



ACCY5104

Budgets for Planning and Control



Te Pūkenga

Jon Zaidi
[Email address]



COURSE INFORMATION

Semester 1, 2023

Course Name	Budgets for Planning and Control
Course Code	ACCY5104
Number of Credits	15
Pre-requisites	Core courses has no pre-requisites. Specialisation: ACC
Compulsory/Elective	Compulsory
Course Aim	This course endeavors to enhance the understanding, abilities, and capacities needed to create and employ budgets to assess performance and establish internal controls to reduce the risk for an organisation.
Time requirement	In-class contact hours: 48 hours. Authentic work experience and preparation and completion of assignment work: 12 hours. Self-directed learning: 90 hours. Total: 150 hours

Lecturer:	Jon Zaidi	Room:	115-3027
Email:	jzaidi@unitec.ac.nz	Phone:	+64 9 892 7065 Extn 7065
Office Hours:	By Appointment		
Academic Programme Manager:	Malama Saifoloi	Room:	115-3032
Email:	msaifoloi@unitec.ac.nz	Phone:	892-7030
Start Date	March 3 rd 2023	End Date	June 26th 2023
Room	112 - 4001	Time:	9 am – 12 pm

About the course

Course Aim

This course endeavors to enhance the understanding, abilities, and capacities needed to create and employ budgets to assess performance and establish internal controls to reduce the risk for an organisation. The course will also teach participants how to evaluate the financial status of an organisation and make informed decisions to improve its overall financial health. Moreover, the curriculum will cover various techniques and strategies for financial planning, forecasting, and risk management. The course will utilise practical examples to facilitate participants' acquisition of practical knowledge and understanding of assessing internal controls and financial and business risks. By studying real-world scenarios, they can apply the concepts they have learned and develop hands-on experience in risk management. This methodology will make the learning process more engaging and relevant to participants, enhancing their capabilities for organisational challenges.

Learning Outcomes

This course supports the following learning outcomes:

LO1	Prepare budgets and monitor performance against budgets for a business entity
LO2	Utilise effective communication methods to disseminate budget and performance monitoring information to relevant internal stakeholders
LO3	Assess a company's internal controls and financial and operational hazards to identify appropriate measures to reduce or manage risk.

Assessments and Grading

Assessments

The assessments for this course are listed below.

Type	Weighting	Week	Submission Date	Learning Outcome
Case study assignment 1 – Budgeting and variance analysis	40%	9	May 8 th 2023	LOs 1 and 2
Case study assignment 2 – Risks (Invigilated)	20%	12	June 2 nd 2023	LO 3
Examination (Invigilated)	40%		TBD	LOs 1, 2 and 3
Total:	100%			

Pass Criteria

Pursuant to the guidelines, students must undertake all assessments in a course to attain a passing grade. Consequently, all assessment submissions must be completed, and an aggregate course score of 50% must be attained to achieve a passing result.

Assignment Rubric

The evaluation criteria for each assignment will be explicitly specified through the rubric. The assignment rubric will outline the performance expectations and standards for assessing the student's work. This will provide clarity and consistency in grading, ensuring that the students know what is expected of them and how their work will be evaluated. The assignment rubric will also serve as a guide for the students, helping them focus on the most important aspects of the assignment and understand the learning objectives better.

Course Grades

Course grades will be determined by the mathematical aggregation of weighted assessment marks and reported according to the following scales.

Achievement-based (11-point) assessment system

Grade	Meaning	Result	Percentage
A+	Distinction	Credits Earned	90 – 100
A	Distinction	Credits Earned	85 – 89
A-	Distinction	Credits Earned	80 – 84
B+	Merit	Credits Earned	75 – 79
B	Merit	Credits Earned	70 – 74
B-	Merit	Credits Earned	65 – 69
C+	Pass	Credits Earned	60 – 64
C	Pass	Credits Earned	55 – 59
C-	Pass	Credits Earned	50 – 54
D	Fail	No Credits	40 – 49
E	Fail	No Credits	0 – 39

Download your assignments

Please download your marked assignments for future reference after your lecturer marked it. To do this, please go back into the assignment activity and click on the download icon indicated below, third from right:



Assessments in Te Reo

Unitec regulations allow the submission of assessments in Te Reo. Fluent Te Reo speakers mark these assessments in coordination with the lecturer. For further information, see 3.3 of the following document:

<https://www.unitec.ac.nz/sites/default/files/public/documents/Assessment-and-Grading-Procedures-and-Regulations.pdf>

NZDB5: Protocol regarding assignment queries

NZDB is delivered according to strict rules and regulations of the New Zealand Qualifications Authority (NZQA) and therefore the following applies when asking assistance with assignments:

1. To ensure equity in assessment information, students have to email questions regarding assessments to lecturers or ask them in class.
2. Lecturers will answer emailed questions in a general email to the whole class.
3. Lecturers will answer voiced questions to the whole class.
4. Lecturers are not allowed to read and/or mark any draft work

Resources to ensure Academic success

Electronic learning resources:

The class has a Moodle site that provides weekly resources and announcements from your lecturer. You should regularly review the site, especially if you missed a class. You can access the course from the Unitec Moodle site or this link: <https://moodle.unitec.ac.nz>

Other learning resources: This course does not have a prescribed textbook; resources will be provided on Moodle.

Academic and General Student Support

Unitec has a range of support structures available to students, from academic to emotional support. Some of these are:

1. In our School, we have two Support Champions, Maria and Denisa, who will support you or help you with access to the support below. If you need help, cannot come to class, or are struggling with assignments, please email your student number and program to ofconcern_business@unitec.ac.nz (Note: there is an underscore between concern and business, not a space.)
2. Economic hardship, transport issues, or lack of food: Unitec has support available for students who experience financial hardship. Please email ofconcern_business@unitec.ac.nz.
3. Learning advice and support – also with assignments: visit the Learning Advisors in Te Puna (Te Puna, B180, Level 1), go to AskMe in the library to make an appointment or email learningadvisors@unitec.ac.nz for an appointment, or pop in during 12 and 1 pm every day. For a full list of their services, visit this link: <https://www.unitec.ac.nz/current-students/study-support/learning-advisors>
4. Counselling or medical advice: Te Puna Waiora, Health & Counselling (Te Puna, B180, level 0 – go down the stairs in the library)
5. Pacific students: Visit the Pacific Centre (Te Puna, B180, Level 1) for Pacific Development and Support or email askpacific@unitec.ac.nz or ofconcern_business@unitec.ac.nz

6. Maori students: Visit Maia Marae in Te Noho Kotahitanga Marae, Puukenga (B180, Level 0) or book an appointment through <https://guides.unitec.ac.nz/labbookings/maori> or email ofconcern_business@unitec.ac.nz
7. International students: email internationalsupport@unitec.ac.nz or in an emergency phone at +64 21 829510
8. Serious concerns: If you have serious concerns about any issue related to the NZDB5 program, don't hesitate to contact the APM Antoinette Wessels at awessels@unitec.ac.nz. If she cannot resolve your issue, you may contact the Student Advocates for independent advice or to raise a concern at studentadvocate@unitec.ac.nz or to make an appointment. Read about the student advocate here: <https://www.unitec.ac.nz/current-students/student-life/student-advocates>
9. For more and other services, please follow this link <https://www.unitec.ac.nz/about-us/contact-us/schools/student-wellbeing>

Assessment submission

In general, assessments are submitted by uploading them to Turnitin Dropboxes on the Moodle page of the course. The lecturer will show you how to do this when you submit your first assignment.

Assignments are handed out well in advance of the due date, and you are expected to work on your assignments over time to easily edit your work and submit a high-quality document on time.

Backup Assessments

The most frequent explanation lecturers hear about late assessments is device related; for example, *my PC broke, my hard drive broke, I saved my assignment but I cannot find it on my PC*. Please make regular backups of your work to avoid this situation – not only on your device. The School does not accept device-related excuses as any professional nowadays takes responsibility to backup their work as they progress. The easiest way to backup your work is to email it to yourself.

Late Assessments

1. The School does not accept device-related excuses for late assessments as any professional nowadays takes responsibility for backing up their work as they progress, which is considered a basic work skill. The most frequent excuses lecturers hear about late assessments is device related; for example, *my PC broke, my hard drive broke, I saved my assignment but cannot find it on my PC*. Please make regular backups of your work to avoid this situation. The easiest way to backup your work is to email it to yourself since USBs get lost. Backing up to your regular device is not useful, do the backup to an external device.
2. In the exceptional circumstances that your assignment may be late, you must email your lecturer before the submission date. Lecturers can give students an informal extension of two days, but no longer.
3. If you need more than two days, you must submit the work you have done with a formal application for an extension. Unitec has an Affected Performance Consideration (APC) policy for these circumstances. You have to complete the approved form to apply for consideration, and except in exceptional circumstances, this must be:

- 3.1 no later than five working days after the due date of the summative assessment; and
- 3.2 provided appropriate documentary evidence of the circumstances and the effect on performance.
4. Any assessment that is submitted late (and does not have a prior approved informal extension or an APC) will be penalised by a deduction of 10% per day of the student's assignment mark, up to five (5) days, inclusive of weekends. No assignments will be accepted five (5) days (including weekends) after the due date.
5. APCs for late assignments must include all draft work done for that assignment.
6. Also see 3.4.3 of Unitec's policy in this regard:
<https://www.unitec.ac.nz/sites/default/files/public/documents/Assessment-and-Grading-Procedures-and-Regulations.pdf>
7. Link to the information page and form:
<https://www.unitec.ac.nz/current-students/study-support/student-forms>

Affected Performance Consideration (APC)

If your performance in any assessment is affected by factors beyond your control, you may apply for Affected Performance Consideration (APC) under the following conditions:

1. You were unable to complete the summative assessment item; or
2. Your ability to complete the summative assessment (preparation/performance) was impaired; or
3. You need to request extra time to complete the summative assessment.
4. To apply for APC, the student shall complete the approved form to apply for consideration of affected performance. Except in exceptional circumstances, this must be:
 - 4.1 No later than five working days after the due date of the summative assessment; and
 - 4.2 We have provided appropriate documentary evidence of the circumstances and the effect on performance. Documentary evidence, such as a medical certificate, must be dated within 24 hours or one working day of the due time of that assessment item.
5. APCs for late assignments must include all draft work done for that assignment.
6. Link to the APC form (hardcopies need to be submitted – these are available at Student Central):
<https://www.unitec.ac.nz/sites/default/files/public/documents/affected-performance-consideration-form.pdf>
7. Also, see 3.4.3 of Unitec's policy in this regard:
<https://www.unitec.ac.nz/current-students/study-support/affected-performance-consideration>

Attendance

There is a direct correlation between class attendance and academic success; therefore, we strongly emphasise class attendance and urge you to attend classes regularly. If you cannot attend a class, please email your lecturer with a reason for your absence.

SEAtS

Unitec tracks attendance using SEAtS. You will use your student card that works with a card reader in every class, which updates your attendance. You can read more about this here:
<https://www.unitec.ac.nz/current-students/study-support/class-attendance>

Important notice: Your card will not read if you hold your wallet/purse against the reader. It will seem as if the card is read, but it may pick up any card in your wallet/purse. Please ensure that you put your student card right against the card reader so that it gets an accurate reading.

This a reminder to International students that your class attendance is required and monitored by Immigration New Zealand.

Academic integrity

You must respect the intellectual property of other writers and researchers and acknowledge the use of any books, academic journals, or internet sources in your assignments. However, all the information must be paraphrased (written in your own words) and cited using APA referencing. Make sure you apply the APA referencing protocol to acknowledge all sources. Unitec uses APA 7th edition; [here](#) is the link to the Unitec Library page.

Any of the following may be classified as academic misconduct and result in disciplinary action:

1. Copying sentences, paragraphs, or other bodies of work from any source of information
2. Copying from another student
3. Submitting work previously submitted in studies at Unitec or elsewhere
4. Closely paraphrasing information
5. Submitting any work obtained from internet essay depositories
6. Submitting work that you did not do yourself
7. Acting dishonestly in a test or exam.

Further information can be found in the:

Student Disciplinary Statute:

<https://www.unitec.ac.nz/sites/default/files/public/documents/Student-Disciplinary-Statute.pdf>

Academic Integrity Policy:

<https://www.unitec.ac.nz/sites/default/files/public/documents/Academic%20Integrity%20Policy.pdf>

Withdrawing from your studies

If you have to withdraw from your studies, please note that you will still have a financial obligation towards Unitec. Please make sure that you understand the following policies and procedures that students agree to when they accept their offers of places at Unitec:

[Admission Enrolment and Fees Policy](#)

[Admission and Enrolment Procedures](#)

[Fees & Refunds Procedures](#)

Sections 15 to 18 in the Admission and Enrolment Procedures explain why you have still been charged after completing your withdrawal. The summary tables in sections 6 and 7 of the Fees & Refunds Procedures may also help clarify how the withdrawal date affects eligibility for a refund and how much.

Other relevant information

Student Handbook

Please view the Student Handbook available on Moodle for a comprehensive overview of information pertaining to your studies at Unitec. View the student handbook here:

<https://moodle.unitec.ac.nz/course/view.php?id=6363>

Course Schedule (may be changed if circumstances require it)

Week	In-Class Topics and Activities	Out-of-Class Topic and Activities / Notes	Resources
1 LO 1 Friday, March 3 rd , 2023	Introduction to Planning and Managing Financial Performance Types of costs and cost behaviour		
2 LO 1	Introduction budgeting: Purpose and limitations of budgets Preparation of budgets - sales Budget	Read the chapter and Activities shared in class as follow-ups	Chapter 9 Garrison et al. – on Moodle
3 LO 1, LO2	Preparation of budgets - cash budget	Read the chapter and Activities shared in class as follow-ups	Chapter 9 Garrison et al. – on Moodle
4 LO 1, LO2	Preparation of budgets - total budget	Read the chapter and Activities shared in class as follow-ups	Chapter 9 Garrison et al. – on Moodle
5 LO 1, LO2	Preparation of budgets - income statement & balance sheet	Read the chapter and Activities shared in class as follow-ups	Chapter 9 Garrison et al. – on Moodle
6 LO 1, LO2	Flexible budgets	Read the chapter and Activities shared in class as follow-ups	All material provided in class and before its start
7 LO 1, LO2	Sensitivity analysis Variance analysis for static budgets	Read the chapter and Activities shared in class as follow-ups	All material provided in class and before its start
8 LO 1, LO2	Forecasting Communicating results and Recommendations	Read the chapter and Activities shared in class as follow-ups	All material provided in class and before its start
9 LO3 Assessment 1 Submission – May 8th	External environment and economic conditions Risk management; Financial and Business Risk 1	Read the chapter and Activities shared in class as follow-ups	Leung et al. Chapter 12

10 LO3	Corporate scandals, Audit, assurance, attestation Internal controls (Cash, Inventory, receivables, payables)	Read the chapter and Activities/mini cases shared in class as follow-ups	Leung et al. Chapter 1 Cunningham et al. Ch 6
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10/04/2023 – 17/04/2023 Mid Semester Break			
11 LO3	Internal controls (PPE, computerised acc. systems, bank reconciliation) Tutorial. Going over the cases or exercises	Read activities, Re-do MCQs and mini-cases given in slides	
12 LO3 Assessment 2 Submission June 1st 2023	Internal controls (bank reconciliation) Tutorial. Going over the cases or exercises		Cunningham et al. Ch 6; Leung et al. Chapter 7; Warren, Reeve & Duchac, Chapter 8
13 LO3	Managing Risks- Acc. Receivable management; Ageing analysis and subsidiary ledgers Tutorial. Going over the cases or exercises		Leung et al. Chapter 12; Warren, Reeve & Duchac, Chapter 9; Cunningham et al. Ch 6 ; Birt et al. Chapter 8
14 LO1,LO2,LO3	Cases and discussion – Review of topics and activities Key learning and support session		
15 LO1,LO2,LO3	Revision/Study Leave	Try for the mock paper given in the Moodle before coming to the class	
16	Exam	IN Lab	

Disclaimer: This course information guide replaces all previous information released by the School of Applied Business for this course to students and is correct and **valid from 15 February 2023.**

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