

Financial University under the Government of the Russian Federation
Department of Public Finance

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**Financial Basis of Public Administration (in English)
Course Syllabus**

Level of Study: Master's Degree

Field of Study: Finance and Credit

Study Programs:
Public Financial Management

Table of Content

1. Name of a subject.....	3
2. Mapping of learning outcomes (list of competences), with the relevant indicators described and subject learning outcomes indicated	3
3. Place of the subject in the curriculum	4
4. Workload in credits and academic hours, with class work (lectures and seminars) and self-study indicated.....	4
5. Subject content (with the thematic components indicated).	5
6. List of teaching and methodological materials needed for the students self-study	7
6.1. List of questions for student self-study and types of out-of-class activities	7
6.2. List of questions/assignments/topics for students' preparation to formative assessment	7
7. Mandatory and optional reading list.....	8
8. List of IT resources, incl. the list of software, information and reference systems (as appropriate).....	9

1. Name of a subject

Financial Basis of Public Administration (in English)

2. Mapping of learning outcomes (list of competences), with the relevant indicators described and subject learning outcomes indicated

The section lists the graduates' coded competencies that are to be developed during the learning process, indicators that show their development (generalized descriptions of specific actions performed by the graduate that clarify and reveal the competence content), learning outcomes (knowledge, skills) with indicators of competence development (in the form of a table):

Table 1

Competence code	Competence	Competence development indicators ¹	Learning outcomes (skills ² , and knowledge) and indicators that show competence development
Concentration: Public Finance Management			
AC-1	Ability to identify public finance development trends in Russia and abroad, assess the impact made by them on social and economic processes and make informed public finance management decisions based on this analysis	1. Uses theoretical knowledge, economic and mathematical tools, ICT to identify modern public finance development trends, offers efficient public finance management solutions to multi-level problems, and to assess the managerial decision consequences.	
		2. Ranks strategic and tactical public finance development goals.	
		3. Uses fact-based (statistical, economic and mathematical) methods for analysis and systemic assessment.	
AC-5	Ability to assess the current, medium- and long-term consequences of the public finance management decision-making process, to examine their impact on real and financial sector cash flows and investment projects	1. Uses modern tools to forecast public finance management decision-making process medium- and long-term consequences.	
		2. Makes professionally substantiated proposals to coordinate (1) strategic and financial planning at the level of subjects of law (2) public monetary, investment and budget policies.	

¹ To be filled in when the updated Financial University educational standards and federal state educational standards of higher education "3++" are implemented.

² Skills are described when the Financial University educational standards of the 1st generation and federal state educational standards of higher education "3+" are implemented.

3. Place of the subject in the curriculum

Goals and objectives of the course

The course goal is to help future public finance managers acquire detailed knowledge of the English-language professional terminology related to the Russian and US government institutions' operations and financing.

The objectives of the course are the following:

- To build an understanding of the English-language professional terminology related to government institutions' operations and financing as a basis of public finance;
- To ensure understanding of and detailed knowledge of key legal norms and US professional public finance standards;
- To help candidates prepare for the AGA Certified Government Financial Manager (CGFM) examination 1.

Place of the discipline within the curriculum

The course is a mandatory discipline in the variational component of the curriculum of master program 38.04.08 in Finance and Lending (concentration: Public Financial Management)/

4. Workload in credits and academic hours, with class work (lectures and seminars) and self-study indicated

Concentration: Public Financial Management

Table 2

Type of work	Total (in credits and hours)	Module 3 (in hours)
Overall workload	3/108	108
<i>Class work</i>	40	40
<i>Lectures</i>	12	12
<i>Seminars, practicals</i>	28	28
<i>Self study</i>	68	68
Formative assessment	<i>Essay</i>	<i>Essay</i>
Summative assessment	<i>Written exam</i>	<i>Written exam</i>

5. Subject content (with the thematic components indicated).

SECTION I - Organization and Structure of Government.

Levels of government. Federalism, sovereignty. Interrelationships among national, state & local levels.

Branches of government. Legislative, executive and judicial. Constitutional basis, separation of powers.

Government components. Components in all branches, government commissions.

Authorities and responsibilities of government. Bases and hierarchy of authority. Integration and cooperation among levels. Direct-action authorities of citizens.

Types of governmental entities. General purpose, special purpose, jointly governed organizations. Number of governmental entities.

Focus on local government. General purpose – county, municipality, township. Special purpose - school district, special purpose district (non-school).

Quasi-governmental entities. Blended characteristics, government corporations, potential for fragmentation.

Tribal governments. Limited sovereignty, financial status, intergovernmental cooperation

SECTION II – Legal Foundations of the Government Financial Environment.

Government sovereignty. Popular sovereignty, legal constraints, separation of powers.

Central role of budget. What the budget represents. Private sector comparison. The budget process examined. Democratic process, continuous cycle. Strategic planning and the budget.

Special funds and legislative earmarks. Special funds, legislative earmarks
Budget objectives. GFOA budgeting principles, similarities to GPRA.

Legal and other budgetary controls. Appropriations, account structures. Apportionments and allotments. Accounting, auditing.

The government management cycle. Phases and feedback.

SECTION III - Government Management Cycle.

Planning. Keystone of public management, strategic planning model, planning outcomes.

Programming. Purpose of programming, linking strategies and goals to resources, Outcomes of programming phase

Budgeting. Legal status, types of budgets. Budgetary controls. Role of forecasting.

Operations. Role of financial managers, Internal controls.

Accounting. Purpose of accounting. Financial accounting, budgetary accounting, managerial accounting.

Reporting. Standard-setting bodies. External reports: financial, other external reports. Internal reports, other reporting considerations.

Auditing. External audits, internal audits.

SECTION IV - Government Financing Process.

Tax policies principles. Tax equity, ability to pay, benefit received, collection efficiency. Social and economic goals, tax expenditures, dedicated tax

Income tax. Income tax characteristics, relative advantages.

Wealth tax. Real property tax, personal property tax, intangibles tax, estate and inheritance taxes.

Consumption taxes. Sales tax, use tax, excise tax, value-added tax.

Intergovernmental revenues. Contracts, grants and shared revenues. Grantor expectations, recipient expectations.

Other forms of revenue. License fees, user fees, donations. Lotteries and gambling. Investment income, public-private partnerships.

Overview of government debt. Purpose of debt, debt limitations, underfunded liabilities, other considerations.

Debt: long-term financing options. Bonds, Notes. Lease-purchases, certificate of participation.

Credit-rating agencies. Rating factors, Rating codes.

Enhancing the security of **local government debt.** Bond insurance, debt guarantees.

SECTION V - Public Accountability.

Concepts and definitions of accountability. Role of accountability, legal foundations, organizational accountability. FASAB and GASB guidance on accountability.

Stakeholders in accountability. Citizens and their surrogates. Other government branches and components, other government levels. Investors and creditors, future generations.

Demonstrating and assessing accountability. Oversight hearings, program evaluations, reports and audits, free press.

Solvency and sustainability. Guidelines for assessment. Federal sustainability, state and local sustainability.

SECTION VI - Ethics in Government.

Professional and ethical responsibilities. Ethical behavior is self-imposed. Ethical behavior at all levels and branches.

Professional associations. Example: Association of Government Accountants. American Institute of Certified Public Accountants.

Government entities.

Keys to ethical behavior. Objectivity, independence, avoidance of conflicts of interest, due care.

Other ethical considerations. Professional certification and continuing development. Ethics practice cases.

SECTION VII - Electronic Services in Government.

Electronic delivery of government services

Real-time access to financial and other information

Collaboration through social media

E-Government.

Ethics Security and privacy controls

NIST security standards

6. List of teaching and methodological materials needed for the students self-study

6.1. List of questions for student self-study and types of out-of-class activities

Table 3

Itemized subject content	Questions the students should answer within the self-study process	Types of out-of-class activities
Organization and Structure of Government	Section learning objectives, Section summary, Section cases	Reading of text book section, Learning of section summary, Repetition of test questions, discussed during seminar.
Legal Foundations of the Government Financial Environment	Section learning objectives, Section summary, Section cases	Reading of text book section, Learning of section summary, Repetition of test questions, discussed during seminar.
Government Management Cycle	Section learning objectives, Section summary, Section cases	Reading of text book section, Learning of section summary, Repetition of test questions, discussed during seminar.
Government Financing Process	Section learning objectives, Section summary, Section cases	Reading of text book section, Learning of section summary, Repetition of test questions, discussed during seminar.
Public Accountability	Section learning objectives, Section summary, Section cases	Reading of text book section, Learning of section summary, Repetition of test questions, discussed during seminar.
Ethics in Government	Section learning objectives, Section summary, Section cases	Reading of text book section, Learning of section summary, Repetition of test questions, discussed during seminar.
Electronic Services in Government	Section learning objectives, Section summary, Section cases	Reading of text book section, Learning of section summary, Repetition of test questions, discussed during seminar.

6.2. List of questions/assignments/topics for students' preparation to formative assessment

Example of questions for progress test and final test

1. Which statement about the planning phase of the management cycle is least true?
 - a. Planning only occurs between the auditing and programming phases.
 - b. The role of planning is to determine how objectives will be achieved during the operations phase.
 - c. Planners are constrained by the expected level of resources.
 - d. Planning is the most creative phase of the management cycle.

2. Which is not a typical output of the programming phase?

- a. most cost-effective means to achieve objectives
- b. specific, measurable objectives
- c. level of resources to be requested
- d. reprogramming requests

3. What is the purpose of forecasting with regard to the budget?

4. Which of the following is least supported through financial accounting?

- a. information about expenses and intergovernmental transfers
- b. information about fund levels and disbursements
- c. information about deposits of earmarked receipts
- d. information about achievement of program outcomes

5. Which body defines GAAP for state and local government?

- a. FASAB
- b. FASB
- c. GASB
- d. OMB

6. Compare and contrast internal reports and external reports.

7. Which entities are required to submit both financial reports and performance reports?

- a. all state governments
- b. local governments
- c. federal agencies
- d. all of the above

7. Mandatory and optional reading list

Mandatory reading list

1. Budgetary Code of the Russian Federation. English version. Consultant+. [on-line library of Financial University].

https://www.wto.org/english/thewto_e/acc_e/rus_e/WTACCRUS48A5_LEG_63.pdf

2. AGA CGFM Study Guide 1. Governmental Environment. 2016 Edition [on-line library of Financial University]

<http://cgfm.omnibooksonline.com/study-guide-1?qr=1>

Optional reading list

1. Beyond the annual budget: global experience with medium-term expenditure frameworks / Directions in development. The World Bank, 2013.
2. Budgeting and budgetary institutions. Public sector governance and accountability series/ Ed. by Anw. Shah. The World Bank, 2007.

E-resources

1. Ministry of Finance of the Russian Federation <http://www.minfin.ru>
2. Ministry of economic development of the Russian Federation <http://economy.gov.ru/en/home>
3. Association of Government Accountants www.agacgfm.org
4. The U.S. government programs www.performance.gov
5. Open budget of the Russian Federation www.budget.gov.ru
6. Treasury of the Russian Federation www.roskazna.ru
7. Russian state and municipal entity www.bus.gov.ru
8. World Bank www.worldbank.org
9. OECD www.oecd.org
10. International Monetary Fund www.imf.org
11. The US Congressional Budget Office (CBO) <http://www.cbo.gov>
12. NACSLB's recommended practices www.gfoa.org
13. National Association of State Budget Officers <http://www.nasbo.org/>
14. National Performance Management Advisory Commission <http://www.gfoa.org/>
15. Springer <http://www.springer.com>

8. List of IT resources, incl. the list of software, information and reference systems (as appropriate).

8. 1. Software:

1. Windows, Microsoft Office software;
2. ESET Endpoint Security antivirus software; etc.

8.2. Databases and information and reference systems

E-resources

1. Garant information and reference system;
2. Consultant Plus legal information system.

8.3. Certified software/hardware used for information protection

No such software/hardware is used.