

CHUKA



UNIVERSITY

**UNIVERSITY EXAMINATIONS**

**EXAMINATION FOR THE AWARD OF DEGREE OF MASTER OF EDUCATION IN  
EDUCATIONAL MANAGEMENT**

**EAPE 814: SCHOOL BUSINESS ADMINISTRATION**

**STREAMS:**

**TIME: 2 HOURS**

**DAY/DATE: THURSDAY 22/07/2021**

**8.30 A.M – 10.30 A.M**

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**INSTRUCTIONS:**

**Answer question one and any other two questions**

**Do not write on the question paper**

**QUESTION ONE**

- (a) Describe the financial management cycle showing six integrated and closely coupled elements. [12 marks]
- (b) Evaluate the rationale for prudent cash management in education institutions. [8 marks]
- (c) “Budgeting is a long and time consuming process in education institutions. Discuss the rationale for budgeting in school business administration. [10 marks]

**QUESTION TWO**

Discuss five ways through a public school in Kenya should incur recurrent expenditure. [15 marks]

**QUESTION THREE**

Explain five control measures that must be followed in the payment procedures of a school. [15 marks]

**QUESTION FOUR**

Discuss the relevance of the following books of accounts in school business administration.

- (i) Cash book
- (ii) The ledger
- (iii) The trial balance

[15 marks]

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