **closing date of the tutorial signup. You will NOT be able to sign up or change your choice after the tutorial signups have closed.**
14. You can view/confirm details of the sessions you are enrolled and waitlisted for, such as day/time and location by clicking on “My Signups” on the left hand menu.
15. Click on “Support” on the left hand menu if you are having problems.

This online signup system is available around the clock over the internet. Any requests after this date will need to be manually handled by the course administrator. You will need to submit a written application stating the reason why you were not able to sign up on time using the online system, along with other relevant documentation such as medical certificate etc.

Finally, **you must always attend the tutorial sessions that you have signed up for.** If you attend a different session, your attendance may not be recorded.