

Subject Description Form

Subject Code	APSS322																		
Subject Title	Financial Management in Human Services																		
Credit Value	3																		
Level	3																		
Pre-requisite / Co-requisite/ Exclusion	<u>Pre-requisite:</u> APSS331 Management in Human Services																		
Assessment Methods	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">50%</th> <th style="width: 40%;">Continuous Assessment</th> <th style="width: 20%;">Individual Assessment</th> <th style="width: 25%;">Group Assessment</th> </tr> </thead> <tbody> <tr> <td></td> <td>1. Participation in workshop and seminar</td> <td style="text-align: center;">20%</td> <td style="text-align: center;">--</td> </tr> <tr> <td></td> <td>2. Seminar presentation and paper</td> <td style="text-align: center;">--</td> <td style="text-align: center;">30%</td> </tr> <tr> <td>50%</td> <td>Examination</td> <td style="text-align: center;">50%</td> <td style="text-align: center;">--</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The grade is calculated according to the percentage assigned; The completion and submission of all component assignments are required for passing the subject; and Student must pass all component(s) (standard of passing) if he/she is to pass the subject. 			50%	Continuous Assessment	Individual Assessment	Group Assessment		1. Participation in workshop and seminar	20%	--		2. Seminar presentation and paper	--	30%	50%	Examination	50%	--
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Objectives	The subject aims to: <ol style="list-style-type: none"> 1. familiar students with the basic concepts, strategies, and process of accessing, monitoring, and allocating financial resources in the public sector and not-for-profit organizations, 2. enable students developing an understanding of the theories and skills in financial management, including budgeting, fund raising, fee charging, financial control, financial auditing, and financial reporting, and; 3. allow students to put into practice knowledge and skills of financial management in local and international contexts. 																		
Intended Learning Outcomes	Upon completion of the subject, students will be able to: <ol style="list-style-type: none"> a. articulate essential concepts, strategies, and processes of financial management in human services; b. apply theories and skills of financial management, such as budgeting, and interpreting financial report; and c. analyze critical issues and strategies in financial management in human services. 																		

Subject Synopsis/ Indicative Syllabus	<ol style="list-style-type: none"> 1. Concepts of financial management in the public sector and not-for-profit organizations. 2. Budgeting cycle: financial planning; estimation and forecasting techniques; types of budget - operating budget, capital budget, cash budget; budgeting methods – line-item budgeting, program budgeting, PPBS and zero-base budgeting; legislative control of budgeting, and politics of budgetary process. 3. Revenue analysis: Fund raising, fee charging, grant solicitation, and subvention. 4. Expenditure analysis: presentation and assessment of expenditure data, expenditure levels and input prices, productivity and efficiency, expenditure and financial conditions. 5. Internal resource analysis: nature and information of internal resource analysis, levels of internal resource, liquidity of internal resource; financial analysis of not-for-profit organizations 6. Financial control: Monitoring budget results, auditing, and financial reporting. 																																																				
Teaching/Learning Methodology	Relevant theories and concepts will be covered by interactive lectures while student-centered seminars will be held to allow students to integrate what they have learnt in lectures with their project work. Workshops will also be conducted to enable students to apply what they have learnt to specifically defined arena of financial management.																																																				
Assessment Methods in Alignment with Intended Learning Outcomes	<table border="1" data-bbox="440 1189 1466 1697"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1. Participation in workshop and seminar</td> <td>20%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Seminar presentation and paper</td> <td>30%</td> <td></td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. Examination</td> <td>50%</td> <td>✓</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>100%</td> <td colspan="6"></td> </tr> </tbody> </table> <p data-bbox="440 1753 1474 1951">Participation in workshops and seminars allow students to indicate how they put into practice what they have learned in lectures and reviewed from the literature. In addition, workshops and seminars provide a platform for them to showcase their communication skills, teamwork, and leadership through oral presentation. A short reflective paper and examination 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				1. Participation in workshop and seminar	20%	✓	✓	✓				2. Seminar presentation and paper	30%		✓	✓				3. Examination	50%	✓	✓					Total	100%						
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Student Study Effort Expected	Class contact:	
	▪ lectures	27 Hrs.
	▪ workshops and seminars	12 Hrs.
	Other student study effort:	
	▪ preparation of seminar and writing paper	30 Hrs.
	▪ preparation of examination	44 Hrs.
	Total student study effort	113 Hrs.
Medium of Instruction	English supplemented with Chinese	
Medium of Assessment	English	
Reading List and References	<p><u>Essential</u></p> <p>Brigham, E.F., & Ehrhardt, M.C. (2014). <i>Financial management: Theory and practice</i>. South-Western.</p> <p>Finkler, S.A. (2017). <i>Financial management for public, health, and not-for-profit organizations</i>. (5th ed.). Upper Saddle River, NJ: Prentice Hall/Pearson.</p> <p>Granof, M.H., Khumawala, S.B., Calabrese, T.D., & Smith, D.L. (2016). <i>Government and not-for-profit accounting: Concepts and practices</i> (7th ed.). Hoboken, N.J.: John Wiley & Sons.</p> <p>Mckinney, J. B. (2015). <i>Effective financial management in public and non-profit agencies</i> (4th ed.). Santa Barbara, Calif.: Prager.</p> <p><u>Supplementary</u></p> <p>Coe, C.K. (2011). <i>Nonprofit financial management: A practical guide</i>. Hoboken NJ.: Wiley.</p> <p>Granof, M.H., & Wardlow, P.S. (2011). <i>Core concepts of government and not-for-profit accounting</i>. John Wiley & Sons.</p> <p>Freeman, R.J., Shoulder, C.D., & Allison, G.S. (2009). <i>Government and nonprofit accounting: Theory and practices</i> (9th ed.). Prentice Hall.</p> <p>Linzer, R., & Linzer, A. (2008). <i>Cash flow strategies: Innovation in non-profit financial management</i>. Wiley.</p> <p>Manville, G., & Greatbanks, R. (eds.) (2013). <i>Third sector performance management and finance in not-for-profit and social enterprises</i>. Gower.</p> <p>Marlowe, J. & Matkin, D.S. T. (Eds.). (2013). <i>Financial management in the public sector</i>. L.A.: Sage.</p>	

	<p>McMillan, E.J. (2010). <i>Not-for-profit budgeting and financial management</i>. (4th ed.). Wiley.</p> <p>Paterson, M. (2014). <i>Healthcare finance and financial management: Essentials for advanced practice nurses and interdisciplinary teams</i>. Lancaster, Pa. : DEStech Publications.</p> <p>Weikart, L. A. (2013). <i>Budgeting and financial management for nonprofit organizations: Using money to drive mission success</i>. Thousand Oaks, Calif.: Sage.</p> <p>Vaughan, S.K., & Arsneault, S. (2014). <i>Managing nonprofit organizations in a policy world</i>. Sage.</p> <p>Young, D.W. (2014). <i>Management accounting in health care organizations</i> (3rd ed.). San Francisco, CA: Jossey-Bass & Pfeiffer Imprints.</p> <p>Zelman, W.N. (2014). <i>Financial management of health care organizations: an introduction to fundamental tools, concepts, and applications</i> (4th ed.). San Francisco, CA: Jossey-Bass.</p>
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