

Cleveland State University
Maxine Goodman Levin College of Urban Affairs
Department of Urban Studies

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Budget and Policy Analysis
(UST459 T-Th 1-2:50 PM UR 243)
Spring, 2002

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Course Description: This Course is designed to introduce the student to the world of budgeting at the local, state and federal level. Revenue sources, expenditures, and debt structures of the various levels of government will be covered. Special attention is given to theories of public budgeting as well as types of budgets and budget formats as well as the role that ethics plays in budget decisions.

Course Objective: The objective of the course is to provide the student with an understanding of the basic tools of budgeting. Students will learn how budgets are used to advance (and sometimes hinder) policy implementation. Students further are expected to apply this knowledge in a constructive critical analysis of a budget or a budget problem. This class will also familiarize the student with the language used in budgeting.

Course Method: This course will combine lectures by the instructor with class discussions and input from guest speakers in the field. Students are expected to keep current with assigned readings. Students are required to bring to class two written questions about the assigned material to class for discussion purposes. The questions will count toward your class participation grading.

Grading Policy: Grades are based on the results of two midterms and a final, project, case study, and a decision memo. The grades will consist of the following;

Midterm 1	10%
Midterm 2	15%
Final	20%
Budget Review	20%
Case Study	15%
Decision Memo	10%
Class participation	10%

Exam attendance is required. Makeup exams will only be given with the prior approval of the instructor. Assignments are due on the date noted in the syllabus. Late submission will result in a 5% grade penalty per week late.

Budgets: Examples of budgets for use by the student are located on the instructor's N drive file in the folder marked UST459Budget. These are in .pdf format and can be read by an Adobe Acrobat reader. These files can be accessed for your use from home using your web browser by typing in ftp://urban.csuohio.edu/faculty_data/weizer/ This will bring you directly to my files. Open the folder marked UST459Budget.

Budget Review: Students will analyze and describe at least one of the Governor's program proposals as noted and funded in the Ohio Executive Budget for 2002 and 2003. This document can be accessed from the N drive as described above. The file name is ohiobug.pdf. The analysis should be approximately 8 to 10 pages for undergraduate students and 15 to 20 pages for graduate students. With the downturn in the economy changes have been made in the original budget amounts that were approved. These changes can be tracked by accessing newspaper accounts. Additional information regarding this assignment (including a review on researching newspaper articles) will be covered in class on January 29th. The assignment is due on April 25th. Students are encouraged to meet with the instructor regarding their papers. Papers must be word processed, double spaced, grammar and spell checked.

Case Study: Similar to the Project, the case study is intended to assist the student in applying the material and concepts that they learn in the class. Case study information will be distributed in class on January 29th. The case study is due on February 28th. Papers must be word processed, double spaced, grammar and spell checked.

Decision Memo: A one page, single spaced decision memo is due on March 19th. Additional information will be distributed on March 7th regarding this assignment. Papers must be word processed, double spaced, grammar and spell checked.

Class Questions: Students are required to submit 2 questions for each class. Questions should cover the material for the evening. Questions should be used to help the student with application of material or to clarify ambiguous sections of the readings.

Instructor Expectations: Students are expected to come to class prepared for the discussions that we will be having. That means that you should remain current in your reading. Students are also expected to turn in assignments in a timely manner. Makeup exams will only be done with prior approval of the instructor. Late assignments are subject to a 5% penalty assessed weekly. Students are also required to maintain adherence to the academic regulations of Cleveland State University.

University Policies

Students should refer to the Undergraduate Bulletin for procedures regarding add/drop and withdrawals.

Physically challenged/Special Needs

Students with special needs (physical handicaps, learning disabilities, English as a second language) should identify themselves so that the appropriate arrangements can be made.

Text: Nice, David. 2002. Public Budgeting. Belmont, CA. Wadsworth/Thompson Learning

Class Schedule and Readings

January 15: Course Overview and Expectations.

Read Chapter 1

January 17: The Nature of Public Budgeting

January 22: The Nature of Public Budgeting

January 24: The Nature of Public Budgeting

Read Chapter 2

January 29: Government Revenues, Spending and Borrowing

January 31: Government Revenues, Spending and Borrowing

Read Chapter 3

February 5: The Budget Cycle

February 7: The Budget Cycle

February 12: Midterm 1 (Covers Chapter 1 to 3)

Read Chapter 4

February 14: Budget Preparation

February 19: Budget Preparation

February 21: Budget Preparation

February 26: Budget Preparation

Read Chapter 5

February 28: Budget Analysis

Case study is due

March 5: Budget Analysis

March 7: Budget Analysis

Read Chapter 6

Decision Memo Distributed

March 10 to March 17: Spring Break – No Class!!

March 19: Budget Adoption

Decision Memo Due

March 21: Budget Adoption

Read Chapter 7

March 26: Budget Execution

March 28: Budget Execution

April 2: Midterm # 2 (Chapters 4 to 7)

Read Chapter 8

April 4: Financial Management

April 4: Financial Management

April 9: Financial Management

Read Chapter 9

April 11: The Economy and the Budget

April 16: The Economy and the Budget

April 18: The Economy and the Budget

Read Chapter 10

April 23: Intergovernmental Aspects of Public Budgeting

April 25: Intergovernmental Aspects of Public Budgeting

Read Chapter 11

Budget Review Paper is due

April 30: Budget Reform (or is it?)

May 2: Budget Reform (or is it?)

Tuesday May 7: *Final*