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 have the chance to develop their spreadsheet skills by using 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 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 outside observers for reporting on and analyzing an organization’s financial health. 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

Shanna Rose  
Email: shanna.rose@nyu.edu  
Office: Puck 3044  
Office hours: Tuesdays 3:30-5:00 pm or by appointment

Robert Shiau  
Email: robert.shiau@nyu.edu  
Office: Puck 3045  
Office hours: Mondays 5:30-7:00 pm or by appointment

Mike West  
Email: mike.west@nyu.edu  
Office: 18 Washington Place, G102  
Office hours: Mondays 6:00-7:30 pm or by appointment
TEACHING COLLEAGUES

Pisei Chea (Head TC)  pc1077@nyu.edu  
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Lucas Koehler  lk1338@nyu.edu  
Lindsey Rhoten  lr1417@nyu.edu

TUTORS

Noah Branman  ndb252@nyu.edu  
Brian Math  bdm309@nyu.edu  
Yusuf Siddiquee  ys1460@nyu.edu  
Amanda Warco  akw316@nyu.edu

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 instruction module (NONCR-GP.932), which meets for several weeks at the beginning of the semester. Please note that it is up to each student to determine whether or not they are familiar with Excel; taking the Excel module and passing the Excel proficiency exam are not prerequisites for enrollment in this course.

COURSE MATERIALS

Textbook

Finkler et al., Financial Management for Public, Health, and Not-for-Profit Organizations, Fourth Edition (2013), Pearson Prentice Hall, ISBN: 0132805669. This book is available at the NYU Bookstore located at 726 Broadway and on Amazon.com. Do not buy an earlier edition. If you do not wish to buy the textbook, there are several copies on reserve at Bobst Library. Students who plan to take additional finance courses at Wagner should consider retaining this book as a reference.

Calculator

You must have a calculator that can do time value of money calculations (it must have buttons labeled PV, FV, PMT, and NPV). If you do not already have such a calculator, please buy the HP10 BII (or the HP10 BII+). This calculator is available at the NYU Computer Store (242 Greene Street) and many other locations such as Staples and Amazon.com. If you choose to use a different financial calculator, please be advised that the professors, TCs, and tutors will not be able to assist you with your calculator. Also, please note that you will not be permitted to use calculators with graphing capabilities during the exams.
COURSE WEBSITE

The course website can be found on NYU’s Classes system, accessible via the Academics tab on NYU Home (http://home.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.

GRADING

Your course grade will be determined as follows:
Homework Assignments: 20%
Midterm Examination: 40%
Final Examination: 40%

HOMEWORK ASSIGNMENTS

There are a total of 12 assignments, each worth 1% to 4% 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 due in lecture. At the end of each lecture, the professor will spend a few minutes going over the solutions to the assignment you just turned in. Staying for this discussion is optional.

Assignments will not be accepted by email. If you need to miss lecture, you may either leave your assignment in your professor’s mailbox before class begins or arrange for a classmate to submit it for you in class. (If you attend a different lecture that meets earlier in the week, you must submit your homework to your professor’s mailbox before attending that lecture.) Late assignments will not receive any credit except in extreme circumstances such as serious medical emergencies.

Assignments must be typed and stapled. Handwritten assignments will not receive any credit. 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 the course website).

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 thirty minutes. The final exam is not cumulative; it covers the second half of the course only. You may bring a financial calculator (but graphing calculators are not permitted) and one 8 ½-by-11 page of notes (front and back) to both the midterm and the final exam. Your notes may be either typed or handwritten. There are no restrictions on the font size or the contents of your page of notes. You will be asked to hand in your notes with the completed exam. Students with disabilities should contact both the Head TC and the Moses Center for Students with Disabilities (http://www.nyu.edu/csd) as soon as possible to make exam arrangements.

COURSE RULES AND REQUIREMENTS

To do well in this course, you must 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.

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 that professor’s permission in advance; however, you may not turn in your homework to a different professor—see the previous page for instructions on submitting homework.

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 please do not enroll in the course at this time.

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.

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 dishonesty will not be tolerated. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the Wagner School’s educational mission and your own personal and intellectual growth. You are expected to bear individual responsibility for your work and to uphold the ideal of academic integrity. Any student who compromises or devalues the academic process will be reported to the administration and be subject to disciplinary action.
# LECTURES

Lectures will meet on the following dates:

<table>
<thead>
<tr>
<th>Wednesdays</th>
<th>Thursdays</th>
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<tbody>
<tr>
<td><strong>Professor Rose</strong></td>
<td><strong>Professor Rose</strong></td>
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<tr>
<td>12:30 – 3:15 pm</td>
<td>12:30 – 3:15 pm</td>
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<tr>
<td>Silver 411</td>
<td>Silver 208</td>
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<tr>
<td><strong>Professor West</strong></td>
<td><strong>Professor Shiau</strong></td>
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<tr>
<td>6:45 – 9:30 pm</td>
<td>6:45 – 9:30 pm</td>
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<tr>
<td>Silver 401</td>
<td>Silver 206</td>
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<tr>
<th>Jan 30</th>
<th>Class 1</th>
<th>Jan 31</th>
<th>Class 1</th>
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<tr>
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<td>Feb 13</td>
<td>Class 3</td>
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<td>Feb 20</td>
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<td>Mar 6</td>
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<td><strong>Mar 13</strong></td>
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<tr>
<td>Class 7</td>
<td>Midterm Exam</td>
<td>Class 7</td>
<td>Midterm Exam</td>
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<tr>
<td><strong>Mar 20</strong></td>
<td><strong>Mar 21</strong></td>
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<td>No Class: Spring Break</td>
<td>No Class: Spring Break</td>
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<tr>
<td>Mar 27</td>
<td>Class 8</td>
<td>Mar 28</td>
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<tr>
<td>Apr 3</td>
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<td>Apr 10</td>
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<td>Apr 17</td>
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<td>Apr 18</td>
<td>Class 11</td>
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<td>May 1</td>
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<td>May 2</td>
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<td>May 8</td>
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<td><strong>May 15</strong></td>
<td><strong>May 16</strong></td>
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<td><strong>Class 15</strong></td>
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<td>Final Exam</td>
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Spring Break

*Note: Class 15 and Final Exam dates are tentative.*
DISCUSSION SESSIONS

Discussion Sessions (CORE-GP.121) are optional one-hour sessions led by Teaching Colleagues (TCs). **IMPORTANT:** You may attend the discussion session of your choice, but you may only attend *after* attending that week’s lecture. The Monday and Tuesday discussion sessions cover material from the previous week’s lecture, so anyone may attend. Discussion sessions will meet on the following dates:

<table>
<thead>
<tr>
<th>Wednesdays 3:30 – 4:30 pm</th>
<th>Thursdays 3:30 – 4:30 pm</th>
<th>Mondays 8:35 – 9:35 pm</th>
<th>Tuesdays 8:35 – 9:35 pm</th>
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<tbody>
<tr>
<td>Rhoten Silver 208</td>
<td>Chea Silver 401</td>
<td>Cloyes Silver 414</td>
<td>Koehler Silver 208</td>
</tr>
<tr>
<td>Jan 30 Class 1</td>
<td>Jan 31 Class 1</td>
<td>Feb 4 Class 1</td>
<td>Feb 5 Class 1</td>
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<td>Feb 6 Class 2</td>
<td>Feb 7 Class 2</td>
<td>Feb 11 Class 2</td>
<td>Feb 12 Class 2</td>
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<td>Feb 13 Class 3</td>
<td>Feb 14 Class 3</td>
<td>Feb 18 No Class: Presidents Day</td>
<td>Feb 19 Class 3</td>
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<td>Feb 20 Class 4</td>
<td>Feb 21 Class 4</td>
<td>Feb 25 Class 4</td>
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<td>Feb 27 Class 5</td>
<td>Feb 28 Class 5</td>
<td>Mar 4 Class 5</td>
<td>Mar 5 Class 5</td>
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<tr>
<td>Mar 6 Class 6</td>
<td>Mar 7 Class 6</td>
<td>Mar 11 Class 6</td>
<td>Mar 12 Class 6</td>
</tr>
<tr>
<td>Mar 13 No Class: Midterm</td>
<td>Mar 14 No Class: Midterm</td>
<td>Mar 18 No Class: Spring Break</td>
<td>Mar 19 No Class: Spring Break</td>
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<tr>
<td>Mar 20 No Class: Spring Break</td>
<td>Mar 21 No Class: Spring Break</td>
<td>Mar 25 No Class</td>
<td>Mar 26 No Class</td>
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<tr>
<td>Mar 27 Class 8</td>
<td>Mar 28 Class 8</td>
<td>Apr 1 Class 8</td>
<td>Apr 2 Class 8</td>
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<td>Apr 3 Class 9</td>
<td>Apr 4 Class 9</td>
<td>Apr 8 Class 9</td>
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<td>Apr 10 Class 10</td>
<td>Apr 11 Class 10</td>
<td>Apr 15 Class 10</td>
<td>Apr 16 Class 10</td>
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<td>Apr 17 Class 11</td>
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<td>Apr 22 Class 11</td>
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<td>Apr 24 Class 12</td>
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<td>May 2 Class 13</td>
<td>May 6 Class 13</td>
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<td>May 8 Class 14</td>
<td>May 9 Class 14</td>
<td>May 13 Class 14</td>
<td>May 14 Class 14</td>
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TUTORING HOURS

Tutors are available at the following times. Their main purpose is to help you with the current week’s homework assignment, but they can also answer more general conceptual questions.

<table>
<thead>
<tr>
<th>Sundays 3-5 pm</th>
<th>Mondays 2-4 pm</th>
<th>Tuesdays 2-4 pm</th>
<th>Tuesdays 6:30-8:30 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-5 pm</td>
<td>2-4 pm</td>
<td>2-4 pm</td>
<td>6:30-8:30 pm</td>
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<tr>
<td>Bobst Library LL1-10</td>
<td>Branman Humayun Study Room</td>
<td>Siddique Humayun Study Room</td>
<td>Warco Humayun Study Room</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 under Resources/Lectures.

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 under Resources/Assignments. Solutions will be posted to this folder 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. Solutions will be posted on Thursday nights.

CLASS 1: OPERATING BUDGETS & CASH BUDGETS

Read before class: Chapter 1, Chapter 2 up to p. 46, and “Excel & Calculator Tips 1” handout
Homework #0 due: Student Bio Sheet
Discussion session: Practice problems: handout

CLASS 2: FLEXIBLE BUDGETS & BREAK-EVEN ANALYSIS

Read before class: Chapter 3 up to p. 84, Chapter 4 up to p. 136, Appendix 4-A
Homework #1 due: Haven House (1% of course grade)
Discussion session: Practice problems: 3-23, 4-48, handout

CLASS 3: BUDGET FORMATS, COST ALLOCATION & VARIANCE ANALYSIS

Read before class: Chapter 4 from p. 136-end, and Chapter 8 up to p. 283
Homework #2 due: Net Works (2% of course grade)
Discussion session: Practice problems: 8-27, 8-29, handout
CLASS 4: TIME VALUE OF MONEY
Read before class: Chapter 5 up to p. 176, Appendices 5-A and 5-B, “Excel & Calculator Tips 2” handout, and “New York State Lottery” handout
Homework #3 due: Franklin Center (1% of course grade)
Discussion session: Practice problems: 5-14 through 5-19

CLASS 5: CAPITAL BUDGETING & LONG-TERM FINANCING
Read before class: Chapter 5 from p. 176-end and Chapter 6
Homework #4 due: Personal Investments (2% of course grade)
Discussion session: Practice problems: 5-30, 5-31, 5-34, 5-35, 6-18

CLASS 6: GOVERNMENT BUDGETING & MIDTERM REVIEW
Read before class: Chapter 2 from p. 46-end
Homework #5 due: City of Springfield (2% of course grade)
Discussion session: Practice problems: handout

CLASS 7: MIDTERM EXAM

CLASS 8: THE BALANCE SHEET
Read before class: Chapters 7 and 10
Homework #6 due: Healthy Harvest (1% of course grade)

CLASS 9: THE ACTIVITY STATEMENT
Read before class: Chapter 11 up to p. 370
Homework #7 due: Community Clinic (1% of course grade)
Discussion session: Practice problems: 11-15, 11-16 (balance sheet & activity statement), 11-17
CLASS 10: THE CASH FLOW STATEMENT
Read before class: Chapter 11 from p. 370-end
Homework #8 due: WPR Public Radio (2% of course grade)
Discussion session: Practice problems: cash flow statements for 11-16 and WPR Public Radio

CLASS 11: ACCOUNTING FOR NOT-FOR-PROFIT AND HEALTH ORGANIZATIONS & ETHICS IN FINANCIAL MANAGEMENT
Read before class: Chapter 12 and Chapter 8 from p. 283-end
Homework #9 due: Mozart Music School (2% of course grade)
Discussion session: Practice problem: 12-18

CLASS 12: FINANCIAL STATEMENT ANALYSIS
Read before class: Chapter 15
Homework #10 due: Teach for America, Part I (1% of course grade)
Discussion session: Practice problem: 15-10

CLASS 13: ACCOUNTING FOR STATE AND LOCAL GOVERNMENTS
Read before class: Chapters 13 and 14
Homework #11 due: Teach for America, Part II (4% of course grade)
Discussion session: Practice problem: 13-4

CLASS 14: GOVERNMENT FINANCIAL CONDITION ANALYSIS & FINAL REVIEW
Read before class: Chapter 16 and Appendix 16-A
Homework #12 due: Wagner City (1% of course grade)
Discussion session: Practice problems: handout

CLASS 15: FINAL EXAM