COURSE DESCRIPTION: This course is designed to provide the student with an understanding of policies and techniques employed in fiscal administration and the budgeting process. The course of study will address operating and capital budgeting, the financial structure of governments, tax policy, and issues related to debt and pension systems.

COURSE REQUIREMENTS: There will be two tests and several assignments that will comprise the work of this course:

The tests and assignments will count as follows:

- Midterm Exam (October 17) 25%
- Assignments 30%
- Attendance 10%
- Final Exam 35%

Assignments will be given on a weekly basis and are designed to increase your understanding of the subject matter. These assignments will be due at the beginning of the following week’s class or submitted on Blackboard. We will take time, during class, to review the assignments and answer questions.

Attendance for this class is important. If you are unable to attend a class, please notify me in advance. Missing two classes will have an adverse affect on your overall grade.

The text is Mikesell, John, Fiscal Administration, 8th edition, 2011. Further readings will be assigned in class or on Blackboard.

COURSE SCHEDULE:

January 18:
- Introduction
- Syllabus

January 25:
- Public Goods and Externalities
- Social Decisions in a Private Preference Context
- Privatization

Readings:
1. Mikesell, Chapter 1
2. Pros and Cons of Privatizing Government Functions
   www.governing.com/topics/mgmt/pros-cons-privatizing-government-functions.html
February 1:
- Organization of Government Finance – Fund Accounting
- Budget Process and Logic
- Strategies

Readings:
1. Mikesell, Chapter 2

February 8:
- Operating Budgets

Readings:
1. Mikesell, Chapter 4 (pg. 174-204)
2. City of Carlsbad Budget 2010-11

* Do not read so much for detail as for an understanding of key sources of revenues and key expenditures

February 15:
- Operating Budgets (continued)

- 1. Mikesell, Chapter 5
- 2. Santa Monica Youth Budget (pg. 23)—[http://www.smgov.net/Departments/Finance/content.aspx?id=12110](http://www.smgov.net/Departments/Finance/content.aspx?id=12110)

February 22:
- Capital Budgets
- Time Value of Money

Readings:
1. Mikesell, Chapter 6
2. [http://www.investopedia.com/articles/03/082703.asp](http://www.investopedia.com/articles/03/082703.asp)

February 29:
- Review
March 7:
- Midterm Exam (Material through February 22nd)

March 14:
- Tax Policy

Readings:
1. Mikesell, Chapter 7

March 21:
- Income Tax

Readings:
1. Mikesell, Chapter 8

March 28:
- Taxes on Goods and Services

Readings:
1. Mikesell, Chapter 9

March 28: SPRING BREAK – NO CLASS

April 4:
- Taxes on Goods and Services

Readings:
1. Mikesell, Chapter 9

April 11:
- Property Tax

Readings:
1. Mikesell, Chapter 10

April 18:
- Debt Administration

Readings:
1. Mikesell, Chapter 14
April 25:

- Managing Public Funds
- Pensions

Readings:
1. Mikesell, Chapter 15 (pg. 667-692)

May 2:
- Overview

May 9: Final Exam