Course Description

In this introductory core course in financial management, students will learn the fundamentals of budgeting and accounting for public, health, and not-for-profit organizations. Through readings, lectures, real-world case studies, and assignments, students will gain an understanding of how to use financial information in organizational planning, implementation, control, reporting, and analysis. In addition, students will develop their spreadsheet skills by using Microsoft Excel to perform financial calculations and create financial documents.

The first half of the course focuses on **managerial accounting**, a set of tools used by managers for internal planning, implementation, and control. Topics in this portion of the course include operating budgets, cash budgets, break-even analysis, cost allocation, variance analysis, the time value of money, capital budgeting, and long-term financing.

The second half of the course focuses on **financial accounting**, a set of tools used by managers and external observers for reporting on and analyzing an organization’s financial position and performance. Topics in this portion of the course include the preparation and analysis of financial statements (balance sheet, activity statement, and cash flow statement), ethics in financial management, government accounting, and government financial condition analysis.

Professors

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office Location</th>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Shiau</td>
<td><a href="mailto:robert.shiau@nyu.edu">robert.shiau@nyu.edu</a></td>
<td>Puck 3049</td>
<td>By appointment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3rd Floor)</td>
<td></td>
</tr>
<tr>
<td>Martha Stark</td>
<td><a href="mailto:martha.stark@nyu.edu">martha.stark@nyu.edu</a></td>
<td>Puck 3040C</td>
<td>Tuesdays, 2-5:30pm, or by appointment. (Sign up at calendly.com/martha-stark)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3rd Floor)</td>
<td></td>
</tr>
<tr>
<td>Travis St.Clair</td>
<td><a href="mailto:travis.stclair@nyu.edu">travis.stclair@nyu.edu</a></td>
<td>Puck 3048</td>
<td>Thursdays, 3:30-5:30pm, or by appointment. (Sign up at calendly.com/travis-stclair)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3rd Floor)</td>
<td></td>
</tr>
<tr>
<td>Mike West</td>
<td><a href="mailto:mike.west@nyu.edu">mike.west@nyu.edu</a></td>
<td>Puck 2101</td>
<td>By appointment</td>
</tr>
<tr>
<td></td>
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<td>(2nd Floor)</td>
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</tr>
</tbody>
</table>
Teaching Colleagues (TC)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noah Branman (Head TC)</td>
<td><a href="mailto:noah.branman@nyu.edu">noah.branman@nyu.edu</a></td>
</tr>
<tr>
<td>Chai Jindasurat</td>
<td><a href="mailto:cj229@nyu.edu">cj229@nyu.edu</a></td>
</tr>
<tr>
<td>Chee Kong</td>
<td><a href="mailto:cyk332@nyu.edu">cyk332@nyu.edu</a></td>
</tr>
<tr>
<td>Christina Maida</td>
<td><a href="mailto:clm669@nyu.edu">clm669@nyu.edu</a></td>
</tr>
</tbody>
</table>

Tutors

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Location</th>
<th>Day and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yi Ping Bong</td>
<td><a href="mailto:ypb214@nyu.edu">ypb214@nyu.edu</a></td>
<td>The Study (Puck 3024)</td>
<td>Mondays, 2-4pm</td>
</tr>
<tr>
<td>Justine Rosenthal</td>
<td><a href="mailto:jr4127@nyu.edu">jr4127@nyu.edu</a></td>
<td>The Study (Puck 3024)</td>
<td>Mondays, 4-6pm</td>
</tr>
<tr>
<td>Andrew Edelman</td>
<td><a href="mailto:ae1787@nyu.edu">ae1787@nyu.edu</a></td>
<td>Bobst LL-140</td>
<td>Sundays, 4-6pm</td>
</tr>
</tbody>
</table>

Course Prerequisites

The only prerequisite for this course is a basic familiarity with Excel. If you have limited or no experience using Excel, we strongly recommend that you register for the Excel computer module (NONCR-GP 932), which meets for several weeks at the beginning of the semester. Please note that it is up to students to determine whether or not they are familiar with Excel; taking the Excel computer module is not a prerequisite for enrollment in this course.

Course Objectives

By the conclusion of the semester, students will learn to:

1. Prepare organizational budgets on the accrual and cash bases of accounting.
2. Make resource allocation and pricing decisions using break-even analysis, the time value of money, cost allocation, and variance analysis.
3. Prepare balance sheets, activity statements, and cash flow statements using Generally Accepted Accounting Principles (GAAP) for not-for-profit and healthcare organizations, and analyze these statements.
4. Interpret and analyze governmental financial statements that have been prepared on the accrual and modified accrual bases of accounting.
5. Use Microsoft Excel to prepare financial statements and perform financial analyses.
Learning Assessment Table

<table>
<thead>
<tr>
<th>Corresponding Course Learning Objective</th>
<th>Corresponding Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>HW # 1-3, Midterm</td>
</tr>
<tr>
<td>#2</td>
<td>HW # 2-5, Midterm</td>
</tr>
<tr>
<td>#3</td>
<td>HW # 6-11, Final</td>
</tr>
<tr>
<td>#4</td>
<td>HW # 12, Final</td>
</tr>
<tr>
<td>#5</td>
<td>HW # 1-12, Midterm, Final</td>
</tr>
</tbody>
</table>

Course Materials

The textbook for this course is: Finkler et al., Financial Management for Public, Health, and Not-for-Profit Organizations, Sixth Edition (2019), CQ Press/Sage Publishing, ISBN: 150639681X. Please note that this course is participating in the Follett Access program. This is an NYU Bookstore initiative that delivers required course materials digitally at the lowest possible price. Under this program the textbook will be delivered to you digitally, and you will receive an email the week before classes giving you the link to access the material. The cost of the book is $54.50, which will be added as a “book charge” to your bursar bill. This is a savings of $75.50 over the new hardcopy price. If you decide not to use this digital edition you can opt-out of the program. The deadline for opting out is February 9th. The link to opt out of the program is: https://includedcp.follett.com/2015. If you wish to purchase the hard copy instead, it is available at the NYU Bookstore located at 726 Broadway and on Amazon.com. If you do not wish to buy any version of the textbook, there are several copies on reserve at Bobst Library. Students who plan to take additional finance courses should retain this book as a reference.

Course Website

The course website can be found on the NYU Classes system, accessible via the “Academics” tab on NYU Global Home (http://globalhome.nyu.edu). Throughout the semester, we will post documents such as lecture slides, homework solutions, and practice exams to this site. In addition, we will occasionally send emails about course logistics to your NYU email account. Therefore, you should check both the course website and your NYU email account on a regular basis.

Course Rules and Requirements

1. **To do well in this course, most students need to devote a minimum of ten hours per week** (three hours of lecture, one hour of discussion session, and about six hours of reading, studying, and working on assignments). Please keep in mind that the material presented in the course builds cumulatively. Do not fall behind. Students who fall behind find it very hard to catch up.
2. **If you need to miss class, you do not need to notify your professor.** We do not take attendance; however, you are responsible for finding out what you missed—including any announcements made in class—from one of your classmates. If possible, you should try to attend a different lecture that week. You do not need to ask for permission from the professor of the lecture you plan to attend.

3. **There are no extra credit assignments and no make-up exams.** Please note the dates of the midterm and final exams on the following page; if you have a conflict do not enroll in the course at this time. NYU’s Calendar Policy on Religious Holidays states that members of any religious group may, without penalty, absent themselves from classes when required in compliance with their religious obligations. Please notify your instructor in advance of religious holidays that might coincide with exams to schedule mutually acceptable alternatives.

4. **If you have a logistical question, please check the syllabus and website.** You can find the answer to almost every conceivable question there. For any remaining questions, please contact the Head TC.

5. **The Wagner School has a strict policy regarding incompletes.** The grade of "Incomplete Pass" will only be available in extreme circumstances such as serious medical emergencies. Students may withdraw from the course up until the date set by the Registrar. Students who withdraw will receive a grade of “W” and will have to pay for the course again when they retake it.

## Academic Integrity

Academic integrity is a vital component of Wagner and NYU. All students enrolled in this class are required to read and abide by [Wagner’s Academic Code](#). All Wagner students have already read and signed the [Wagner Academic Oath](#). Plagiarism of any form will not be tolerated and students in this class are expected to report violations. Every student is expected to maintain academic integrity and is expected to report violations to their instructor. If you are unsure about what is expected of you, you should ask.

## Grading

**Your course grade will be determined as follows:**

1. Homework Assignments - 20%
2. Midterm Examination - 40%
3. Final Examination - 40%

## Homework Assignments

There are a total of 12 assignments, each worth 1% to 2% of your course grade. **Assignments are graded on the basis of completeness rather than accuracy.** If you complete the entire
assignment, you will receive full credit even if your work contains errors. If you do not complete the entire assignment, you will not receive full credit.

**Assignments are to be submitted online via NYU Classes before lecture.** Assignments and templates (when applicable) can be found on NYU Classes. **Assignments will not be accepted by email, nor will they be accepted during or after lecture.** Late assignments will not receive any credit except in extreme circumstances, such as serious medical emergencies.

**You must complete the quantitative parts of your assignments in Excel and the written parts in Excel or Word.** Templates will be provided for some assignments (posted on NYU Classes).

**Each student must write and submit his or her own assignments.** We encourage you to work on the assignments in small groups, but two or more students turning in identical homework assignments constitutes cheating and will be reported to the administration and subject to disciplinary action.

**Exams**

The midterm and final exam will each last two hours and forty minutes. Students will complete the exams and submit them via NYU Classes during their normal class time; however, students may take the exams in any location and are not required to be at NYU. These are open book tests; however, students will find it useful to also prepare notes for use during each exam. During each exam time, a professor will be available to answer clarifying questions via the chat function in NYU Classes or via email. More detailed instructions will be discussed closer to each exam. Students without access to a computer have two options. First, students may borrow laptops from the Library Computer Center located on Lower Level 1 of Bobst Library. Second, Bobst Library has a computer lab located on Lower Level 2 that is open 24 hours per day.

**Henry and Lucy Moses Center for Students with Disabilities at NYU**

Academic accommodations are available for students with disabilities. Please visit the [Moses Center for Students with Disabilities (CSD) website](https://mosescenter.nyu.edu) and click on the Reasonable Accommodations and How to Register tab or call or email CSD at (212-998-4980 or mosescsd@nyu.edu) for information. Students who are requesting academic accommodations should contact the Moses Center as early as possible in the semester to make arrangements.

**NYU’s Calendar Policy on Religious Holidays**

[NYU’s Calendar Policy on Religious Holidays](https://www.nyu.edu/calendars/religious-holidays) states that members of any religious group may, without penalty, absent themselves from classes when required in compliance with their religious obligations. Please notify your instructor in advance of religious holidays that might coincide with exams to schedule mutually acceptable alternatives.
# Lectures

Lectures will meet on the following dates:

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Professor Stark</th>
<th>Professor West</th>
<th>Professor St.Clair</th>
<th>Professor Shiau</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Tuesdays</td>
<td>Wednesdays</td>
<td>Thursdays</td>
<td>Thursdays</td>
</tr>
<tr>
<td>Time</td>
<td>9:30 am – 12:15 pm</td>
<td>6:45 pm – 9:30 pm</td>
<td>9:30 am – 12:15 pm</td>
<td>6:45 pm – 9:30 pm</td>
</tr>
<tr>
<td>Location</td>
<td>Silver 411</td>
<td>Silver 208</td>
<td>Silver 411</td>
<td>Silver 208</td>
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<tr>
<td>Class 1</td>
<td>January 28</td>
<td>January 29</td>
<td>January 30</td>
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<tr>
<td>Class 2</td>
<td>February 4</td>
<td>February 5</td>
<td>February 6</td>
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<td>Class 3</td>
<td>February 11</td>
<td>February 12</td>
<td>February 13</td>
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<tr>
<td>Class 4</td>
<td>February 18</td>
<td>February 19</td>
<td>February 20</td>
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<td>Class 5</td>
<td>February 25</td>
<td>February 26</td>
<td>February 27</td>
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<tr>
<td>Class 6</td>
<td>March 3</td>
<td>March 4</td>
<td>March 5</td>
<td>March 5</td>
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<tr>
<td>Class 7 – Midterm</td>
<td>March 10</td>
<td>March 11</td>
<td>March 12</td>
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</tr>
<tr>
<td>No Class – Spring Break</td>
<td>March 17</td>
<td>March 18</td>
<td>March 19</td>
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<tr>
<td>Class 8</td>
<td>March 24</td>
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<tr>
<td>Class 9</td>
<td>March 31</td>
<td>April 1</td>
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<td>Class 10</td>
<td>April 7</td>
<td>April 8</td>
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<td>Class 11</td>
<td>April 14</td>
<td>April 15</td>
<td>April 16</td>
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<td>Class 12</td>
<td>April 21</td>
<td>April 22</td>
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<td>Class 13</td>
<td>April 28</td>
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<td>Class 14</td>
<td>May 5</td>
<td>May 6</td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td>Class 15 – Final Exam</td>
<td>May 12</td>
<td>May 13</td>
<td>May 14</td>
<td>May 14</td>
</tr>
</tbody>
</table>
Discussion Sessions

In addition to the lectures, there are optional one-hour discussion sessions (CORE-GP 1021, Sections 005-008) led by Teaching Colleagues (TCs). IMPORTANT: You may attend the discussion session of your choice, but you may only attend after attending the week’s lecture. Discussion sessions are designed to help prepare you for the homework assignments. Discussion sessions will meet on the following dates:

<table>
<thead>
<tr>
<th>Teaching Colleague</th>
<th>Chee Kong</th>
<th>Chai Jindasurat</th>
<th>Christina Maida</th>
<th>Noah Branman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Wednesdays</td>
<td>Thursdays</td>
<td>Thursdays</td>
<td>Mondays</td>
</tr>
<tr>
<td>Time</td>
<td>9:40 pm – 10:40 pm</td>
<td>3:30 pm – 4:30 pm</td>
<td>9:40 pm – 10:40 pm</td>
<td>8:35 pm – 9:35 pm</td>
</tr>
<tr>
<td>Location</td>
<td>Silver 208</td>
<td>Silver 411</td>
<td>Silver 208</td>
<td>Silver 414</td>
</tr>
<tr>
<td>Class 1</td>
<td>January 29</td>
<td>January 30</td>
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<td>February 10</td>
</tr>
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<td>February 12</td>
<td>February 13</td>
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<td>None (holiday)</td>
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<td>February 19</td>
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<td>March 9</td>
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<tr>
<td>Class 7 – Midterm</td>
<td>None</td>
<td>None</td>
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<tr>
<td>No Class – Spring Break</td>
<td>None</td>
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<td>Class 9</td>
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<td>May 6</td>
<td>May 7</td>
<td>May 7</td>
<td>May 11</td>
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</tbody>
</table>
Course Outline

Reading assignments must be completed before each lecture. (Note that you have a reading assignment for the first class!) You are not required to read the chapter appendices unless specifically noted below. Handout readings can be found on the course website.

Homework assignments consist primarily of analytical problems based on the previous week’s readings and lecture, but also include a few short-answer questions about the current week’s readings. All assignments can be found on the course website. Solutions will be posted each week after the last lecture has met (Thursday nights).

Discussion session practice problems are designed to help you prepare for the homework assignments. Your TC will bring copies of all practice problems to discussion session, so you do not need to bring your textbook, but the problems are listed below in case you either want to start thinking about them in advance or you cannot make it to discussion session and want to solve the problems on your own. Most problems are from the textbook, but in a few cases they are from handouts distributed in discussion session and posted on the website.

CLASS 1

Topics Covered:
- Operating Budgets
- Cash Budgets

Read before class:
- Chapter 1
- Chapter 2
- “Excel Tips, Part 1” handout

Discussion session:
- Practice problems: handout

CLASS 2:

Topics Covered:
- Flexible Budgets
- Break-Even Analysis

Read before class:
- Chapter 3 up to p. 87 (up to Performance Budgeting)
- Chapter 4 up to p. 145 (up to Cost Measurement)
- Appendix 4-A

Homework #1 due:
- Jobs University (2% of course grade)

Discussion session:
- Practice problems: 3-23, 4-41, handout
CLASS 3:
Topics Covered:
- Cost Allocation
- Variance Analysis
Read before class:
- Chapter 4 from p. 145-end (from Cost Management)
- Chapter 8 up to p. 299 (up to Ethics)
Homework #2 due:
- QwikShare (2% of course grade)
Discussion session:
- Practice problems: 8-27, 8-29, handout

CLASS 4:
Topics Covered:
- Time Value of Money
Read before class:
- Chapter 5 up to p. 190 (up to Capital Asset Investment Analysis)
- Appendices 5-A and 5-B
- “Excel Tips, Part 2” handout
- “New York State Lottery” handout
Homework #3 due:
- Dearborn Center (2% of course grade)
Discussion session:
- Practice problems: 5-14 through 5-20

CLASS 5:
Topics Covered:
- Capital Budgeting
- Long-Term Financing
Read before class:
- Chapter 5 from p. 190-end (from Capital Asset Investment Analysis)
- Chapter 6
Homework #4 due:
- Investment Management (2% of course grade)
Discussion session:
- Practice problems: 5-32, 5-34, 5-36, 5-37, 6-18
CLASS 6:
Topics Covered:
- Midterm Exam Review
- Case Studies
Read before class:
- Case Study Handouts
Homework #5 due:
- Harper Hospital (2% of course grade)
Discussion session:
- Practice problems: handout

CLASS 7: MIDTERM EXAM

CLASS 8:
Topics Covered:
- The Balance Sheet
Read before class:
- Chapters 7
- Chapter 9
Homework #6 due:
- City Cares (1% of course grade)
Discussion session:
- Practice problems: 9-27, 9-28, 9-29

CLASS 9:
Topics Covered:
- The Activity Statement
Read before class:
- Chapter 10 up to p. 371 (up to The Statement of Cash Flows)
Homework #7 due:
- Forever Friends Rescue (1% of course grade)
Discussion session:
- Practice problems: 10-16, 10-17 (balance sheet & activity statement), 10-19
CLASS 10:
Topics Covered:
  - Accounting for Not-For-Profit and Health Organizations
  - Ethics in Financial Management
Read before class:
  - Chapter 11 and Chapter 8 from p. 299-end (from Ethics)
Homework #8 due:
  - Child’s Play, Part I (2% of course grade)
Discussion session:
  - Practice problems: handout

CLASS 11:
Topics Covered:
  - The Cash Flow Statement
Read before class:
  - Chapter 10 from p. 371-end (from The Statement of Cash Flows)
Homework #9 due:
  - Second Chance Bakery, Part I (2% of course grade)
Discussion session:
  - Practice problems: cash flow statements for 10-17 and WPR Public Radio

CLASS 12:
Topics Covered:
  - Financial Statement Analysis
Read before class:
  - Chapter 14
Homework #10 due:
  - Child’s Play and Second Chance Bakery, Part II (1% of course grade)
Discussion session:
  - Practice problem: 14-10
CLASS 13:
Topics Covered:
  • Budgeting and Accounting for State and Local Governments
  • Government Financial Condition Analysis
Read before class:
  • Chapter 12
  • Chapter 13
  • Chapter 15 (including Appendix 15-A)
Homework #11 due:
  • Do Something (2% of course grade)
Discussion session:
  • Practice problem: handout

CLASS 14:
Topics Covered:
  • Final Exam Review
  • Case Study
Read before class:
  • Case Study Handout
Homework #12 due:
  • Dennis City (1% of course grade)
Discussion session:
  • Practice problems: handout

CLASS 15: FINAL EXAM