

Indiana University
O'Neill School of Public and Environmental Affairs

Introduction to Public Budgeting and Finance

Fall 2020, V186

Section # 12230

Phil Lehmkuhler

Office Location: Mailbox SPEA 412

Phone/Text: Cell 317-431-1733

E-mail address: **Use Canvas email only**

UTA –Kylie Clouse - Canvas email

Office Hours:

Please feel free to request an appointment with me via Zoom.

I am available outside of class hours.

Tuesday: Readings and video reviews

Thursday: 7:00pm- 8:15pm- Live Online Class recorded

Zoom link will be sent before each Thursday class

Course description

SPEA-V 186 Introduction to Public Budgeting and Finance. This course explores the budgetary process that governs spending in the public sector. It also describes the various revenue sources available to public and non-profit sectors and the accounting documents that are used to record financial activities in the public and non-profit sectors.

Course context

This course will set the stage for your SPEA degree. As a graduate of SPEA, we expect every student to have a solid understanding of how revenues are sourced and how expenditures are determined in the public and non-profit sectors. This course is the starting point for acquiring this knowledge, and it will play a critical role in your ability to get through upper level courses.

Learning outcomes

Students should be able to do the following at the end of this course:

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

Course Materials

Required text: E-text for V186 will be used for this course. Fiscal Administration by John Mikesell-10th Edition. Additional readings may be posted on Canvas. The e-text can be found on Canvas under the "IU eTexts (Unizin Engage)" tab.

Teaching and Learning methods

This course is delivered asynchronous. The course will be delivered via online recorded lectures and by completing the assigned readings, assignments and exams.

Tuesday: Chapter videos will be available via Canvas Kaltura Media Gallery for each student. You can use this allotted class time to review these videos. Readings are available in the e-textbook. Other reading materials or videos will be posted on Canvas Modules.

Thursday Online Live Class Time: We will have face to face class via Zoom to discuss the weeks' readings and videos. You are not required to attend these meetings but should attend to better understand the material through discussion on chapter topics. All Online Live Class Time will be recorded and posted to Canvas Kaltura Media Gallery after it is processed by Zoom.

Canvas Announcements

Important class announcements are distributed through Canvas only. You should check your Canvas announcements and inbox regularly. The syllabus and course schedule may be subject to change throughout the semester. Any changes will be announced in class and through Canvas.

Technology Use

This course will be online through IU Zoom. All online meetings will recorded and posted to Canvas Kaltura Media Gallery for students to view at their own leisure. Students are responsible for reviewing the recordings and meeting exam and assignment deadlines.

NOTE: You will need a laptop or desktop to complete Exam 1, Exam 2, and the Final Exam. Lockdown Browser will not work on tablets or Chromebooks. Please secure a laptop or desktop now for these exam dates.

GRADES AND GRADING POLICY

Your final course grade will be based on the following components:

Assignments (5 of 6)	35%
Exam 1	20%
Exam 2	20%
<u>Final Exam</u>	<u>25%</u>
<i>Total</i>	<i>100%</i>

Grading Scale

89.4 – 87.5 = B+	100 – 93.5 = A	93.4 – 89.5 = A-
79.4 – 77.5 = C+	87.4 – 83.5 = B	83.4 – 79.5 = B-
69.4 – 67.5 = D+	77.4 – 73.5 = C	73.4 – 69.5 = C-
59.4 lower F	67.4 – 63.5 = D	63.4 – 59.5 = D-

Assignments

Assignments from the textbook and other material will be assigned throughout the semester. Assignments will be submitted (uploaded) to Canvas for grading. Assignments must be uploaded in Word, Excel or PDF form only. There will be six assignments and only the highest five scores will be used for your course grade. Assignments must be submitted on or before the due date. You may miss one (1) assignment without any penalty since it will be dropped as the lowest score. Any late assignments will automatically be deducted 10% the first day or partial day it is late. You will lose an additional 10% for each additional day or partial day it is late. Each additional day includes weekdays and weekends.

Exams and Final Exam

There will be two exams and a final exam, which will cover all lecture material assigned prior to the exam. The final exam will be comprehensive. The exams may consist of multiple-choice, true/false, short answer or any combination. A calculator may be needed for some questions. You must make a compelling case why you are unable to take an exam. Interviews and extracurricular activities are not compelling reasons. Failure to do so will result in an F for the exam. You must use a desktop or laptop computer for these exams. Lockdown Browser will not work with chromebooks or tablets.

O'Neill School Expectations of Civility and Professional Conduct

The O'Neill School takes matters of honesty and integrity seriously because O'Neill is the training ground for future leaders in government, civic organizations, health organizations, and other institutions charged with providing resources for the public, and for members of society who are vulnerable and who are lacking in power and status. Precisely because O'Neill graduates tend to rise to positions of power and responsibility, it is critical that the lessons of honesty and integrity are learned early.

O'Neill requires that all members of its community – students, faculty, and staff – treat others with an attitude of mutual respect both in the classroom and during all academic and nonacademic activities outside the classroom. A student is expected to show respect through behavior that promotes conditions in which all students can learn without interruption or distraction. These behaviors foster an appropriate atmosphere inside and outside the classroom:

- Students are expected to attend class regularly and to be prepared for class.
- Students must be punctual in their arrival to class and be present and attentive for the duration of the class. Eating, sleeping, reading the newspaper, doing work for another class, wandering in and out of the classroom, and packing up or leaving class early are not civil or professional behaviors.
- Students must abide by the course policy regarding use of electronic devices in the classroom.
- Students must responsibly participate in class activities and during team meetings.
- Students must address faculty members, other students, and others appropriately and with respect, whether in person, in writing, or in electronic communications.
- Students must show tolerance and respect for diverse nationalities, religions, races, sexual orientations, and physical abilities.
- Students must not destroy or deface classroom property nor leave litter in the classroom.

Counseling and Psychological Services

For information about services offered to students by CAPS:
<http://healthcenter.indiana.edu/counseling/index.shtml>.

Religious Observation

In accordance with the Office of the Dean of Faculties, any student who wishes to receive an excused absence from class must submit a request form available from the Dean of Faculties for each day to be absent. This form must be presented to the course instructor by the end of the second week of this semester. A separate form must be submitted for each day. The instructor will fill in the bottom section of the form and then return the original to the student. Information about the policy on religious observation can be found at the following website:

<https://policies.iu.edu/policies/aca-59-accommodation-religious-observances/index.html>.

Disability Services for Students

Securing accommodations for a student with disabilities is a responsibility shared by the student, the instructor and the DSS Office. For information about support services or accommodations available to students with disabilities, and for the procedures to be followed by students and instructors: <https://studentaffairs.indiana.edu/student-support/disability-services/index.html>.

Sexual Harassment

As your instructor, one of my responsibilities is to help create a safe learning environment on our campus. Title IX and our own Sexual Misconduct policy prohibit sexual misconduct. If you have experienced sexual misconduct, or know someone who has, the University can help.

If you are seeking help and would like to talk to someone confidentially, you can make an appointment with:

- i. The Sexual Assault Crisis Service (SACS) at 812-855-8900
- ii. Counseling and Psychological Services (CAPS) at 812-855-5711
- iii. Confidential Victim Advocates (CVA) at 812-856-2469
- iv. IU Health Center at 812-855-4011

For more information about available resources:

<http://stopsexualviolence.iu.edu/help/index.html>. It is also important to know that federal regulations and University policy require me to promptly convey any information about potential sexual misconduct known to me to our campus' Deputy Title IX Coordinator or IU's Title IX Coordinator. In that event, they will work with a small number of others on campus to ensure that appropriate measures are taken and resources are made available to the student who may have been harmed. Protecting a student's privacy is of utmost concern, and all involved will only share information with those that need to know to ensure the University can respond and assist. I encourage you to visit <http://stopsexualviolence.iu.edu/help/index.html> to learn more.

Commitment to Diversity: Find your home and community at IU

Asian Culture Center

Address: 807 East Tenth Street, Bloomington, IN 47408

Phone: 812-856-5361

Email: acc@indiana.edu

Website: <https://asianresource.indiana.edu/index.html>

First Nations Educational & Cultural Center

Address: 712 E 8th St., Bloomington, IN 47408

Phone: 812-855-4814

Email: fnecc@indiana.edu

Website: <https://firstnations.indiana.edu/contact/index.html>

LGBTQ+ Culture Center

Address: 705 E 7th St., Bloomington, Indiana 47408

Phone: 812-855-4252

Email: gbltserv@indiana.edu

Website: <https://lgbtq.indiana.edu/contact/index.html>

La Casa Latino Culture Center

Address: 715 E 7th St., Bloomington IN, 47408

Phone: 812-855-0174

Email: lacasa@indiana.edu

Website: <https://lacasa.indiana.edu/>

Neal Marshall Black Culture Center

Address: 275 N Jordan Ave Bloomington, Indiana 47405

Phone: 812-855-9271

Email: nmgrad@indiana.edu

Website: <https://blackculture.indiana.edu/index.html>

Academic Misconduct and General Academic Policies

Cheating and plagiarism are forms of academic dishonesty that cannot be tolerated in university education. Definitions of various types of academic misconduct and University policies for dealing with violations are included in the *Code of Student Ethics*. Please refer to <http://studentcode.iu.edu/responsibilities/academic-misconduct.html> for more information. Any student found cheating or plagiarizing will receive a failing grade for the course.

Online Course Materials

The faculty member teaching this course holds the exclusive right to distribute, modify, post, and reproduce course materials, including all written materials, study guides, lectures, assignments, exercises, and exams. While you are permitted to take notes on the online materials and lectures posted for this course for your personal use, you are not permitted to re-post in another forum, distribute, or reproduce content from this course without the express written permission of the faculty member. Any violation of this course rule will be reported to the appropriate university offices and officials, including to the Dean of Students as academic misconduct.

Note Selling

Several commercial services have approached students regarding selling class notes/study guides to their classmates. Selling the instructor's notes/study guides in this course is not permitted. Violations of this policy will be reported to the Dean of Students as academic misconduct (violation of course rules). Sanctions for academic misconduct may include a failing grade on the assignment for which the notes/study guides are being sold, a reduction in your final course grade, or a failing grade in the course, among other possibilities. Additionally, you should know that selling a faculty member's notes/study guides individually or on behalf of one of these services using IU email, or via Canvas may also constitute a violation of IU information technology and IU intellectual property policies; additional consequences may result.

Non-Discrimination

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon

their individual qualifications. Indiana University prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status.

Student Advocates Office

The Student Advocates Office is available to assist students in resolving personal and academic problems so that they may maintain progress toward earning a degree. Their mission is to help student's foster skills that will positively influence your academic experience as well as your life after IU. For more information: **Student Advocates Office**, Eigenmann Hall-West 225, 1900 E. Tenth Street, Bloomington, IN 47406, call: (812) 855-0761 or email advocate@indiana.edu.

Weekly Schedule of Classes

All Live Online Classes via Zoom are Thursday 7:00- 8:15 PM eastern time and will be recorded and posted on Canvas Media Gallery.

All Live Online Zoom meeting links will be sent via canvas email prior to the class time.

Week #1

August 25 **Live Class Online**
Class objectives, class policies and expectations for this class
Reading Assignment: Class Syllabus and Chapter 1- reading and powerpoint video

August 27 **Live Class Online**
Chapter 1- Discussion

Week #2

September 1 Reading Assignment: Chapter 2: The Logic of the Budget Process- reading (except p 80-87) and powerpoint video
Reading Assignment: Chapter 4: Federal Budget Structures and Institutions and powerpoint video

September 3 **Live Class Online**
Chapter 2 and 4 - Discussion

Week #3

September 8 Reading Assignment: Chapter 5: State & Local Govt Budgeting/ powerpoint video

September 10 **Live Class Online**
Chapter 5 - Discussion and **Assignment 1 Review**

Week #4

September 15 Reading Assignment: Chapter 13: Revenue Forecasts, Revenue Estimates, and Tax Expenditure Budgets and powerpoint video

September 17 **Live Class Online**
Chapter 13 - Discussion and **Assignment 2 Review**

September 18 **Assignment 1 Due**

Week #5

September 22 Federal Reserve video- https://www.youtube.com/watch?v=8KC2O3_3eH0

September 24 Federal Reserve video discussion- **Review for Exam 1**

Week #6

- September 29 **Exam 1 – On Canvas-**
- October 1 Assignment 2 Additional Discussion and Review: Personal Budgets
- October 2 **Assignment 2 Due**

Week #7

- October 6 Reading Assignment: Chapter 8: Taxation: Criteria for Evaluating Revenue Options and powerpoint video
- October 8 **Live Class Online**
Chapter 8 - Discussion-----

Week #8

- October 13 Reading Assignment: Chapter 11: Major Tax Structures- Property Taxes and powerpoint video
- October 15 **Live Class Online**
Chapter 11 – Discussion and **Assignment 3 Review**

Week #9

- October 20 Reading Assignment: Chapter 10: Major Tax Structures- Taxes on Goods and Services and powerpoint video
- October 22 **Live Class Online**
Chapter 10 - Discussion-----
- October 23 **Assignment 3 Due**

Week #10

- October 27 Reading Assignment: Chapter 9: Major Tax Structures- Income Taxes and powerpoint video
- October 29 **Live Class Online**
Chapter 9 – Discussion and **Assignment 4 Review**

Week #11

- November 3 Reading Assignment: Chapter 12: Major Tax Structures- Revenue from User Charges, User Fees, and Sales by Public Monopolies and powerpoint video
- November 5 **Live Class Online**
Chapter 12 - Discussion- **Review for Exam 2---**
- November 6 **Assignment 4 Due**

Week #12

November 10

Exam 2 – On Canvas

November 12

Live Class Online - Time Value of Money Chapter 7 –p.325-331
Review for Assignment 5 and 6

Week #13

November 17

Reading Assignment: Chapter 2: pages 80-87 and powerpoint video

November 19

Live Class Online
Chapter 2 (p.80-87) – Discussion

Thanksgiving Break Week- November 24 and 26

Week # 14

December 1

Reading Assignment: Chapter 15: Debt Administration and powerpoint video

December 3

Live Class Online
Chapter 15 - Discussion

December 4

Assignment 5 and 6 due

Free Week/ Week #15

December 8

Reading Assignment: Chapter 14: Intergovernmental Fiscal Relations: Diversity and Coordination and powerpoint video

December 10

Live Class Online
Chapter 14 – Discussion **Final Exam Review**

December 17

Final Exam: 7:15-9:15PM Eastern Time Zone

PLEASE NOTE: ALL TIMES GIVEN ON CANVAS FOR THIS COURSE ARE EASTERN TIME ZONE