



UNIVERSITI TEKNOLOGI MARA

AGR323: ESTATE BUDGETING AND ACCOUNTING

Course Name (English)	ESTATE BUDGETING AND ACCOUNTING APPROVED
Course Code	AGR323
MQF Credit	3
Course Description	This course will provide students an overview of the basic concepts and practices of budgeting, accounting and other parts of financial management and management control. Students develop the analytical and operational skills to analyse different kinds of budgets and to understand a plantation sector organisation from a budgetary perspective. The course covers the entire budgetary process, including budget formulation and execution, programme development, cost and revenue estimation, budget tactics, and budget evaluation. Students also gain some basic understanding of plantation sector accounting concepts, particularly by learning and practicing the main content and structure of the income statement, the balance sheet and the cash flow statement, including their interrelationships. Examples from a range of plantation sector experiences are woven into the course to illustrate the issues involved and to examine the connections between financial control systems and the purposes of an organisation.
Transferable Skills	Collect and analyse cost information within the plantation operations. Propose methods to reduce costs and enhance value within the plantation. Monitor performance against budgets within the plantation. Prepare, forecasts and budgets for the plantation.
Teaching Methodologies	Lectures, Discussion, Presentation
CLO	CLO1 Identify, Collect and analyse cost information within the plantation operations. CLO2 Propose methods to reduce costs and enhance value within the plantation. CLO3 Prepare, forecasts and budgets for the plantation
Pre-Requisite Courses	No course recommendations
Topics	
1. -Record keeping and accounting system 1.1) Purpose of record keeping 1.2) Estate business activities 1.3) Basic accounting terms	
2. -Accounting system 2.1) Accounting period 2.2) Cash versus Accrual accounting 2.3) Single versus Double entry 2.4) Basic and complete system	
3. -Basic of cash accounting 3.1) Revenue and expenses 3.2) Advantages and disadvantages of cash accounting 3.3) Basic of accrual accounting 3.4) Basic of cash accounting 3.5) Output of accounting system	
4. -Balance sheet and its analysis 4.1) Purpose of balance sheet 4.2) Balance sheet format 4.3) Asset valuation 4.4) Cost basis versus market basis balance sheet	

5. -Income statement and its analysis

- 5.1) Identifying revenue and expenses
- 5.2) Depreciation
- 5.3) Income statement format
- 5.4) Accrual adjustment to cash basis income statement
- 5.5) Analysis of net estate income
- 5.6) Change in owner equity
- 5.7) Statement of cashflow

6. -Enterprise budget

- 6.1) Purpose and use of enterprise budget
- 6.2) Constructing a crop enterprise budget
- 6.3) Interpreting and analyzing enterprise budget

7. -Partial budgeting

- 7.1) Uses of partial budget
- 7.2) Partial budgeting procedure
- 7.3) Partial budget format
- 7.4) Limitation of partial budget

8. -Whole farm planning

- 8.1) What is whole farm planning
- 8.2) Planning procedure
- 8.3) Factor to consider when computing changes

9. -Cash flow budgeting

- 9.1) Features of cash flow budget
- 9.2) Constructing cash flow budget
- 9.3) Uses of cash flow budget
- 9.4) Monitoring actual cash flow
- 9.5) Investment analysis using cash flow

Assessment Breakdown	%
Continuous Assessment	60.00%
Final Assessment	40.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Problem Sheet Questions	10%	CLO3
	Assignment	Written Assignment	20%	CLO2
	Test	Online Test	30%	CLO1

Reading List	Reference Book Resources
	<ul style="list-style-type: none"> • Kay, Edward and Duffy 2012, <i>Farm Management</i>, 7th Ed., McGraw Hill • Oliver and Horngren 2010, <i>Managerial Accounting</i>, 1st Ed., Pearson • Kemp 2003, <i>Budgeting for Managers</i>, 1st Ed., McGraw Hill • Horngren et al 2014, <i>Introduction to Financial Accounting</i>, 11th Ed., Pearson • Warren 1997, <i>Financial Management for Farmers and Rural Managers</i>, 4th Ed., Wiley

Article/Paper List	This Course does not have any article/paper resources
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Other References	This Course does not have any other resources
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