

MODULE DATA

MODULE TITLE		Charity Structures Regulation and Accounting			
MODULE LEVEL		7			
MODULE CREDIT POINTS		15			
SI MODULE CODE (if known)		25-7E25-00C			
MODULE JACS CODE		N200			
SUBJECT GROUP		Strategic Management			
MODULE DELIVERY PATTERN (✓ as applicable or give dates for non-standard delivery) NB "Semester 3" ends on 31 July each year					
LONG (2 semesters)		SHORT (1 semester)		NON-STANDARD DELIVERY ✓	
Sem 1 & 2		Sem 1		Start Date	TBC
Sem 2 & 3		Sem 2		End Date	TBC
		Sem 3			
MODULE ASSESSMENT PATTERN (✓ as applicable - also complete Table A, Section 5, below)					
Single Module Mark with Overall Module Pass Mark of 40%					✓
Single Module Mark - Pass/Fail only					
Up to Three Assessment Tasks with Pass Mark of 40% for each Task and Overall Module Pass Mark of 40%					
Up to Three Assessment Tasks - Pass/Fail only					
Overall Module Pass Mark if other than 40% (subject to approval)					
(Note: This module is also professionally validated by the Association of Charity Independent Examiners for the award of the <i>ACIE Charity Accounting Certificate</i> - students wishing gain this must achieve a mark of at least 50%: however the normal pass mark of 40% applies for university purposes. See Appendix)					
MODULE INFORMATION (✓ as applicable - also complete Table A, Section 5)					
Is a timetabled examination required for the assessment of this module?					✓
Is a timetabled examination required for the reassessment of this module?					
Is the module delivered wholly by Distance Learning (i.e. not timetabled at SHU)					
Are any staff who are responsible for teaching on this module non-SHU employees?					
MODULE STATUS (✓ as applicable to status of module in the context of current proposal)					
Unchanged: an existing module, presented as unchanged from previous years					
Modified: an existing module being modified as a result of this validation, e.g.. changes to delivery or assessment pattern, title, credit weighting etc (Note: Previous title was <i>Charity Financial Management and Accounting</i>)					✓
New: new module to be approved through current validation process					
If status is 'Modified', please give date when modified version is to be available from				Modified Version Available from January 2010	
Breakdown of notional study hours by type (Typically requires 10 hours of notional study time for 1 CATS credit)		Tutor-Led (Contact Hours)	Tutor-Directed Study	Self-Directed Study	TOTAL STUDY HOURS for this Module
		21	29	100	150
OTHER COURSES FEATURING THIS MODULE (please list below)					

1 AIM OF THIS MODULE

This module explores the various regulatory issues applicable to UK charitable organisations - starting from an introduction to charity law but focusing primarily on charity accounting and the strategic requirements which follow from the accounting framework. These are addressed at a level that will enable participants to make critical input on these issues in actual charitable organisations.

2 BY ENGAGING SUCCESSFULLY WITH THIS MODULE YOU WILL BE ABLE TO

1. Demonstrate an understanding of the legal and regulatory framework surrounding charities in England and Wales.
2. Understand and apply the principal requirements for charity accounting in England and Wales (financial accounting and management accounting) - especially the impact of the Charities SORP*.
3. Demonstrate a critical understanding of financial procedures and controls appropriate to a UK charity.
4. Read and understand charity accounts, take a significant role in the preparation of such accounts, and make informed decisions on financial reporting requirements for different types of charities.
5. Make informed financial decisions, or advise trustees on such decisions, in the context of a specific charity, using a range of analytical tools.

**Statement of Recommended Practice on Accounting and Reporting by Charities*

Note: Students are not expected to have a formal background in accounting, and the module does not seek to provide this. However the module will seek to develop whatever initial understanding a student has of charity accounting procedures at least to a level sufficient to evaluate procedures in a specific charity and to liaise knowledgably with external accountants to a charity.

3 THESE ARE EXAMPLES OF THE CONTENT OF THE MODULE

- The Framework of UK Charities and Voluntary Organisations

The third sector as a whole. Definition of voluntary organisations and of charities. Charitable status. Charitable social enterprises and contrast with non-charitable entities in the sector.

- Charity Law and Structures

The Charities Acts 1993 and 2006 and interaction with other legislation. Choices of legal forms for charitable organisations. The notion of trust and the role of trustees. Implications for financial management. Trading subsidiaries.

- Charity Accounting - Principles

Fundamental concepts of charity accounting, including accounting records, fund accounting, and understanding of legal requirements. Specific accounting concepts such as debtors, creditors, accruals, deferred income, valuation of assets in a charity context.

- Charity Financial Reporting

The accounting requirements of the Charities Act 1993 and Charities SORP. Practical implications for charity reporting. Relationship between accounting records and presentation of financial statements. Implications for financial decision making and for fundraising.

- Scrutiny and Control of Finance

Internal financial controls. Trustees' responsibilities including approval of accounts. The processes of audit and independent examination: requirements and differences and the implications for funding relationships. External controls beyond the auditor/examiner.

- Financial Decision Making

Management accounting issue in the charity sector. Presentation of information to trustees. Problems of long term decision making with short term funding.

- Financial Policy

Reserves and reserves policy. Investment management. Ethical investment. Risk assessments.

- Fundraising and Financial Management/Governance

Links between organisational strategy, fundraising strategy and accounting. Legal controls on fundraising and their implications for financial management.

4 THESE ARE THE MAIN WAYS YOU WILL BE SUPPORTED IN YOUR LEARNING TO ACHIEVE THESE OUTCOMES

The module will use a combination of lectures and seminars, involving extensive case study work in the seminars – both existing, and applied work in relation to participants' own organisations. Students will have the chance to research specific issues in charity regulation and accounting and present findings.

5 THESE ARE THE WAYS THAT WILL BE USED TO ENABLE YOU TO DEMONSTRATE YOU HAVE MET THE LEARNING OUTCOMES

You will be assessed through a written examination (3 hours) exploring central issues in charity accounting and financial management. The exam will include a significant case study, which will require critical analysis of issues in the context of charity accounting standards and regulation. There will also be a choice of questions requiring students to articulate the role of certain issues in charity accounting to assess critically their application to particular situations.

To pass the exam (40%) students will need to show give clear adequate answers to questions, showing at basic understanding of charity accounting requirements and regulatory issues with few if any errors, and at least some level of analysis in answers.

To gain a distinction level mark (70%) very clear answers to questions are required showing thorough understanding of accounting and finance issues in the context of charity regulation, including through justification. Answers will show sophisticated and creative analysis of the issues with well-structured arguments showing evidence of extensive reading, and articulation of how charities as a whole are affected.

TABLE A: ASSESSMENT TASK INFORMATION

ASSESSMENT TASK	% weighting of overall module mark	Duration of task / word count / length of exam	In-module retrieval available?	Individual task pass mark ONLY IF OVER 40%**
Exam	100	3 hours	No	40%*

**The pass mark for the exam is 40% for University purposes. However, students wishing to achieve the ACIE Charity Accounting Certificate should note that a minimum mark of 50% will be needed.*

6 THIS IS HOW YOU WILL BE GIVEN FEEDBACK ON YOUR PERFORMANCE

Formative feedback will be given during the taught part of the module as a result of in class presentations and discussions.

Summative feedback will be given in the form of a mark for the examination (normally broken down by sections) and a general report from the internal examiners on students' performance as a whole, including any particular areas with stronger or weaker answers.

7 THESE ARE EXAMPLES OF THE KEY LEARNING RESOURCES YOU WILL USE

Participants will receive an extensive list of books and other resources for use as directed learning and for assignment preparation. Sample charity accounts will form an important resource. A wide range of specialist web-based resources for the charity sector will be highlighted. The university Learning Centre holds a wide range of books and other material on the charity/voluntary sector and has electronic access to the key journals in the field.

Examples of key materials include:

Lloyd, Stephen - Charities: The New Law 2006: A Practical Guide to the Charities Acts (Jordans 2007).

Morgan, Gareth G – The Charity Treasurer's Handbook: An Introduction to Voluntary Sector Finance and Accounting (2nd edn Directory of Social Change, 2008).

Palmer, Paul & Randall, Adrian - Financial Management in the Voluntary Sector: New Challenges (Routledge 2002).

Statement of Recommended Practice on Accounting and Reporting by Charities (Charity Commission 2005; 2nd edition 2008)

FINAL TASK

According to the Assessment Strategy shown in the Module Descriptor, which task will be the LAST TASK to be taken or handed-in? (Give task number as shown in the Assessment Strategy)	Task No. 1
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MODULE REFERRAL STRATEGY

Task for Task (as shown for initial assessment strategy)	Y
Single Referral Package for All Referred Students	N

REVISIONS

Date	Reason
July 2012	Assessment Framework review