Meeting Place: Classes will be in Person. Meeting in Rm. 169 – 4:55 – 6:10 PM

Office hours & Class Help: Your Graduate Assistant in this class will be Christopher Van Allen (evanalle@indiana.edu). He is responsible for many duties in class, attendance & grading, etc. Once the semester begins, he will hold weekly office hours. If you have any questions, please contact him.

Administrative Assistant: Steven Watkins (stewatki@iu.edu) Room 230.

Contacting the professor via email: The professor checks his email once to twice a day (early morning, late afternoon) but usually replies to his messages after 9 pm. Keep this in mind, especially during exams week. A drop box for assignments is available when the office is closed.

Course description: Study of fiscal management in public agencies, including revenue administration, debt management, and public budgeting.

Course Objectives: What to expect?

1. Describe the budgetary process.
2. Identify and describe the main types of spending functions in the public and non-profit sectors.
3. Identify and describe the main revenue sources in the public and non-profit sectors.
4. Identify and distinguish between debt and deficit, and explain when/why both are a reason for concern.
5. Identify and read public and non-profit sector financial documents.
6. Demonstrate an understanding of the basic tools of financial analysis.
7. Have a working knowledge of how to use spreadsheets.

Textbook: Mikesell, John (2007); Fiscal Administration; 10th edition or E-text version. Lectures from past editions will be given which are not in E-text. Power Points for all chapters and lectures.

Calculator: Each student is required to have a calculator!
Syllabus adjustments: The instructor reserves the right to adjust and alter this syllabus as needed in response to the ongoing needs of the class. Formal changes to exam or assignment due dates may be requested by students for consideration by the instructor on or before the date listed on the schedule below. This includes requests for alterations due to exams and assignments in other courses, religious considerations, campus events, etc.

Assignment format: Late assignments without prior consent from the instructor will not be graded. Students are encouraged to maintain regular records of their work to assure that all assignments are properly accounted for. Exams will be in Person. Assignments will be turned in to the Graduate Assistant in the class. They will be returned after they are graded. Assignments will be discarded at the end of the semester and exams will be discarded at the end of the following semester.

The professor will use Canvas to communicate with the class, posting the syllabus, power point slides, any relative announcements related to class and syllabus.

All Power Points, Syllabus, anything posted, etc. can be found in the Files Section of Canvas!

Final Exam Scores will be posted on Canvas when I am through grading. The registrar in most cases will have your official final grade posted four days after the Final Exam.

COURSE POLICIES: Standard Course Policies can be found on Canvas

No Cell phones are to be out when we are having lectures in class!
I only allow them if you have an app. letting you use your phone as a calculator.

For Quizzes and Tests, you can bring in formulas in on notecards or a piece of paper.

Standard SPEA academic policies are available on the V186 Canvas site.
Please notify the instructor if you have difficulty, for any reason, speaking in class or completing reading or writing assignments in short periods of time.

Any Questions about Covid and school protocol, please notify SPEA.

Tests & Quizzes not picked up in class on day when handed back will be held by the Graduate Assistant for one week more. After that, they will be thrown away.

Test & Assignment Scores can be found on Canvas in the Grades Section.

The Final Exam will not be returned.
Grading and Assignments:

**Attendance Points:** 5%- 10 pts.

Each student may miss no more than 2 classes to receive the full Ten Points. A student missing 3 classes will receive 7/10 points. If a student misses 4 or more classes, they will receive zero points!

**First Exam** 25%- 50 pts.

The First exam will consist of in-class components covering material from readings and lectures completed in the first half of the semester. In-class exam format may involve short answer, formula problems, and multiple-choice questions.

**Second Exam** 25%- 50 pts.

The midterm exam will consist of in-class components covering material from readings and lectures completed in the first half of the semester. In-class exam format may involve short answer, formula problems, and multiple-choice questions.

**Final Exam** 25%- 50 pts.

The non-comprehensive Final exam will consist of in-class components covering material from readings and lectures completed in the second half of the semester. Any material not on covered in the First exam will be on the Final exam. In-class exam format may involve short answer, formula problems, and multiple-choice questions.

**Budgeting Project** 10%-20 pts.

The Budgeting project will be a government municipality budget, where you will take a Eight years of prior year’s budgetary numbers, and using formulas learned in class, project the next two years of budgetary figures. The Spreadsheet can be handed in directly to your GA through Canvas. 

**Discounting Project** 10%- 20 pts.

The Discounting Project will be based on formulas you learn and apply to a problem on whether a Capital Project is feasible to build or not. You will learn more about the project and Discounting as the semester moves on.

**Your Grade Point Total will be on Canvas if you need to access it or you may contact the Professor or Graduate Assistant about any questions you have:**
IU’s Policy recommends spending 6 hours of study time for this class

Grading Criteria:

**Based out of a total of 200 pts.**

**Grading Percentages:**

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<tr>
<th>Grade</th>
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<tr>
<td>A+</td>
<td>98-100</td>
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<td>A</td>
<td>93-97</td>
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<td>A-</td>
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<td>B+</td>
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<td>C-</td>
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<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>Below 59</td>
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A curve will be used if it is needed in the class to guarantee a percentage of students receive A's, B's, C's, D's & lower. It is used to guarantee a proper distribution of grades if point totals fall below the regular grade curve above. Your final grade will be based on your total percentage of points. **The curve may help, or it may not! It depends on how the class is doing as a whole.**

**The curve does not guarantee a student a higher grade!**

**COURSE SCHEDULE**

As mentioned earlier: Schedule and syllabus revisions may and usually will happen at the discretion of the professor due to time constraints, assignments, etc. Any revisions will be made known in advance to students to give as much future notice as possible to students and the syllabus on Canvas will be updated when changes are made.
SPEA Academic Policies

Academic Dishonesty
SPEA faculty do not tolerate cheating, plagiarism, or any other form of academic dishonesty. If you have not done so, you should read the IUB Code of Student Rights, Responsibilities, and Conduct, which can be accessed at http://dsa.indiana.edu/Code/ so you will be sure to understand what these terms mean and what penalties can be issued for academic dishonesty. Academic dishonesty can result in a grade of F for the class (an F for academic dishonesty cannot be removed from the transcript). Significant violations of the Code can result in expulsion from the University.

Plagiarism is using another person’s words, ideas, artistic creations, or other intellectual property without giving proper credit. According to the Code of Student Rights, Responsibilities, and Conduct, a student must give credit to the work of another person when he/she does any of the following:

- Quotes another person’s actual words, either oral or written;
- Paraphrases another person’s words, either oral or written;
- Uses another person’s idea, opinion, or theory; or
- Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

Civility
Civility is important in an academic community to ensure that all parties—students, staff, and faculty—are working in an environment that fosters achievement of the individual’s and community’s goals and objectives. Civility requires all parties to demonstrate personal integrity and conduct themselves in a manner that shows respect, courtesy and tolerance to others. Examples of discourteous behaviors during class include reading the newspaper, listening to headphones, talking or laughing with others, chronically arriving late, and so forth. These behaviors are distracting to the instructor and classmates, and SPEA faculty will address these problems as they arise. Maintaining and fostering civility inside and outside the classroom is especially important to SPEA, which is a professional school.

Pursuant to the Indiana University Student Code of Conduct, disorderly conduct which interferes with teaching, research, administration, or other university or university-authorized activity will not be tolerated and will be immediately reported to the Office of The Dean of Students for appropriate disposition which may result in disciplinary action including possible suspension and/or expulsion from the university.

Course Withdrawals
Students who stop attending class without properly withdrawing from the class may receive a grade of F. It is important to withdraw from a course within specified timeframes (see chart below). Note that withdrawals after Week 12 of a regular session or Week 4 of a summer session are rarely granted. Poor performance in a course is not grounds for a late withdrawal.

Final Exam Schedule
If a final exam is given, it must be held on the day and time set in the final exam schedule. If an instructor has changed the final exam date, the student should first consult with the instructor. Students who have more than three final exams in one day or insufficient time to get from one exam to another should consult with their instructors to resolve these conflicts. Exams may not be given in the week before the final exam week. If a student is not able to resolve a final exam problem with the instructor, the student may report the problem to the Director of Undergraduate or Graduate programs. See the Office of the Registrar’s website at http://www.indiana.edu/~registrar/Calendars/4048finex.html for the final exam week schedule for fall 2004.
<table>
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<th>Week 1</th>
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<tr>
<td>Monday 8/23</td>
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<tr>
<td>Syllabus handout.</td>
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<tr>
<td>Discussion of class</td>
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<td>and expectations,</td>
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<td>Assignments, and</td>
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<td>Grades</td>
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<td>Wed. 8/25</td>
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<td>Chapter 1-Fundamental</td>
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<td>Principals of Public</td>
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<th>Week 2</th>
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<tr>
<td>Monday 8/30</td>
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<tr>
<td>Chapter 1-Fundamental</td>
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<td>Principals of Public</td>
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<td>Finance</td>
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<td>Budgetary Policy</td>
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<td>Wed. 9/1</td>
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<tr>
<td>Chapter 1 Continued &amp;</td>
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<td>Unsustainable Debt</td>
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<td>Lecture</td>
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<th>Week 3</th>
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<tr>
<td>Monday 9/6</td>
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<td>Chapter 2 – Budgets,</td>
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<td>Policy Makers &amp; Actors</td>
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<tr>
<td>Wed. 9/8</td>
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<tr>
<td>Chapter 3 – Budget</td>
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<td>Processes</td>
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Week 4

Monday  9/13  Chapter 3 Continued – Budget Processes, Actors etc. (Agencies)

Wed.  9/15  Chapter 4- Revenue Types and Evaluation Criteria

  Growth Rate Formula
  Introduction to Budgetary Project
  Composite Deflator

  Time Value of Money – Chapter 12 Formulas

Week 5

Monday  9/20  Chapter 5- Income Taxes – Lecture recorded on Kaltura

  Growth Rate Formula
  Introduction to Budgetary Project –
    In class Zoom Session

  Time Value of Money – Chapter 12 Formulas

Wed.  9/22  Review -1st Exam – Covers Chap. 1 -4 & Formulas - Growth Rate
  & Composite Deflator

  Review will recorded and posted on Kaltura until 2/22, 11:59 pm.
Week 6

Monday 9/27 Review Session #2 for Exam #1

Chapter 6 – Sales Tax – Taxes on Goods & Services

Wed. 9/29 First Exam

Week 7

Monday 10/4 Chapter 7- Property Taxes -

Property Tax Formula

Wed. 10/6 Chapter 8-Private Government Revenue -

Week 8

Monday 10/11 Chapter 9- Inter - Governmental Transfers -

Wed. 10/13 Lecture:

Capital Infrastructure -How to decide what Projects are built?

Week 9

Monday 10/18 Discounting – Benefit Cost Analysis

Wed. 10/20 Introduction to Discounting Project
Week 10

Monday 10/25  Free Day – Work in Class on Projects

    Budgeting Project Due – Hand in to GA

Wed. 10/27  Review for Second Exam

Week 11

Monday 11/1  Review for Second Exam

Wed. 11/3  Exam 2

Week 12

Monday 11/8  Chapter 10 -Debt, Deficits, and Unfunded Liabilities

Wed. 11/10  Chapter 11 – Government Accounting

Week 13

Monday 11/15  Lecture: Managing Funds

Wed. 11/17  Free Day - Work in Class
Week 14

Monday 11/22  Thanksgiving Break

Wed. 11/24  Thanksgiving Break

Week 15

Monday 11/29  Lecture: Federal Reserve

Discounting Project Due – Send Excel Answer Sheet to GA

Wed. 12/1  Review for Final Exam – Chapters 10, 11, Capital Infrastructure lecture, Managing Funds lecture, Federal Reserve lecture, Unsustainable Debt lecture

Monday 12/6  Review for Final Exam – Chapters 10, 11, Capital Infrastructure lecture, Managing Funds lecture, Federal Reserve lecture, Unsustainable Debt lecture

Wed. 12/8  Free Week – Day Off

Official Final Exam Time: Monday, December 13
5:25-7:25 PM

The Final is not comprehensive and you will be given 90 minutes.