

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

**EXAMINATION FOR THE AWARD OF DEGREE OF MATSER OF EDUCATION
AND EDUCATIONAL MANAGEMENT**

EAPE 814: SCHOOL BUSINESS ADMINISTRATION

STREAMS: SB/PT

TIME: 2 HOURS

DAY/DATE: WEDNESDAY 07/04/2021

8.30 A.M – 10.30 A.M

INSTRUCTIONS:

Answer question one and any other two

Do not write on the question paper

QUESTION ONE

- (a) Discuss the essential characteristics of resource management in a school? [6 marks]
- (b) Explain the concept 'school as an industry'. [10 marks]
- (c) Evaluate the importance of cash management in education institutions. [4 marks]
- (d) Justify the need for planning and control functions in a successful institution of learning [10 marks]

QUESTIONS TWO

Budgeting is a long and time consuming process in an education institution. Critically discuss the rationale for budgeting in financial management of a school. [15 marks]

QUESTION THREE

Discuss the relevance of the following books of account used for book keeping in educational organization

- (i) Cash book
- (ii) The ledger
- (iii) The trial balance [15 marks]

QUESTION FOUR

- (a) Briefly explain the term management. [3 marks]
 - (b) Discuss the contributions of Henri Fayol's to management thought. [12 marks]
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