

FINANCIAL ACCOUNTING IN PUBLIC ADMINISTRATION

Degree in Public Management

Code: 1381010

Main Scientific Area: Accounting and Financial Reporting

Lecturer: Agostinha Patrícia da Silva Gomes

Language of Instruction: Portuguese

Regime: S1

Contact Hours: 75h Total Workload: 93h

ECTS: 6,0

Objectives

Considering the profile of a graduate in Public Management as well as the professional skills that they should have in the end of the course, it is intended with this curricular unit to provide crucial skills and knowledge about the understanding and implementation of the financial accounting system applicable to Public Administrations, particularly with regard to the implementation of the Accounting Standardization System for Public Administrations (SNC-AP). The curricular unit of Financial Accounting for Public Administrations (CFAP) represents an approach to the accounting system, currently in force in public entities, in its financial aspect. The approach of the UC will seek to emphasize the differentiating aspects of public accounting as well as the understanding of the impact of accounting events on the financial performance of public entities.

Learning Outcomes

It is intended with this curricular unit obtaining the following knowledge / skills:

- Understand the fundamental concepts of financial accounting applied to public entities;
- Know the evolution and the current situation of public accounting in Portugal, namely the SNC-AP
- Study and understand the structure and contents of financial statements (DFs);
- Study, interpret and apply the accounting treatment of a relevant set of operations in a financial perspective, namely: acquisition of goods and services, personnel costs, VAT implications, inventories, investments, revenues from exchange and non-exchange transactions, among others
- Study and application of the procedures concerning the events of the end of the financial year and the elaboration of the main financial statements (Balance Sheet, Income Statement, cash flow statement,...);
- Understanding and discussion of problematic aspects of accounting for some operations taking into account the specificity of public entities.

Course Contents

1.1 Fundamental accounting concepts

- 1.2 Entity flows and accounting approaches
- 1.3 Particular characteristics of the public sector entities
- 1.4 Reform and evolution of public accounting

Chapter 2 - The SNC-AP (standards in force)

- 2.1 Scope of application and entry date
- 2.2 Architecture and structure
- 2.3 Financial Accounting
- 2.5 Conceptual framework (CE)
- 2.6 General regime vs. simplified regime
- 2.7 Multidimensional chart of accounts

Chapter III: Financial Reporting: structure and content of Financial Statements (NCP 1)

- 3.1 Structure and content of Financial Statements (NCP 1)
- 3.2 Balance Sheet
- 3.3 Income Statement (by nature)
- 3.4 Cash Flow Statement
- 3.5 Statement of Changes in Net Assets
- 3.6 Notes to the Financial Statements
- 3.7 Accountability in the Public Administration

Chapter 4 - Accounting of relevant events during the reporting period

- 4.1. Acquisitions of goods and services for consumption
- 4.2 Personnel costs
- 4.3. Implications of the VAT in the different events
- 4.4 Transfers and grants (granted and obtained)
- 4.5. Inventories

4.6. Investments

4.7 Revenues from exchange and non-exchange transactions

4.8 Other relevant events

Recommended Bibliography

Custódio, Célia; Viana, Carla. (2019). "SNC-AP Sistema de Normalização Contabilística para as Administrações Públicas-Visão prática do SNC-AP". Almedina

Decreto-Lei n.º 192/2015 de 11 de setembro, aprova o Sistema de Normalização Contabilística para as Administrações Públicas.

Decreto-Lei n.º 232/97, de 3 de setembro, que aprova o Plano Oficial de Contabilidade Pública.

Lei n.º 151/2015 de 11 de setembro, aprova a Lei de enquadramento orçamental.

Manual de Implementação (versão 2 - 2017) do Sistema de Normalização Contabilística para as Administrações Públicas –. Comissão de Normalização Contabilística.

Portaria n.º 189/2016, de 14 de julho, aprova as Notas de Enquadramento ao Plano de Contas Multidimensional do SNC-AP.

Portaria n.º 218/2016, de 9 de agosto, aprova o regime simplificado do SNC-AP.

Rowan, Jones. (2010). "Public Sector Accounting" (6th Edition). Pearson Education Canada; (June 8, 2010);

Viana, L.C.; Rodrigues, L.; Nunes, A.V. (2016). "O Sistema de Normalização Contabilística - Administrações Públicas - Teoria e Prática", Almedina, 2016.

Learning and Teaching Methods

To understand some general concepts, essential to the understanding of financial accounting, particularly in the context of Public Administrations (AP), chapter 1 will study some basic principles and concepts as well as the reform and evolution of public accounting to date.

To understand the public accounting system in force, the context, structure and organisation of the SNC-AP will be presented in chapter 2. The SNC-AP will be presented in a generic way, emphasizing its objectives and main characteristics and the main financial accounting instruments. This study will be complemented with a more detailed analysis to the structure and content of the DFs approved under the SNC-AP, as provided in chapter 3.

With the aim of providing some competencies and technical skills in the area that is the object of study, chapter 4 emphasizes the study and accounting record of some of the most important events in the life of organisations, including the acquisitions of goods and services, personnel costs, inventories and investments, transactions with and without a counterpart, the implications of VAT, among others. Finally, in chapter 5, the end-of-year events are studied, thus achieving the objective of studying the procedures inherent to end-of-year operations and the preparation of the main financial statements.

Assessment Methods

PRESENIAL REGIME (face-to-face):

Students will be submitted to a continuous evaluation. The final classification will be the result of the following components:

Participation in the different activities (classes, moodle, etc.) - weighting of 10%;

Written test (face-to-face), with a weighting of 60% for the final score and with a minimum score of 9 (the date will be defined by the Director of the Course);

Team-work (2/3 students), with a weighting of 30% for the final score (see detailed information about the work to be done by teacher) - to be presented during the last week of classes.

The final classification will result from the application of the following formula

$$NF = a) * 10\% + b) * 60\% + c) * 30\%$$

Important note: To approve the curricular unit (face-to-face regime) it is condition that the final average of the two assessment elements defined in b) and c) is higher or equal to 9,5 values (on a scale from 0 to 20).

Students who perform continuous assessment and do not obtain approval for the course, keep the same items and scores in the examination period. In the special season or other exceptional periods, the assessment is carried out entirely by final examination.

E-LEARNING REGIME:

Students will be submitted to a continuous evaluation. The final classification will be the result of the following components:

a) Participation in the activities defined for the UC (synchronous classes, moodle, etc.): weighting of 10%;

b) Mini-test (online, on Moodle platform), with a weighting of 30% for the final score and with a minimum score of 8 values in 20 values (data: to be defined).

c) Final Test, with a weighting of 60% for the final score and with a minimum score of 9 values in 20 values (data: 16/01/2024).

The final classification will be the result of the application of the following formula:

$$NF = a) * 10\% + b) * 30\% + c) * 60\%$$

To be approved in the curricular unit (e-learning regime) it is a condition that in the final test the student obtains at least 9 values and that the final average of all the assessment elements is higher or equal to 9.5 (on a scale of 0 to 20).

Students who do not pass the continuous assessment will have to take the final exam in the 1st semester exam period. In the examination period, the final classification will result, exclusively, from the classification obtained in the written test.