

## Subject Description Form

<b>Subject Code</b>	APSS3234														
<b>Subject Title</b>	Financial Planning and Management in Organizations														
<b>Credit Value</b>	3														
<b>Level</b>	3														
<b>Pre-requisite / Co-requisite/ Exclusion</b>	<u>Pre-requisite:</u> APSS331 Management in Human Services														
<b>Assessment Methods</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">100% Continuous Assessment</th> <th style="width: 33%;">Individual Assessment</th> <th style="width: 33%;">Group Assessment</th> </tr> </thead> <tbody> <tr> <td>1. Class Attendance and Participation</td> <td style="text-align: center;">10%</td> <td style="text-align: center;">--</td> </tr> <tr> <td>2. Individual assignment</td> <td style="text-align: center;">40%</td> <td style="text-align: center;">--</td> </tr> <tr> <td>3. Group Project Presentation</td> <td style="text-align: center;">--</td> <td style="text-align: center;">50%</td> </tr> </tbody> </table>			100% Continuous Assessment	Individual Assessment	Group Assessment	1. Class Attendance and Participation	10%	--	2. Individual assignment	40%	--	3. Group Project Presentation	--	50%
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<ul style="list-style-type: none"> <li>The grade is calculated according to the percentage assigned;</li> <li>The completion and submission of all component assignments are required for passing the subject; and</li> <li>Student must pass all component(s) (standard of passing) if he/she is to pass the subject.</li> </ul>															
<b>Objectives</b>															
<p>The subject aims to:</p> <ol style="list-style-type: none"> <li>Familiarize students with the basic concepts, strategies, and process of accessing, monitoring, and allocating financial resources in the private, public sector, not-for-profit organizations, and social enterprises;</li> <li>Familiarize students with the connection between strategy and financial management in organizations as well as the connection between social purpose and financial implications and vice versa;</li> <li>Enable students to develop an understanding of the theories and skills in financial management, including budgeting, fee charging, project valuation, discounted cash flow, financial control, financial auditing, and financial reporting, and;</li> <li>Allow students to put into practice knowledge and skills of financial management in local and international contexts.</li> </ol>															
<b>Intended Learning Outcomes</b>															
<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> <li>Articulate essential concepts, strategies, and processes of financial management in organizations across the private, non-profit, public sectors and social enterprises;</li> <li>Articulate the connection between strategy and financial management in organizations;</li> </ol>															

	<p>c) Apply theories and skills of financial management, such as budgeting, and interpreting financial report; and</p> <p>d) Analyze critical issues and strategies in financial management in organizations.</p>																																		
<p><b>Subject Synopsis/ Indicative Syllabus</b></p>	<ol style="list-style-type: none"> <li>1. Concepts of strategic management and its relationship with financial management in the context of organizations.</li> <li>2. Concepts of financial management in organizations: time value of money, double entry accounting, fixed costs versus variable costs.</li> <li>3. Budgeting cycle: financial planning; estimation and forecasting techniques; types of budget - operating budget, capital budget, cash budget; budgeting methods – line-item budgeting, program budgeting, and zero-base budgeting; legislative control of budgeting, and politics of budgetary process.</li> <li>4. Revenue analysis: Fund raising, fee charging, grant solicitation, and subvention.</li> <li>5. Expenditure analysis: presentation and assessment of expenditure data, expenditure levels and input prices, productivity and efficiency, expenditure and financial conditions.</li> <li>6. Internal resource analysis: nature and information of internal resource analysis, levels of internal resource, liquidity of internal resource; financial analysis in organizations</li> <li>7. Financial control: Monitoring budget results, auditing, and financial reporting.</li> </ol>																																		
<p><b>Teaching/Learning Methodology</b></p>	<p>Relevant theories and concepts will be covered by interactive lectures while group projects will allow students to integrate what they have learnt in lectures with their project work. Tutorials or workshops will also be conducted to enable students to apply what they have learnt to specifically defined arena of financial management. Select guest speakers will be invited to enhance some key parts of the course.</p>																																		
<p><b>Assessment Methods in Alignment with Intended Learning Outcomes</b></p>	<table border="1" data-bbox="456 1290 1469 1794"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="4">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> </tr> </thead> <tbody> <tr> <td>1. Class attendance and participation</td> <td>10%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>2. Individual assignment</td> <td>40%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>3. Group project presentation</td> <td>50%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Total</td> <td>100%</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Participation in classes and tutorials/seminars allow students to indicate how they put into practice what they have learned in lectures and reviewed from the literature. Group project presentation provides a platform for students to showcase their communication skills, teamwork, and leadership through oral presentation. A short individual assignment is employed to assess individual students' learning outcomes.</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				a	b	c	d	1. Class attendance and participation	10%	✓	✓	✓	✓	2. Individual assignment	40%	✓	✓	✓	✓	3. Group project presentation	50%	✓	✓	✓	✓	Total	100%				
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<b>Student Study Effort Expected</b>	Class contact:	
	▪ lectures	39 Hrs.
	Other student study effort:	
	▪ preparation of individual assignment	25 Hrs.
	▪ preparation of group project presentation	25 Hrs.
	▪ self study	23 Hrs.
	Total student study effort	112 Hrs.
<b>Reading List and References</b>	<p><u>Essential</u></p> <p>Weikart, L. A., Chen, G.C., &amp; Sermier, E. (2013). <i>Budgeting and financial management for nonprofit organizations: Using money to drive mission success</i>. Thousand Oaks, Calif.: Sage.</p> <p>Da Rin, M., &amp; Hellmann, (2020). <i>Fundamentals of Entrepreneurial Finance</i>. Oxford University Press, New York.</p> <p>Weygandt, J.J., Kimmel, P.D., Kieso, D.E. (2020). <i>Financial Accounting</i>. 11<sup>th</sup> Ed. Wiley: New Jersey.</p> <p>Various journal article sources for each week’s readings</p> <p><u>Supplementary</u></p> <p>Gross, M.J., McCarthy, J.H., &amp; Shelmon, N.E. (2005). <i>Financial and Accounting Guide for Nonprofit Organizations</i>. 7<sup>th</sup> Ed. New Jersey: John Wiley &amp; Sons.</p> <p>Freeman, R.J., Shoulder, C.D., &amp; Allison, G.S. (2009). <i>Government and nonprofit accounting: Theory and practices</i> (9<sup>th</sup> ed.). Prentice Hall.</p> <p>Marlowe, J. &amp; Matkin, D.S. T. (Eds.). (2013). <i>Financial management in the public sector</i>. L.A.: Sage.</p>	