

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

THARAKA CAMPUS

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

EAPE 814: SCHOOL BUSINESS ADMINISTRATION

STREAMS: MED. MANAGEMENT LIBIII

TIME: 3 HOURS

DAY/DATE: TUESDAY 07/08/2018

8.30 A.M. – 11.30 A.M.

INSTRUCTIONS:

- Answer questions ONE and any other THREE questions.
- Do not write on this paper.

1. (a) Explain the following terms as applied in school business:
 - (i) School business
 - (ii) Suspense account
 - (iii) Fund balance
 - (iv) Virement
 - (v) Property rights perspective (10 marks)
- (b) What is your understanding of long term borrowing in school business administration? (5 marks)
- (c) Highlight the basic accounting concepts. (5 marks)
- (d) All goods received in a school must be entered in the appropriate stores ledger. Justify this statement by giving examples. (6 marks)
- (e) What are the two types of assets in an educational institution? Give examples. (4 marks)

2. Discuss the process of planning in school business administration. (10 marks)
 3. Analyze the concept of double entity in book keeping, giving relevant advantages of the double entry. (10 marks)
 4. Using an illustration, explain what is a trial balance in book keeping. (10 marks)
 5. Explain the budgeting process in an educational institution. (10 marks)
-