



PA 6374 - FINANCIAL MANAGEMENT FOR NON-PROFIT ORGANIZATIONS

School of Economic, Political and Policy Sciences, Spring 2015

Online course

Professor Contact Information

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Course Description

PA 6374 Financial Management for Non-Profit Organizations is an online course designed to provide students with an understanding of the fundamental financial management issues and decisions that confront managers and board members in the nonprofit sector. While it may be helpful for a student to have some basic understanding of accounting principles, course content presumes that students have little or no experience in accounting or financial management.

In this course students will:

- Gain a working knowledge of key financial concepts and financial statement preparation.
- Learn to review and interpret basic financial and managerial reports.
- Understand how to make informed financial decisions that are consistent with the mission and overall strategy of a non-profit organization.

Required Textbooks

Weikart, L. A., Chen G.C. & E. Sermier. (2013). *Budgeting and Financial Management for Nonprofit Organizations: Using Money to Drive Mission Success*. Thousand Oaks, CA: CQPress. (WCS)

Finkler S.A., Purtell R.M., Calabrese T.D. & D.L. Smith. (2013). *Financial Management for Public, Health, and Non-for-Profit Organizations*. 4th edition. Upper Saddle River, NJ: Pearson. (FPCS)

Course Schedule

Date	Readings	Assignments
Week 1: January 12 – January 18	WCS Chapter 1 An Introduction to Nonprofits: Mission and Money FPCS Chapter 1 Introduction to Financial Management & Appendix 1-A	Post personal introduction in <i>Weekly Discussions</i>
Week 2: January 19 – January 25	WCS Chapter 2 Budgeting as Part of the Planning Process FPCS Chapter 2 Planning for Success, pp. 25-35, 52-56; Chapter 3 Additional Budgeting Concepts	Current Event Comment Quiz 1
Week 3: January 26 – February 1	WCS Chapter 3 Liquidity and Managing Cash Flow FPCS Chapter 7 Managing Short-Term Resources and Obligations	Current Event Comment Quiz 2
Week 4: February 2 – February 8	WCS Chapter 4 Costs and Cost Analysis FPSC Chapter 4 Understanding Costs	Current Event Comment Quiz 3
Week 5: February 9 – February 15	WCS Chapter 5 Principles of Accounting and Reporting Requirements FPSC Chapter 12 Unique Aspects of Accounting for Non-for-Profit Organizations	Current Event Comment Quiz 4
Week 6: February 16 – February 22	WCS Chapter 6 Understanding Financial Statements FPSC Chapter 10 Taking Stock of Where You Are: the Balance Sheet	Current Event Comment Quiz 5
Week 7: February 23 – March 1	WCS Chapter 7 Financial Analysis FPSC Chapter 15 Financial Statement Analysis	Current Event Comment Quiz 6
Week 8: March 2 – March 8	WCS Chapter 8 Financial Tools for Informed Decision Making	Current Event Comment Quiz 7

Week 9: March 9 – March 15	WCS Chapter 9 Understanding Revenues	Group Case Study
Week 10: March 16 – March 22	Spring Break	Choose a non-profit for the final project
Week 11: March 23 – March 29	WCS Chapter 10 Performance Measurement	Current Event Comment Quiz 8
Week 12: March 30 – April 5	WCS Chapter 11 Time-value of Money and Cost-Benefit Analysis	Current Event Comment Quiz 9
Week 13: April 6 – April 12	WCS Chapter 12 Capital Budgeting and Financing	Current Event Comment Quiz 10
Week 14: April 13 – April 19	WCS Chapter 13 Investment Strategies	Current Event Comment Quiz 11
Week 15: April 20 – April 26	WCS Chapter 14 Internal Control FPCS Chapter 8 Accountability and Control	Current Event Comment Quiz 12
Week 16: April 27 – May 2	WCS Chapter 15 Adapting to Turbulent Times	Final Project Due by May 4

Grading

Quizzes (10 best out of 12)	400 points (40 %)
Current events and comments on a peer's post (10 best out of 12)	200 points (20 %)
Group Case Study Assignment	200 points (20 %)
Individual Final Project (a paper and a PowerPoint presentation)	200 points (20 %)
Total	1000 points (100%)

Students earning 93 percent or above on the graded assignments will earn an A; 92-90 percent - an A-; 89-87 percent – a B+; 86-84 percent - a B; 83-80 - a B-; 70-79 - a C.

Course Components

Quizzes

Weekly quizzes are a great way for you and me to monitor your understanding of the material and your progress in the course. Quizzes will open on Monday morning (10 am) and close in a week - on Sunday night (11:59 pm). A quiz will have 3-6 multiple choice, short-answer or essay questions based on the readings for the week. All quizzes must be completed in one sitting within two hours.

Current Events and Comments on Peers' Posts

Every week, you will use the *Weekly Discussion* tab on eLearning to post a current event and visit your peers' post to comment on it. Your current event post should include a link to a recent news article relating to financial management of a non-profit organization and a brief analysis of the article (at least 2-3 key ideas in a 5-8 sentence paragraph of your analysis). This component of the course aims at developing and sustaining your reading habits and analytical skills. Examples of news outlets that feature news on non-profit financial management include the Atlantic, the Economist, the Washington Post, and the New York Times. After posting your own current event, you are expected to comment on a peer's post for the week. Comments may express agreement or disagreement with the author of the post or the cited article, or share some additional information on the topic of the post. Comments should express at least several distinct ideas. Though only one comment per week is required, I encourage you to form a learning community with your peers by reading and commenting on more than one post. ☺

Group Case Study

By the end of Week 5, I will divide you into groups and encourage you to get in touch with each other to start working on a group case study assignment which will be due at the end of Week 9 (right before the Spring Break). In the assignment scenario, you will offer consulting services to a temporary non-profit project. Your mission will be to help the executive director estimate the budget of the project and determine if the project will be financially self-sufficient. Your group deliverable will be a 3-4 page executive summary (excluding tables) and a PowerPoint Presentation to the Executive Director. More Detailed Instructions will be available on eLearning at the end of Week 5.

Individual Final Project

You will select a local non-profit organization in North Texas and examine its system of financial management as if you were a private consultant hired by the Board. You will craft a comprehensive report which will include a description of the organization, the analysis of its revenue system, funding strategies, financial condition, and their budget for the coming year. Your report will also include long-range suggestions to the executive director and the Board. More detailed guidelines for the project will be available on eLearning at the end of Week 9.

Course Policies

Academic Integrity

The value of your academic degree depends on the absolute integrity of your work. I expect you to demonstrate the highest standard of individual honor and honesty. Please go to <http://go.utdallas.edu/syllabus-policies> to learn more about the University's policies and procedures that apply to students who engage in academic dishonesty. If you have any questions on what constitutes academic dishonesty, please do not hesitate to ask me.

Course Participation and Late Work

PA 6374 is an online course; therefore, regular class participation is very important for your success. On average, I expect you to spend five hours a week on reading the textbooks and up to two hours on doing your homework (posting your current events/comments and taking quizzes).

I will not read late work or let you take quizzes after the deadline unless you have special circumstances and make arrangements with me in advance of the due date.

University-wide policies

University-wide policies relating to student conduct, academic integrity, withdrawal from class, disability services, and religious holidays fully apply in this course. I encourage you to read them at <http://go.utdallas.edu/syllabus-policies> and contact me if you have any questions or need clarifications.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.