

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS**

**EXAMINATION FOR THE AWARD OF DEGREE OF MASTER OF EDUCATION**

**EAPE 814: SCHOOL BUSINESS ADMINISTRATION**

**STREAMS: MED (PART TIME/ SB)**

**TIME: 3 HOURS**

**DAY/DATE: TUESDAY 06/08/2019**

**8.30 A.M. – 11.30 A.M.**

**INSTRUCTIONS:**

- **Do not write on the question paper**
- **Answer question ONE and any other THREE questions**

- (a) Briefly explain what you understand by the term school business administration. (4 marks)
  - (b) School business characteristics have been analyzed from four perspectives. Explain. (8 marks)
  - (c) Explain the concept of measuring the efficiency of the cash management program. (8 marks)
  - (d) Analyze the objectives of financial accounting in an education organization. (5 marks)
2. Budgeting is said to be a major function at school business. Discuss what is needed to be done as far as this function is concerned. (15 marks)
3. Discuss the concept of planning and control in schools. (15 marks)
4. There are various books of accounts used for book keeping in educational organizations. Explain any five of them. (15 marks)
5. Discuss the following concepts in school financial accounting:
  - (i) Cash and bank reconciliation

- (ii) The trial balance
  - (iii) Double entry in book keeping
- (15 marks)
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