

Government Budgeting (20:831:542) [3 credits]

Course Description

The primary focus of this course is to provide students with an understanding of budget theory, concepts, and hands on tools and techniques that allow a student to create and execute various types of budgets. Specifically, the course examines: personnel, operating and capital budgets; as well as financial management. This includes cost benefit analysis, discounting, forecasting, pension management, debt management, risk management, and communicating budget data.

Learning Objectives

After completing this course, students will be able to:

- Create and execute budgets.
 - Line item, performance, and program budgets.
 - Capital budgets.
- Write budget proposals.
- Create budget presentations.
- Conduct a risk assessment.
- Create a budget strategy that addresses diversity, equity and inclusion issues.
- Create a Power Point presentation with accompanying budget charts and graphs.

Requirements

Requirements will vary by instructor and may include:

- *Class sessions and discussions:* Students will actively engage in class discussions.
- *Budget oriented assignments.*
- *Formal presentation of a research paper.*

Schedule / Outline of Topics

- Week 1: Introduction and Overview
- Week 2: Presentation of the Budget Proposal
- Week 3: Preparing a Personal Services and Operating Budget
- Week 4: Capital Budgets and Capital Improvement Plans
- Week 5: Funding State and Local Budgets Part 1
- Week 6: Funding State and Local Budgets Part 2
- Week 7: Policy Problems, Budget Forecasting and Cost Benefit Analysis
- Week 8: Discounting, Rate of Return, and Break-Even Models
- Week 9: Financial Solvency
- Week 10: External and Internal Cash Management
- Week 11: Risk Management, Procurement and Cutback Management
- Week 12: Budget Reforms
- Week 13: Effectively Communicating Budget Data
- Week 14: Final Exam/Paper Presentation

Texts / Materials / Resources

The selection of textbooks and readings will vary by instructor. Listed below are some of the possible textbooks, materials, and resources an instructor may select for this course:

- Bartle, John R. 2001. *Evolving Theories of Public Budgeting*. Emerald Group Publishing Limited. ISBN 978-0762307906

This is a sample syllabus. Students should always obtain syllabi for their current courses from their professors.
(v.12/15/23)



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- Chen, Greg G., Weikhart, Lynne A., and Williams, Daniel W. 2015. *Budget Tools: Financial Methods in the Public Sector*. 2nd Edition. CQ Press. ISBN 978-1-4833-0770-1.
- Menifield, Charles E. 2020. *The Basics of Public Budgeting and Financial Management: A Handbook for Academics and Practitioners*. 4th Edition. Lexington Books. ISBN 978-0-7618-7212-2.
- Various links to websites with related reading assignments.