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| General information | | | |
| Course co-ordinator | | Nada Dremel, MSc, Senior Lecturer | |
| Course title | | NON - PROFIT ACCOUNTING | |
| Study programme | | Professional undergraduate study Accounting and Finance | |
| Course status | | Obligatory | |
| Year | Semester | 2 | III |
| Value of credits and lecturing procedures | | ECTS | 4 |
| | | Number of hours (Lectures+Exercises+Seminars) | 45 (30+15+0) |

1. COURSE DESCRIPTION

1.1. Objectives

The objective of this course is to introduce students with the specifics of accounting of non-profit organizations in the Republic of Croatia, which apply the accounting principles of non-profit accounting in relation to the businesses which apply the international accounting standards, i.e. those which apply the accounting principles of budget and budget users. In this course, students need to acquire the basic knowledge of accounting as a heterogeneous group of non-profit organizations (hereinafter: non-profit accounting): associations and the groups of associations, foreign associations, foundations, institutions, political parties, chambers, trade unions, religious and other communities all other legal persons whose basic purpose of establishment and operation is not gaining profit, for which special regulations define as being non-profit organizations. The purpose of the course is to acquire basic knowledge so that students can actively engage in organizing and managing the accounting of non-profit organizations after the completion of their studies, compile basic financial reports and review them and provide users with the information they need for their adoption. The student is trained to find the position of special groups of non-profit organizations in the business environment in order to find the right way to obtain funding resources.

1.2. Course enrolment conditions

None

1.3. Expected outcomes of the course

1. to differentiate special positions of various groups of non-profit organisations in the business environment (taxes, taxation system, VAT, income, profit, foreign currency system, volunteering, humanitarian work)
2. to explain the type of a business event in order to post it into the corresponding business records of various
3. accounting systems
4. to explain the contents of accounts in the chart of accounts in the system of double-entry bookkeeping
5. to interpret business events by means of chart of accounts
6. to explain the planning system, the programme of work and compliance of the performance of a non-profit organisation with the self-evaluation process

1.4. Course contents

The notion of non-profit organizations and fundamental features. Types of non-profit organizations. Business environment of non-profit organizations (finance, taxes, foreign exchange, customs, volunteering, humanitarian activities, games of chance). Work Programs. Financial plans. Self-evaluation. Audit.

Fundamental Terms and Organizations of Non-Profit Accounting: fundamental terms of the Accounting System. Basic Accounting Systems. Bookkeeping: simple and double-entry bookkeeping (business records, evaluation of positions). Double-entry bookkeeping: business records, bookkeeping organization. Evaluation: assets, liabilities, income and expenditure, sources of ownership. Identifying Business Changes. Determining Results. Off-balance sheet records.

Fundamental financial statements: Balance sheet. Annual Financial Report on Income and Expenditures. Revenue and Expense Account. Budget Expenditure Report. Notes to the financial statements

1.5. Teaching methods

- lectures
- instruction
- guided discovery learning

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| | | <input type="checkbox"/> discussion <input type="checkbox"/> _____ | |
| 1.6. Comments | | | |
| 1.7. Students' obligations | | | |
| Attendance in classes – part time students are expected to be present at least 50% of the total teaching hours, whereas full time students are expected to be present at least 70% of the total teaching hours. | | | |
| 1.8. Monitoring students' accomplishments | | | |
| Attendance | 0.5 | Student's activity during lectures | 0.5 |
| Written exam | 2 | Oral exam | Essay |
| Project | | Permanent testing of student's knowledge | Written presentation |
| Portfolio | | Independent task solving | 1 |
| 1.9. Measuring the achievements of learning outcomes and evaluation and assessment of the results of students' work | | | |
| The workload factor of each learning outcome stated in the Chapter 1.3. totals 1. A half of the workload factor for each learning outcome represents a minimum threshold for the achievement of the this learning outcome. During the semester evaluated are student's activity and independent task solving. Two mid-term exams are written in the semester. The final exam is in a written form. The final exam is in a written form and consists of posting business events and answers questions of essay type (80% + 20%). | | | |
| 1.10. Obligatory reading | | | |
| <ol style="list-style-type: none"> 1. Botički, J. i dr.: Računovodstvo neprofitnih organizacija, VII izdanje, RRiF plus, Zagreb, 2017., odabrana poglavlja knjige: 1, 2, 2.2., 2.3., 2.4.1., 2.4.1.5., 2.4.2 – 4 -5 – 6 -7, 2.4., 2.6., 2.7., 2.8.3. 3., II i VI 2. Predavanja i prezentacije nosioca kolegija objavljeni na Eduneti, 2018. 3. Zakoni koji se odnose na financijsko poslovanje i računovodstvu neprofitnih organizacija, Zakon o porezu na dodanu vrijednost, Zakon o porezu na dobit, Zakon o porezu na dohodak, Pravilnik o izvještavanju u neprofitnom računovodstvu i Registru neprofitnih organizacija, Pravilnik o neprofitnom računovodstvu i računskom planu, Pravilnik o sustavu financijskog upravljanja i kontrola te izradi i izvršavanju financijskih planova neprofitnih organizacija 4. Zbirka zadataka s rješenjima, mr. sc. Nada Dremel., 2018. | | | |
| 1.11. Optional reading | | | |
| <ol style="list-style-type: none"> 1. Časopis –prilozi časopisu Računovodstvo, revizija i financije (RRiF) i drugi specijalni prilozi 2. Časopis Računovodstvo, revizija i financije, RRiF plus, d. o. o., Zagreb, područje poslovanja neprofitnih organizacija 3. Istovrsni časopisi drugih izdavača | | | |
| 1.12. Quality control which ensures the acquisition of the corresponding knowledge, skills and competences after the completion of the study. | | | |
| At the end of the semester the students fill in an anonymous questionnaire. The comments, suggestions and information in the questionnaire and the evaluation procedures are to be used to improve lectures, exercises and other ways of work with students. Self-evaluation of teaching stuff is aimed at making some corrections in order to improve the quality of teaching. | | | |
| 1.13. Expected competences | | | |
| <ul style="list-style-type: none"> • competence of recognizing a non-profit organisation and its classification in the business environment • keeping business records in non-profit accounting • to participate in the process of creation of the financial plan for performance of a non-profit organisation | | | |