

## 760-545 Finance and Budgeting

<b>Credit Points:</b>	12.500
<b>Level:</b>	Graduate/Postgraduate
<b>Dates &amp; Locations:</b>	2008, This subject commences in the following study period/s: Semester 1, - Taught on campus.
<b>Time Commitment:</b>	Total Time Commitment: Not available
<b>Prerequisites:</b>	None
<b>Corequisites:</b>	None
<b>Recommended Background Knowledge:</b>	None
<b>Non Allowed Subjects:</b>	None
<b>Core Participation Requirements:</b>	<p>&lt;p&gt;For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.&lt;/p&gt;         &lt;p&gt;It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: &lt;a href="http://services.unimelb.edu.au/disability"&gt;http://services.unimelb.edu.au/disability&lt;/a&gt;&lt;/p&gt;</p>
<b>Coordinator:</b>	To be advised
<b>Subject Overview:</b>	This subject introduces students to the fundamentals of financial management and budgeting in arts organisations. Commencing with an examination of the principal financial reports the subject takes students through the nature and type of transactions undertaken by arts organisations, how these transactions are recorded in financial statements and the steps necessary to prudently manage arts organisations. In the second half of the semester students examine the preparation and evaluation of financial budgets in arts organisations. Specifically students address the budgeting process, budget preparation and the use of budgets as a financial control technique.
<b>Assessment:</b>	A major assignment of 3000 words 60% (to be undertaken as a series of exercises throughout the semester) with documentation to be submitted at the end of semester, and a 2-hour examination (open book) 40% (due one week after the end of semester). Students must pass both assessment tasks in order to satisfactorily pass this subject.
<b>Prescribed Texts:</b>	None
<b>Recommended Texts:</b>	A subject reader will be available.
<b>Breadth Options:</b>	This subject is not available as a breadth subject.
<b>Fees Information:</b>	Subject EFTSL, Level, Discipline & Census Date, <a href="http://enrolment.unimelb.edu.au/fees">http://enrolment.unimelb.edu.au/fees</a>
<b>Generic Skills:</b>	<ul style="list-style-type: none"> <li># gain skills that will enable them to work in a team;</li> <li># demonstrate research skills;</li> <li># demonstrate financial management and budgeting skills;</li> <li># demonstrate conceptual skills and creative thinking;</li> <li># demonstrate financial management and budgeting skills.</li> </ul>
<b>Related Course(s):</b>	Master of Art Curatorship (Coursework and Minor Thesis) Master of Arts Management

Master of Cinema Management  
Postgraduate Diploma in Arts Management