

PADM 7602
Public Budgeting and Finance Administration
Spring 2008

Professor: Dr. Charles Menifield

Office: 138 McCord Hall

Office Hours: Monday, Tuesday, and Wednesday 1-4, or by appointment.

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Purpose and General Description: The primary focus of this course to provide students with hands on budgeting concepts, techniques and tools. Specifically, we will examine personnel, operating and capital budgets. In addition, we will examine, cost benefit analysis, discounting, forecasting, pension management, debt management, risk management, and communicating budget data.

Textbook: Menifield, Charles E. *The Basics of Public Budgeting and Financial Management: A Handbook for Academics and Practitioners.*

Class Format: This is a participation oriented class where the professor will present an overview of the material and then get detailed feedback from the students in the form of opinion and responses to assigned questions. We will address each of the assigned questions and any other questions that may come up during the discussion. Additional relevant information that addresses these questions is welcomed. I will also use speakers throughout the semester to discuss materials pertinent to budget and finance.

All of your homework should be typed and is due at the beginning of class. Each assignment should be dated and labeled (i.e. Homework #1, Homework #2 etc.). Homework turned in after the class is over is considered late and will receive a 20% grade reduction for each day that it is late. Print out two copies of your homework. Bring both copies to class. Knowledge of Excel is necessary for successful completion of the assignments. All spreadsheets should be copied onto a diskette and brought to class each week that an assignment is due. A computer and projector will be available.

Paper and Presentation: Each student is responsible for completing an 8-10 research paper for the class. The paper should examine an important budgeting issue for a state or local government. All approved topics, along with an explanatory paragraph, must be turned in by February 18, 2008. Therefore, you should be thinking about some topic that is interest to you during the first month of class. Topics turned in after that deadline will be penalized 10 points automatically each week that the assignment is late (with the first day of tardiness representing the first week). I strongly suggest that we discuss your ideas prior to your turning in your final topic. The final paper is due on April 28, 2008. Place a copy of your power point slides at the end of your paper (six slides per page). Each student will have no more than 15 minutes to present the paper. Your presentation grade will be lowered 10% for each minute that you exceed the 15 minute time limit. The points assigned to the paper will be split equally between the presentation and content of the paper.

Your paper and presentation are not two items that you should take for granted. Your paper will be graded on content, grammar, and punctuation. Your presentation represents 25% of your paper's grade and you will be judged primarily on how you deliver the paper while integrating technology into your presentation. Therefore, it is expected that you fully utilize Power Point, or any other electronic forms of communication into your paper. The presentation will also be evaluated in terms

of your level of comfort and confidence in the material, your ability to interact with and communicate with the class, etc. Presenters will be selected using the lottery method. Go to the department's webpage and print out the handout on writing a good research paper. Go to the A to Z link and look under "Writing a Research Paper" under the W link.

Attendance and Participation Policy: I will record attendance and participation in each class. If you miss a class, you obviously cannot participate. Hence, you must be prepared to make *substantive* contributions in each class that you attend. If your cell phone rings during the class, you will be marked absent and asked to leave the room for the evening. Your overall grade will not be affected by the first two absences. On the third absence, your final grade will be lowered one letter. According to departmental policy, any student missing 4 or more classes must be given an F in the course if they do not drop the course. Hence, I strongly encourage you to drop the course if attendance is a problem. Frequently tardiness and early departures will also be used in assessing your grade. Three tardies, three early departures, or any combination of the two equal one absence. Class begins at 5:30 and the roll will be taken at the beginning of the class. Twenty five points of your participation grade is strictly based on attending class. The remaining 75 points is based on active class participation. Students who engage in frivolous or disruptive conversation during class will lose their participation points for that class session with or without notice. You are free to engage in conversation with your fellow students before and after class, but not during class under any circumstances. If you miss something, it is your responsibility to ask the professor to restate or further explain the point in question.

Grading: Students will have an opportunity to earn 400 points during the semester. There are no extra credit points. The points will be assigned as follows:

Homework Assignments	200 (8 Assignments = 25 pts per)
Participation	100
Paper and Presentation	<u>100</u>
	400

A = >375 pts, A- = 360-374 pts, B+ = 340-359 pts, B- = 339-320pts,
C = 300-319 pts, C- = 280-318 pts, D = 279-239 pts, F = <239 pts

Academic Dishonesty: Policies regarding **incomplete grades, plagiarism and grievance procedures** are available in the current *University of Memphis Code of Student Rights and Responsibilities* (found at www.people.memphis.edu/~jaffairs/csc/CSRR.pdf). As outlined in the *UM Code of Student Rights and Responsibilities*, "cheating" and "plagiarism" will result in severe disciplinary action on the part of the instructor. Either offense will be grounds for receiving an "F" on the assignment or examination and possibly an "F" for the course, depending on the severity of the offense. Please contact the instructor if you have any questions about these topics.

Inclement Weather: In the event that inclement weather requires the cancellation of class at The University of Memphis, local radio and television news media will be immediately notified for dissemination, as they deem appropriate. Additionally, The University has established an Inclement Weather Hotline: 678-0888.

Students With Disabilities:

The University encourages the full participation of students with disabilities. Students with disabilities are urged to contact the University Office of Student Disability Services and to meet individually with the instructor to discuss special accommodations that may be needed for successful participation in this course.

Course Schedule and Reading Assignments:

January 14, 2008	Explanation of Syllabus, Overview of Budgeting and Finance Chap. 1 The Context of Public Sector Budgets
January 28, 2008	Chap. 2 Preparation of the Budget Proposal, HW 1 Due
February 4, 2008	Chap. 3 Preparing a Personal Services and Operating Budget, HW 2 Due
February 11, 2008	Chap. 4 Capital Budgets and Capital Improvement Plans, HW 3 Due Speaker
February 18, 2008	Chap. 5 Funding State and Local Budgets, HW 4 Due
February 25, 2008	Chap. 5 Funding State and Local Budgets-Continued Speaker
March 3, 2008	<i>Spring Break</i>
March 10, 2008	Chap. 6 Budgeting Techniques and Analytical Models, HW 5 Due
March 17, 2008	Chap. 7 Financial Management, HW 6 Due
March 24, 2008	Chap. 7 Financial Management-Continued
March 31, 2008	Chap. 8 Effectively Communicating Data, HW 7 Due
April 7, 2008	Presentations, HW 8 Due
April 14, 2008	Presentations
April 21, 2008	Presentations
April 28, 2008	Presentations (Paper is due in class)

I reserve the right to change this syllabus at any time.