



COURSE TITLE/SECTION: Nonprofit Financial Management (SOCW 3330), Fiscal Management & Budgeting (SOCW 7330)

TIME: Tuesdays 6:00-9:00 p.m.

FACULTY: Linda J. Courtney, Ph.D., LCSW

OFFICE HOURS: by appointment

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I. Course

A. Description

1. SOCW 3330: Nonprofit Financial Management

Cr. 3. (3-0) Pre requisites: junior standing and consent of instructor. Principles of financial management and budgeting in nonprofit human services organizations.

2. SOCW 7330: Fiscal Management and Budgeting

Cr. 3. (3-0). Prerequisite: Successful completion of foundation curriculum or consent of instructor. Discussion, analysis, and implementation of financing and budgeting theories and techniques applicable to planning, operating, and developing social services.

B. Purpose

The purpose of the course is to introduce students to the role of financial management in the modern nonprofit organization. The course covers applications of budgeting, and financial and managerial accounting principles and procedures to nonprofit organizations (social services, educational institutions, the arts, cultural and recreational entities, charitable foundations, etc.). It is best that students have had some previous exposure to these topics, but this is not an absolute requirement. The emphasis throughout the course is on the practical application of the fundamental requirements of accounting and financial decision making in the nonprofit organization.

II. Course Objectives

Upon completion of this course students will be able to demonstrate the following competencies:

1. Knowledge of the major operating revenue sources of nonprofits, including donations, grants, and commercial revenues, and the relative importance of each for various types of nonprofit entities; and
2. Knowledge of the basic concepts and terminology of cost analysis in nonprofit organizations;
3. Ability to conduct costs analyses of specific departments and services within a nonprofit organization;
4. Knowledge of the different types of budgets that nonprofits may employ, and the concept of strategic budgeting used in "capital-constrained" organizations;
5. Ability to employ flexible budgeting, breakeven analysis, and variance analysis of established budgets;
6. Knowledge of nonprofit financial accounting principles and procedures, and ability to read, interpret and understand the audited financial statements of a nonprofit entity.

III. Course Requirements

Enrollment in the course will be taken as evidence of the student's commitment to complete the assigned work on a timely basis. Consequently, you are expected to attend each class period and to be present when each class begins. Reading assignments and other class preparation are to be completed by the class session in which the corresponding topic is to be discussed. This will ensure that students benefit from the class lecture, guest speakers, in-class exercises and student discussion.

A. Attendance:

Please attend each class, be on time, and give the class your undivided attention. Attendance and participation will count toward your grade. As part of your professional preparation, professionalism is expected of all students. ***Please silence or turn off cell phones, laptops, and any other technology that might interfere with class.***

There will be a 3-point reduction (or 1-point with an excuse email approved by the instructor, or no deduction with a doctor's note or excuse documentation) from the final grade for each absence, including extensive lateness (over 20 minutes without notice, over 45 minutes with notice). Students who are absent for 10 hours without excusable reasons, or 15 hours regardless of reasons, must withdraw from the course or receive an automatic F grade.

B. Readings:

The following texts are required for class reading/assignments. There will also be some additional readings assigned and handouts:

McLaughlin, Thomas A. *Streetsmart Financial Basics for Nonprofit Managers*. 3rd Edition (John Wiley & Sons, 2009)

Dropkin, M, Happin, J., & La Touche, B. *The Budget-Building Book for Nonprofits*. 2nd Edition.with CD (Jossey-Bass, 2007)

Weekly reading assignments will be from the online articles and handouts.

C. Assignments

1. Reading Assignments - Weekly reading assignments will be largely from the required texts and handouts. Additional reading will be assigned from time to time. Reading assignments include given textbook problems and workbook assignments.
2. Topic Papers -Topic Paper requirements will be distributed during class.
3. Journal Article Reviews – (In Class Assignments) Article reviews and group discussions will occur in class to help you become familiar with professional publications such as the Chronicle of Philanthropy, NonProfit Times, BoardSource, etc.
4. Agency Presentation/Report
5. Class participation is a portion of the final class grade for students. The grade assigned for participation is determined through several factors: attendance at each class meeting, participation in class discussion concerning assigned reading and problems, and leading the class in a discussion about relevant newspaper and academic articles concerning nonprofit financial management.

D. Expectations for Students

1. Complete all assignments in a timely manner.
2. Promptly communicate any problems with attendance, meeting deadlines, or completing assignments.
3. Come to class prepared, having read all assignments, and participate actively In class discussions.

4. Seek clarification regarding course expectations and provide feedback about the effectiveness of the course to me. I am open to your questions and comments.

E. Expectations for Written Work

All written assignments must be doubled-spaced, typed, using an 11-point or 12-point type (preferably Arial or Times New Roman font) and have 1-inch margins. Please use 2-sided printing to save paper and resources. Text citations and references listed must be in correct APA (6th Ed.) format. All work must be original work. Ideas, information, and concepts that come from other sources must be properly cited. Material not cited is considered plagiarized and provides grounds for academic discipline. Assignments should be carefully proof read for spelling and grammar. Students are encouraged to use the assistance and services of the writing center.

F. Academic Honesty

Students must adhere to University of Houston (UH) regulations regarding academic honesty. Academic dishonesty may be grounds for dismissal from UH, disciplinary action and/or course failure. For more information on the Academic Honesty Policy, please see

www.uh.edu/academics/catalog/general/acade.html

It is important that all students understand that plagiarism occurs any time a writer fails to credit an author for his or her exact words or ideas. Each sentence that uses the word, words and/or ideas of others must be cited.

IV. Evaluation and Grading

Late papers will not be accepted for full credit. Students are required to hand in assignments during class on the designated date, or by the assigned time if submitted electronically. Failure to hand in/submit an assignment at the scheduled time will result in a reduction by one grade for each day that the assignment is due unless prior approval has been obtained from the instructor. Example: assignment is one day late means highest grade available on the assignment is a B; 2 days late means highest grade available on the assignment is a C, etc.

A point system will be used to evaluate your performance as follows:

University Grading Scale:

95 – 100 = A	77 – 79 = C+
90 – 94 = A –	73 – 76 = C
89 – 87 = B+	70 – 72 = C -
84 – 86 = B	61 – 69 = D (no credit earned)
80 – 83 = B –	60 or below = F (no credit earned)

A. SOCW 3330: Undergraduate Students

1. Two Article Reviews 10% each for a total of 20%
2. Two Topic Papers 10% each for a total of 20%
3. Midterm and/or Final 20%
4. Agency Presentation/Report 25%
5. Class participation and quizzes 15%

B. SOCW 7330: Graduate Students

1. Two Journal Article Reviews 10% each for a total of 20%
2. Two Topic Papers 10 % each for a total of 20%
3. Midterm and/or Final 20%
4. Agency Presentation/Report 25%
5. Class participation and quizzes 15%

V. Policy on grades of I (Incomplete)

The grade of "I" (Incomplete) is a conditional and temporary grade given when students are either **(a)** passing a course or **(b)** still have a reasonable chance of passing in the judgment of the instructor but, for non-academic reasons beyond their control have not completed a relatively small part of all requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. Students must contact the instructor of the course in which they receive an "I" grade to make arrangements to complete the course requirements. Students should not re-register for the same course in a following semester in order to complete the incomplete requirements. The grade of "I" must be changed by fulfillment of course requirements within one year of the date awarded or it will be changed automatically to an "F" (or to a "U" [Unsatisfactory] in S/U graded courses). The instructor may require a time period of less than one year to fulfill course requirements. And the grade may be changed by the instructor at any time to reflect work complete in the course. The grade of "I" may not be changed to a grade of **W**.

VI. Consultation:

Linda J. Courtney, Ph. D. ljcourtney@uh.edu 713-854-6255
By appointment only before or after class

VII. Course Schedule and Assigned Readings: Available online

Dates: Spring:

January 18: Class 1
January 25: Class 2
Oxley law
February 1: Class 3

Topic:

Org. Structure; Mission; Tax status
Accounting basics; Board role; Sarbannes-
Balance Sheets; Financial Analysis

February 8: Auditing	Class 4	Non-Profit Accounting; Cost accounting;
February 15:	Class 5	Cash Flow Management; Capital
February 22:	Class 6	Budgeting; Indirect Costs; Pricing
March 1:	Class 7	Mid-term Exam
March 8:	**** No Class ****	Spring Break *****
March 15:	Class 8	Funding issues: Profit, Fundraising
March 22:	Class 9	Long-term Strategic Financing
March 29: Budget	Class 10	Internal Controls; management control issues;
April 5:	Class 11	Insurance; Internal Controls; Budget
April 12: Investment	Class 12	Short Term Resource Management/ Capital
April 19:	Class 13	Class presentations
April 26:	Class 14	Class presentations
May 3:	Reading	
May 10:	Final Exam	

VIII. Modifications to Syllabus: * *Note: This syllabus serves as an implied contract, and may be amended over the duration of the semester.* The purpose of this syllabus is to provide an overview of the objectives and requirements of the course. Any portion of this syllabus or attachments is subject to modification by the instructor according to the learning needs of the class. All modifications will be discussed in class or disseminated by e-mail prior to implementation.

IX. Americans with Disabilities Statement: Whenever possible, and in accordance with 504/ADA guidelines, the University of Houston will attempt to provide reasonable academic accommodations to students who request and require them. Please call 713-743-5400 for more assistance. Instructors may not provide accommodations without supporting documentation from the UH Center for Students with DisAbilities.