

**DESCRIPTION OF THE COURSE**

GENERAL INFORMATION		
Course Holder	doc. dr.sc. Aljoša Šestanović	
The name of the college	Budgetary Accounting	
Study program	Undergraduate Professional Study of Finance and Business Law	
Status of the College	Elective Course	
Year	2 <sup>nd</sup> Year	
Point value and method of teaching	ECTS coefficient of student workload	5
	Number of hours (P+V+S)	30+15+0

DESCRIPTION OF THE COURSE
1.1. <i>Objectives of the course</i>
<p>Students are expected to develop:</p> <p>a) General competencies: The aim of the course is to familiarize students with the budget and accounting system of budget users.</p> <p>b) Specific competencies: The goal is to train students to recognize and describe all budget accounting categories and to independently record business events in the books of budget users in accordance with the budget accounting plan. The goal is also to train students to independently compile financial statements of budget users, which creates a good basis for independent accounting of budget users.</p>
1.2. <i>Requirements for enrolment in the course</i>
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### 1.3. *Expected learning outcomes for the course*

**Students should be able to:**

1. Explain the basic accounting categories in the budget system
2. Perform accounting records on assets, liabilities,
3. Perform accounting records on sources of ownership, income, expenses,
4. Prepare accounting records on receipts and expenditures, taking into account the current regulations in the budget system.
5. Shape the business result and the balance sheet of the user
6. Interpret the business result and balance sheet of the budget user

### 1.4. *Course content*

**1. Introduction to the course and detailed curriculum**

-Budget accounting and state accounting information system.

-Elements of the budget system.

-Regulations in the budget system.

**2. Basics of the accounting system.**

Subject to application.

Business books and accounting documents.

Basic principles of reporting accounting categories.

Osan Bookkeeping Schemes

**3.Non-financial assets**

Accounting monitoring of the purchase of non-financial assets.

**4. Non-financial assets**

Accounting monitoring of the disposal of non-financial assets.

**5.Non-financial assets**

Changes in the volume of the value of non-financial assets  
Inventory. Donations and transfers of non-financial assets.

**6. Operating expenses**

Accounting monitoring of operating expenses

**7. Operating revenues**

Accounting Tracking of Business Revenues

**8. Receipts**

Accounting monitoring of receipts from financial assets and borrowings.

**9. Expenditure**

Accounting monitoring of expenditure on financial assets and repayment of loans.

**10. Expenditure**

Accounting monitoring of expenditure on financial assets and loan repayments.

Correction of accounting errors

**11. Own sources**

Determination of business results

**12. Financial statements**

Closing business books at the end of the accounting period.

Statement of income, expenses, receipts and expenses.

Balance sheet.

**13. Financial statements**

Statement of changes in the value and volume of assets and liabilities.

Statement of Liabilities

Statement of Expenditure by Functional Classification

#### 14. Recording business events and compiling financial statements.

Full example

#### 15. Planning in the budget system.

Budgeting methodology .

Program planning.

Preparation of a proposal for the financial plan of the budget user.

Supervision and audit in the budget system .

##### 1.5. Types of teaching (put X)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> lectures    | <input checked="" type="checkbox"/> Independent tasks                       |
| <input type="checkbox"/> seminars and workshops | <input type="checkbox"/> Multimedia & Network                               |
| <input checked="" type="checkbox"/> exercises   | <input type="checkbox"/> laboratory   |
| <input type="checkbox"/> Distance education     | <input type="checkbox"/> Mentoring work                                     |
| <input type="checkbox"/> Field Teaching         | <input checked="" type="checkbox"/> Other: Exercises in the Minimax program |

##### 1.6. Student obligations

*The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:*

*ATTENDANCE AT CLASSES: students are obliged to attend classes, actively follow lectures and exercises, and participate constructively in classes, and in order to acquire the right to take the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, their presence in class is recorded through the Infoeduka digital office system. The minimum obligations are;*

- Full-time students must attend at least 70% of the total number of classes to be eligible to sign.*
- Part-time students need to attend at least 50% of the total number of classes to be eligible to sign.*

*PASSING EXAMS: in order to achieve a positive grade in the subject, it is necessary to achieve at least 54 points in the subject, but also at least 50% of points for each learning outcome. The method of taking the exam is described in more detail in the item Assessment and evaluation of students' work during classes and at the final exam.*

*\*FINAL EXAM – a student who has not met the conditions for passing the exam during the continuous examination of knowledge (has achieved a total of at least 54 points in the course and has met the lower point threshold of adoption of each learning outcome, i.e. a minimum of 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam.*

**WRITTEN EXAM:** *the student is obliged to take a written exam which verifies the acquisition of theoretical and practical knowledge related to the handling of accounting monitoring of various forms of assets, liabilities and capital, as well as income and expenditure with a more complex degree of posting, and the preparation of more complex types of final financial statements.*

*\*CONTINUOUS EXAMINATION: In order to make students progress more efficiently in class, continuous examinations of knowledge (2 intermediate exams) are carried out. In this way, students acquire smaller teaching units and master the subject material more easily.*

**1.7. Student Work Tracking (Add X to the appropriate tracking format)**

Attending classes	x	Teaching activity		Seminar paper		Experimental work	
Written exam	x	Oral exam		Essay		Research	
Project		Continuous Knowledge Assessment		Report		Practical work	
Portfolio							

**1.8. Assessment and evaluation of students' work during classes and at the final exam**

*Evaluation and evaluation of students' work during classes and at the final exam is carried out on the basis of the Regulations on Studying of the EFFECTUS University of Applied Sciences.*

*Allocation of points according to the forms of student work monitoring*



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	Attending classes	Written exam	Project	Practical work	Altogether
I1		16			16
I2		16			16
I3		16			16
I4		16			16
I5		16			16
I6		16			16
OUT OF OUTCOME	4				4
ALTOGETHER	4	96	0	0	100



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<i>Linking learning outcomes, teaching methods and knowledge assessment methods:</i>				
<b>FORMS OF TRACKING</b>	<b>NAME OF LEARNING OUTCOMES</b>	<b>TEACHING METHOD</b>	<b>KNOWLEDGE ASSESSMENT METHOD</b>	<b>Maximum number of points</b>
Written exam	<b>OUTCOME 1</b> <i>Explain the basic accounting categories in the budget system</i>	lecture	Participation in a written examination with questions of various types	48
		Guided training		
		Rehearsal and feedback		
	<b>OUTCOME 2</b> <i>Perform accounting records on assets, liabilities</i>	lecture		
		discussion		
		Open Questions		
	<b>OUTCOME 3</b> <i>Perform accounting records on sources of ownership, income, expenses</i>	lecture		
		discussion		
		Open Questions		
	<b>OUTCOME 4</b>	lectures		48



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	Written exam	Prepare accounting records on receipts and expenditures, taking into account the current regulations in the budget system.	Open Questions	Participation in a written examination with questions of various types	
		OUTCOME 5 Shape the business result and the balance sheet of the user	lecture		
			discussion		
			Open Questions		
		OUTCOME 6 Interpret the business result and balance sheet of the budget user	Guided training		
			Rehearsal and feedback		
	Attending classes	All outcomes	Lectures and exercises	Attendance records	4
TOTAL POINTS					100



<i>Type of student workload</i>	<i>Student Load Hours</i>	<i>ECTS credits</i>
Attending contact classes	45	1,5
Field Trips/Visits Outside the College	0	0
Independent study/research	30	1,0
Out-of-classroom preparation and preparation of seminars/presentations	0	0
Work on an out-of-classroom project assignment	0	0
Independent preparation for exams and exam time	75	2,5
Consultation activities	0	0
Other	0	0
<b>TOTAL ECTS credits</b>	<b>150</b>	<b>5</b>

***RATING:***

*In order to achieve a positive grade in the course, the student must cumulatively meet two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for the adoption of each individual learning outcome, which is 50% of the total points of the learning outcomes.*

*Grades are calculated based on the following distribution of points:*

<i>SCORE</i>	<i>RATING</i>
<i>0,00 – 53,90</i>	<i>Insufficient (1)</i>
<i>54,00 – 64,90</i>	<i>Sufficient (2)</i>
<i>65,00 – 79,90</i>	<i>Good (3)</i>
<i>80,00 – 89,90</i>	<i>Very good (4)</i>
<i>90.00 and more</i>	<i>Excellent (5)</i>

*Grading is carried out in a transparent manner by collecting points. The course is evaluated with 100.00 points (with the possibility of achieving an additional 8 points on the Challenge learning outcome).*

*CHALLENGE LEARNING OUTCOME - the student has the opportunity to earn an additional maximum of 8 points through the Challenge learning outcome; The student independently chooses one of the activities proposed in the first lesson, and has the opportunity to independently propose an activity with which he wants to increase the number of points and, with the consent of the course holder, achieves them according to the criteria of the course. Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved makes an additional number of points to the total number of points achieved according to the learning outcomes.*

*Before taking the final written exam, each student must meet the prescribed conditions, which primarily means that they have attended the % of classes determined by the Study Regulations and that they have received an electronically encrypted permission to take the exam.*

1.9. *Required reading and number of copies in relation to the number of students currently attending classes in the course*

Title	Number of copies	Number of students
1.Vašiček, D. and Vašiček, V. (2016) Accounting of Budgetary and Non-Profit Organizations. Zagreb: TIM4PIN	5*  *students receive compulsory literature in permanent ownership	100
<p>1.10. <i>Supplementary literature</i></p> <p>1.Jakir Bajo, I. et al. (2015) <i>Budget Accounting - Application of the Accounting Plan with Examples of Posting</i>. Zagreb: TEB Business Consulting</p> <p>1.Bičanić, N. (2011) <i>Budget Accounting: Application of the Budget Accounting Plan with Examples of Posting</i>. Zagreb: TEB Business Consulting</p> <p>2.Dremel, N. et al. (2011) <i>Accounting of the Budget and Budget Users, III. Amended and Supplemented Edition</i>. Zagreb: RRIF Plus</p> <p>3.Group of authors (2015) <i>Kit: Novelties in Budget Accounting and Budget Accounting Plan</i>. Zagreb: Croatian Association of Accountants and Financial Professionals.</p> <p>4.Bičanić, N. and Jakir Bajo, I. (2015) <i>Budget Accounting - Application of the Ordinance on Financial Reporting in Budget Accounting</i>. Zagreb: TEB Business Consulting</p> <p>5.Broz Tominac, S. et al. (2015) <i>Harmonization of Budget Accounting in the Republic of Croatia with International Accounting Standards for the Public Sector [current events on the international and European professional scene, state of budget accounting in the Republic of Croatia and abbreviated]</i>. Zagreb: TIM4PIN</p> <ul style="list-style-type: none"> <li>Magazines:</li> </ul> <ol style="list-style-type: none"> <li>Accounting and Finance (<a href="http://www.rif.hr">www.rif.hr</a>)</li> <li>Accounting, Auditing &amp; Finance (<a href="http://www.rif.hr">www.rif.hr</a>)</li> <li>Finance &amp; Taxes (<a href="http://www.teb.hr">www.teb.hr</a>)</li> <li>TIM4PIN (<a href="http://www.tim4pin.hr">www.tim4pin.hr</a>)</li> </ol>		

•	<i>Laws and bylaws:</i>
1.	<i>Budget Act</i>
2.	<i>Ordinance on Budget Accounting and Accounting Plan</i>
3.	<i>Ordinance on Financial Reporting in Budget Accounting</i>
4.	<i>Ordinance on Budget Classifications</i>
5.	<i>International Accounting Standards for the Public Sector</i>
<i>1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies</i>	
•	<i>analysis of exam results, achieved results, level of understanding and knowledge during exercises, practical tasks and group work,</i>
•	<i>conducting a survey among students,</i>
•	<i>The evaluation of the teacher,</i>
•	<i>achieved results and level of knowledge presented during the preparation and defense of the final thesis (students who choose a graduate thesis in this course),</i>
•	<i>analysis of the Quality Centre's reports and</i>
•	<i>Feedback from students who have already graduated and their employers on the usefulness of the content of this course in the performance of the work they do.</i>