



O'Neill School of Public and Environmental Affairs
560 Local Budgeting and Finance

Instructor: Mitchell Berg Clinical Assistant Professor; *bergmi@iu.edu*; *SPEA 375B and 812-855-6034*

Class Meeting: On-line asynchronous

Office Hours: *On-line accessible by email or phone*

Course Description: The fiscal role of government in a mixed economy; sources of public revenue and credit; administrative, political, and institutional aspects of the budget and the budgetary process; problems and trends in intergovernmental fiscal relations.

Learning Outcomes:

- Understand the revenues and expenditures of operating a local unit of government
- Be able to put together a budget and administer the budgeting process
- Learn about the principals and methodology of different budgeting types (i.e. Priority Based Budgeting (PBB, Incremental Budgeting, Zero-Based Budgeting, etc)
- Understand how to calculate and explain the how taxes are generated to either an elected official, appointed official, and/or community resident or taxpayer
- Be able to understand, analyze, and explain key concepts of a financial statements
- Grasp the interrelationship of non-profits, state, county, and other governments as it pertains to municipal budgeting and financing
- Understand debt management, long-term capital planning, pensions, and investments
- Learn the benefits of incorporating social equity and justice and community participation into the budgeting process

For International Students

This course focuses on economic development trends, conditions, and policies in the United States. Although they might need to be modified to reflect another country's political, economic, or legal requirements, the principles and strategies are applicable in many places. Therefore, you should feel comfortable adapting assignments to your home nation's economic and cultural norms or pointing out that the lessons learned may not be fully transferable. I welcome your suggestions on adapting this course to your needs and circumstances.

Course Requirements:

Tasks	Weight of grade
Weekly assignments	52%
Midterm	15%
Final	20%
Midweek checkin	3%
Council observation	10%
	100%

Weekly assignments

Each week you'll be asked to respond to between 1-4 exercises, assignments, and/or case study questions that will be posted onto Canvas or onto a discussion thread of which you'll be asked to respond to the question.

All assignments must comply with APA style guidelines, and shall adhere to rigorous professional writing standards, including but not limited to the lack of any spelling, punctuation, or grammatical errors. The default format is times new roman with a 12 point font.

Assignment descriptions and grading rubrics for each assignment are posted on Canvas.

Midterm

You are to write out 4-6 memo, along with any appropriate attachments (single spaced with 12 point font) as if you were a new City Administrator of Finance Director explaining to your council about the upcoming budget process and cycle, highlight trends in the budget (from past years), and explain your approach to handling the upcoming budget.

Final

A short paper will be due, and will constitute 20% of the final grade. The paper must deal with an issue involving budget process and procedure, public expenditure management, and/or public revenue policy, taxation, tax administration, public debt, public pensions, or intergovernmental and non-profit interrelations with local budgeting.

Papers should be in the form of memos addressed to the instructor, 10-20 pages, and typed double-spaced using an 12-point font, with standard 1 1/4-inch margins.

You should employ and reference books and academic journal articles on your approved topic. You may use any book in the university library, but articles may come from well-established academic journals, all of which are available with full text through the library. In your lit review you should attempt to review or cite at least a minimum of 3 peer-reviewed academic journal.

You may also use official documents produced by the Congressional Budget Office (CBO), Office of Management & Budget (OMB), Congressional Research Service (CRS), the Bureau of Public Debt, and the U.S. Department of the Treasury . Documents and data from various "think tanks" are permitted, such as The Brookings Institution, American Enterprise Institute (AEI),

Heritage Foundation, Urban Institute, Cato Institute and the Center on Budget Priorities. Finally, you may employ documents and data from the National Taxpayers Association (NTA), National Association of State Budget Officers (NASBO), National Council of State Legislatures (NCSL), National Governors Association (NGA), Government Finance Officers Association (GFOA), and International City/County Managers Association (ICMA).

All work must be properly cited.

You must provide the instructor with a one-half page summary of your proposed topic no later than five weeks before the final paper is due, so that the appropriateness of the topic can be evaluated in plenty of time for you to complete the papers. Additional information on the final assignment will be posted onto Canvas.

Budget workshop

You will be expected to attend no less than two budget workshops of a city council, and provide a brief 2 page memo on the experience. Additional information on the midterm assignment will be posted onto Canvas.

Grading will be based on the following scale:

- A 93% - 100%
- A- 90% - 92%
- B+ 88% - 89%
- B 82% - 87%
- B- 80% - 81%
- C+ 78% - 79%
- C 72% - 77%
- C- 70% - 71%
- D+ 68% - 69%
- D 60% - 67%
- F below 60%

Week	Type of Assignment	Points	Due date
1	Introduce yourself; and respond to two assignments	4	8/26/2023
2	Respond to two assignments	4	9/2/2023
3	Respond to two assignments	4	9/9/2023
4	Respond to two assignments	4	9/16/2023
5	Respond to two assignments and short quiz	4	9/23/2023
6	Respond to two assignments	4	9/30/2023
7	Student checkin	3	10/7/2023
8	Submit midterm	15	10/14/2023
9	Respond to two assignments	4	10/21/2023
10	Respond to discussion question and an assignment	4	10/28/2023
11	Respond to discussion question and an assignment	4	11/4/2023
12	Complete one assignment	4	11/11/2023
13	Complete one assignment	4	11/18/2023
14	Thanksgiving break; submit public meeting memo	4	11/25/2023
15	Respond to two assignments	4	12/2/2023
16	Presentation of final	20	12/9/2023

Professional Conduct, Civility, and Academic Integrity

The MPA is an applied degree intended to prepare you for a professional career in public service. You are expected to behave as a professional. Professional endeavors and learning occur best in a climate characterized by intellectual diversity, respect for each other, and the contributions of each person.

The O'Neill Student Honor Code focuses on ethical behavior and conduct, including, but not limited to, course work inside and outside of O'Neill, internships, community service, and overseas study. <https://myspea.indiana.edu/doc/ugrad-doc/ugrd-student-honor-code.pdf>

Use of AI (such as ChatGPT) in this class. Using AI (such as ChatGPT) to assist in completing assignments will be allowed in the following ways:

- *To provide you with a background or context of the issue, but in no way can you cite or reference any material gained from AI.*

Therefore, should you use AI in an unauthorized manner, you will be committing plagiarism* and will be subject to penalties in this class and sanctions by Indiana University.

*Plagiarism: Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. *Any ideas or materials taken from another source* for either written or oral use *must be fully acknowledged*, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course. <https://studentcode.iu.edu/responsibilities/academic-misconduct.html>. (emphasis added)

Note Selling: Several commercial services have approached students regarding selling class notes/study guides to their classmates. Selling the instructor's notes/study guides in this course is not permitted. Violations of this policy will be reported to the Dean of Students as academic misconduct (violation of course rules). Sanctions for academic misconduct may include a failing grade on the assignment for which the notes/study guides are being sold, a reduction in your final course grade, or a failing grade in the course, among other possibilities. Additionally, you should know that selling a faculty member's notes/study guides individually or on behalf of one of these services using IU email, or via Canvas may also constitute a violation of IU information technology and IU intellectual property policies; additional consequences may result.

Materials: The faculty member teaching this course holds the exclusive right to distribute, modify, post, and reproduce course materials, including all written materials, study guides, lectures, assignments, exercises, and exams. While you are permitted to take notes on the online materials and lectures posted for this course for your personal use, you are not permitted to re-post in another forum, distribute, or reproduce content from this course without the express written permission of the faculty member. Any violation of this course rule will be reported to the appropriate university offices and officials, including to the Dean of Students as academic misconduct.

Texts: *Bartle, J. R., Hildreth, W. B., and Marlowe, J. (2013). Management Policies in Local Government Finance, 6th Edition. ICMA Press. Washington, D.C.*

Dean Michael Mead. What You Should Know about Your Local Government's Finances. A guide to Financial Statements, 3rd Edition. (a FREE PDF copy is accessible through Canvas)

League of Minnesota Cities Handbook for Minnesota Cities. Chapter 20 Municipal Budgeting. [Municipal Budgeting \(lmc.org\)](http://lmc.org)

Course Policies:

1. Attendance

This is an on-line asynchronous course, and although attendance is not required participation is monitored through the timely submittal of assignments, the midterm, final, and participation in the midweek check-in.

2. Late Assignments

Assignments, including but not limited to responding to discussion questions, the midterm, final, and other items are due by the deadlines. The instructor shall have the right to deduct points for any assignment or material that is turned in after the deadline. And while, the instructor has the right to deviate from this, there is no expectation that the instructor will grant an extension or grant full points for late assignments. Nevertheless, if there is any circumstance that may warrant you from turning in your assignment on-time please notify the instructor at the earliest possibility.

4. Technology Use

Since this is a 100% on-line asynchronous course, the use and access to a computer, internet, and official IU email is required. Should you have any difficulty, please notify your instructor at the earliest possibility.

5. Late Withdrawal:

NOTE: The auto-W deadline is NO LONGER THE LAST DAY OF CLASS (as it was during and post-Covid). After the auto-W deadline, withdrawal will be significantly limited and you will need permission to withdraw and must meet requirements established by O'Neill.

Counseling and Psychological Services

For information about services offered to students by CAPS:

<http://healthcenter.indiana.edu/counseling/index.shtml>

TimelyCare

Indiana students have free, 24/7 access to virtual mental health care services with TimelyCare. Students do not need insurance to access TimelyCare services. <https://www.iu.edu/mental-health/find-resources/timely-care.html#0>

Religious Observation

In accordance with the Office of the Dean of Faculties, any student who wishes to receive an excused absence from class must submit a request form available from the Dean of Faculties for each day to be absent. This form must be presented to the course instructor by the end of the second week of this semester. A separate form must be submitted for each day. The instructor will fill in the bottom section of the form and then return the original to the student. Information about the policy on religious observation can be found at the following website: <https://policies.iu.edu/policies/aca-59-accommodation-religious-observances/index.html>

Disability Services for Students

Securing accommodations for a student with disabilities is a responsibility shared by the student, the instructor and the DSS Office. For information about support services or accommodations available to students with disabilities, and for the procedures to be followed by students and instructors: <https://studentaffairs.indiana.edu/student-support/disability-services/index.html>

Sexual Harassment

As your instructor, one of my responsibilities is to help create a safe learning environment on our campus. Title IX and our own Sexual Misconduct policy prohibit sexual misconduct. If you have experienced sexual misconduct, or know someone who has, the University can help.

If you are seeking help and would like to talk to someone confidentially, you can make an appointment with:

- i. The Sexual Assault Crisis Service (SACS) at 812-855-8900
- ii. Counseling and Psychological Services (CAPS) at 812-855-5711
- iii. Confidential Victim Advocates (CVA) at 812-856-2469
- iv. IU Health Center at 812-855-4011

For more information about available resources:

<http://stopsexualviolence.iu.edu/help/index.html>. It is also important to know that federal regulations and University policy require me to promptly convey any information about potential sexual misconduct known to me to our campus' Deputy Title IX Coordinator or IU's Title IX Coordinator. In that event, they will work with a small number of others on campus to ensure that appropriate measures are taken and resources are made available to the student who may have been harmed. Protecting a student's privacy is of utmost concern, and all involved will only share information with those that need to know to ensure the University can respond and assist. I encourage you to visit <http://stopsexualviolence.iu.edu/help/index.html> to learn more.

Commitment to Diversity: Find your home and community at IU

Asian Culture Center

Address: 807 East Tenth Street, Bloomington, IN 47408

Phone: 812-856-5361

Email: acc@indiana.edu

Website: <https://asianresource.indiana.edu/index.html>

First Nations Educational & Cultural Center

Address: 712 E 8th St., Bloomington, IN 47408

Phone: 812-855-4814

Email: fnecc@indiana.edu

Website: <https://firstnations.indiana.edu/contact/index.html>

Jewish Culture Center

Address: 730 E 3rd St., Bloomington, Indiana 47401

Phone: 812-336-3824

Website: <https://iuhillel.org/iu-jewish-culture-center>

LGBTQ+ Culture Center

Address: 705 E 7th St., Bloomington, Indiana 47408

Phone: 812-855-4252

Email: glbtserv@indiana.edu

Website: <https://lgbtq.indiana.edu/contact/index.html>

La Casa Latino Culture Center

Address: 715 E 7th St., Bloomington IN, 47408

Phone: 812-855-0174

Email: lacasa@indiana.edu

Website: <https://lacasa.indiana.edu/>

Neal-Marshall Black Culture Center

Address: 275 N Jordan Ave Bloomington, Indiana 47405

Phone: 812-855-9271

Email: nmgrad@indiana.edu

Website: <https://blackculture.indiana.edu/index.html>

Syllabus Disclaimer

This syllabus may be changed as needed throughout the semester; this typically accommodates guest practitioners' changing schedules. You will be notified during class or via Announcements on Canvas whenever a change is made. While I have made every effort to accurately identify assignments and dates and match them to the files posted on Canvas, errors occur. Do not hesitate to inform me if you think that has happened so I can notify all students of the correction.

Schedule of Assignments:

Week	Dates	Topic	Read	Assignment
1	8/20-8/26	Introduction; Role of the elected v. appointed official in the budget process	Chapter 1 and 4; and misc. readings and videos	Respond to discussion question and two assignments
2	8/27-9/2	Why do we budget; Understanding Market failures; describe the types of the budget; and what is the General fund	Chapter 2 and 6; LMC budget guide pgs 1-11; and misc. readings and videos	Respond to two assignment questions
3	9/3-9/8	Municipal timeline and process; revenues (non property Tax revenues)	LMC Budget chap 20 (pages 12-19); and misc. readings and videos	Complete 2 assignment questions
4	9/10-9/16	Municipal expenditures	LMC Budget chap 20 (pages 19-21); and misc. readings and videos	Complete 2 assignment questions
5	9/17-9/23	Non Governmental Funds	Misc readings and videos from Canvas	Complete 2 assignment questions and a quick quiz
6	9/24-9/30	Calculating the municipal tax rate, and implication to property taxes	Read chapter 8 and 9; and videos and misc readings from Canvas	Complete 2 assignment questions
7	10/1-10/7	Midweek check-in	No reading	See Canvas
8	10/8-10/14	Present midterm	No reading	See Canvas

9	10/15-10/21	Equity, Community Accountability and Engagement	Misc readings as assigned	Complete 2 assignments
10	10/22-10/28	Debt management and capital infrastructure planning	Chapters 11 and 12; and misc. readings	Complete an assignment; discussion question
11	10/29-11/4	Budget issues and ethics and community engagement	Misc readings as assigned	Complete 1 assignment; 1 discussion question
12	11/5-11/11	CAFR	Chapter 5; GASB book	Complete one assignment; and submit discussion question
13	11/12-11/18	CAFR	Chapter 5; GASB book	Complete one assignment
14	11/19-11/25	Thanksgiving break		Submit council memo
15	11/26-12/2	Investments and pensions	Chapter 13	Complete two assignments
16	12/3-12/9	Work on final		Submit Final