

Outline for all cases:

- **Brief Synopsis:** (highlight main points of the fraud and how much was lost)
- **Timeline:** (*only for the case you will be presenting*)
- **Actors:**
 - Company or companies:
 - Brief corporate history prior to fraud
 - Industries
 - Products
 - Major subsidiaries
 - Organization chart (*only for the case you will be presenting*)
 - Perpetrators:
 - Names and Titles
 - Photos (*only for your own case you will be presenting*)
 - Background
 - Role in fraud
 - Motives
 - Personal gain
 - Legal ramifications (e.g., indictments, sentencing)
 - Victims: Names, Titles, Losses
 - Discoverers of the fraud: Names, Titles, Role in Discovery
 - Those who missed the fraud: Names, Titles, How missed
 - Other significant individuals (include auditors if not mentioned previously): Names, Titles, Role
- **Description of facts:**
 - When did events take place?
 - Appropriate images (*only for the case you will be presenting*)
 - What was taken or misrepresented? What was the market capitalization loss? Show losses by period.
 - How was it taken?
 - How was it hidden?
 - Explanation of specific terms
 - How was it discovered and by whom?
 - What were some missed opportunities to discover fraud and who missed them? How could it have been prevented?
- **Environment:**
 - What was happening in the company's industry at the time?
 - What was the regulatory environment at the time?
 - What was happening in the economy at the time?
- **Ramifications:**
 - How much money was lost?
 - What sanctions were imposed on the perpetrators?
 - What sanctions were imposed on the company? Where is the company now?
 - What sanctions happened to the accounting firm?
 - What happened to the accounting profession?
 - What happened to the company's industry?
- Exam Questions and Answers (*only for the case you will be presenting*)

Group Case presentation:

- **Case Selection:**
 - In addition to the other case write-ups, you will prepare and present a case as part of a group (see Groups section of Syllabus). You may select with my participation and agreement the case you wish to prepare.
 - Some possible cases include: Enron, WorldCom, HealthSouth, AIG, and Fannie Mae. Older cases might have an advantage of having a book or two written that outline a problem. More recent frauds such as AIG have more on-line material available, but they are not yet resolved. Cases such as Enron, WorldCom, and HealthSouth will require updating of materials. The more extensive amount of material available, the better the preparation should be.
 - You must choose a case by the end of the third week of classes.
- **Sources:**
 - One week after Exam One, prior to case coverage you should provide me a properly formatted list of sources (i.e. bibliography) and copies of all your sources.
 - **Electronic Copies of Files:** You should provide a copy of the list of sources in Microsoft Word and all of your sources in electronic format (on a CD or USB drive).
 - **List of Sources:** List of sources should be listed in **chronological order by major category** (e.g. SEC, Company, News Articles) with complete and proper bibliographic citation format. At minimum should include date of publication, title, publication name, authors (if available), web address (if applicable).
 - **Exhibits:**
 - Copies of your source materials should be in electronic format where possible (try pdf creation software from <http://www.pcvorlownload.com/business/pdf/indexrating.htm>).
 - Sources should be combined into one PDF document.
 - The sources in the PDF should follow the same sequence as the List of Sources.
 - The PDF document should have a book mark for each document.
 - Each document should start on new page.
 - Books may have to be scanned into a PDF.
 - **Sources might include:**
 - **Documentation and authoritative analysis:**
 - Legal:
 - SEC, court, or congressional press releases
 - SEC filings, actions, and reports
 - Congressional hearings
 - Federal (DOJ) and State Court Complaints, Indictments, etc.
 - Court transcripts
 - Class action law suits
 - GAO reports
 - Company:
 - Copies of financial statements (especially during periods of fraud) from 10-K's and Annual Reports. Include original with fraud and after restatements.
 - Relevant 8-K's
 - Press releases
 - Internal reports
 - Copies of internal documents
 - **Contemporaneous analysis:**
 - Newspapers

- Trade journals
 - Business publications
 - Photos
 - Audio and video resources
 - Interviews
 - **Non-Contemporaneous analysis:**
 - Time-lines
 - Previously prepared case studies
 - Academic journals
 - Accounting practitioner journals
 - Books
- **Your case write-up:**
 - Due 72 hours before case presentation.
 - Your write-up should include photos wherever possible.
 - Your write-up should include a time-line which includes company highlights but especially focuses on the fraud and the fraud aftermath.
 - Include appropriate images such as stock charts or images illustrating key transactions.
 - You should include some example exam questions. Three multiple choice questions and solution. Three fill in the blank questions with solution. Two essay questions with solutions.
 - Your last page should include a final list of sources.
 - Your case should be typed and single-spaced. The case write-up should have a cover page with all team member names included. The case should have headings that correspond to the sections described above plus additional ones as needed. You must cite all facts and conclusions drawn. All cites should be in-text citations with page number references. All sources used to prepare citations must be in your submitted sources.
 - You are to provide me with a copy of the final write-up as **a digital copy of the file on a CD, diskette, or USB drive.**
- **Presentation:**
 - The timing of your group's presentation will depend on the case chosen and approved.
 - You are to present the case to the class using a PowerPoint slide show while in professional attire (think job interview).
 - The presentation will occur during regular class time and you will have 1 hour and 15 minutes.
 - You are supposed to be the most knowledgeable about the material and act as discussion leader.
 - You are to provide me with a copy of the PowerPoint handout before class **AND a digital copy of the file on a CD, diskette, or USB drive.**