COURSE SYLLABUS

RUS Borrower Accounting (Electric) Course (Self-Paced)

This course is designed for persons who are now, or who intend to be, office managers, accountants, or bookkeepers in offices of electric utilities that have been financed by the Rural Utility Service (RUS), USDA. It may also serve as a guide to directors, managers, Certified Public Accountants, lawyers, and engineers. It is inevitable that there are variations in some of the procedures used by individual utilities. We have attempted to teach the basic and specialized principles and procedures of accounting that are common to all organizations engaged in this type of enterprise.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/rus-borrower-accounting-electric

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Course Outline

Module 1: Books of Account and Cash Controls

- Principal books of account: general ledger, journals, and subsidiary records
- Internal control over cash receipts and the Daily Cash Collection Sheet
- Disbursements, voucher checks, and payroll distribution
- Bank reconciliation and required book adjustments

Module 2: The Uniform System of Accounts

- FERC/RUS account structure and numbering
- Balance-sheet accounts and RUS long-term debt accounts
- Operations accounts and functional accounting

Module 3: Accounting for Construction Costs

- Construction methods and procurement under 7 CFR 1726
- The work-order procedure: materials, labor, and overhead
- Clearing accounts and the RUS Form 219 Inventory of Work Orders

Module 4: Organization and Original Construction

- The four development stages of a cooperative
- Preloan activity and financing
- Recording original-construction transactions and Construction Work-in-Progress
- The construction-period trial balance

Module 5: The Operating Period

- Metering, billing, and revenue accounts
- Operating expenses, materials, labor, and clearing accounts
- Closing construction and recording depreciation

Module 6: Year-End Operations and Closing

- December operations and stores expense
- The working trial balance
- Closing entries and patronage capital

Module 7: The RUS Form 7 Financial and Statistical Report

- Purpose, authority, and filing requirements
- Form 7 structure: Statement of Operations and Balance Sheet
- Tying the report to the working trial balance and carryforward

Module 8: Analysis of Financial Statements

- Coverage ratios: TIER and Debt Service Coverage (DSC)
- Equity, liquidity, and efficiency ratios
- Preparing and interpreting the Statement of Cash Flows

Module 9: Plant, Depreciation, and Operations

- Plant purchases, sales, and acquisition adjustments
- Depreciation accounting under RUS guidance
- Maintenance versus operations and related special topics

Module 10: Continuing Property Records

- CPR principles and building blocks
- Retirement units, record units, and mass property
- Installing and maintaining the continuing property record

Module 11: Budgeting and Accounting for RUS Loan Funds

- The RUS loan budget and its budget purposes
- RUS Form 605 and Form 595 (FR&ES)
- Concurrent loans and subsidiary loan records