

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

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

EAPE 814: SCHOOL BUSINESS ADMINISTRATION

STREAMS: MED (MANAGEMENT) LIBII

TIME: 3 HOURS

DAY/DATE: TUESDAY 04/12/2018

8.30 A.M. – 11.30 A.M.

INSTRUCTIONS:

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

- (a) School business official perspectives serves two important functions. Explain. (4 marks)
 - (b) In school business, planning is a critical aspect. What is the purpose of school business plan? (4 marks)
 - (c) What is involved in the administration of a budget? Explain the process. (6 marks)
 - (d) What do you understand by administrative framework of cashbook? (5 marks)
 - (e) A suspense account is used for three main functions. Explain. (6 marks)
 - (f) The budget document should be appraisal in terms of the purpose for which it is designed. Discuss. (5 marks)
2. Critically analyse the advantages of double entry in book keeping. (15 marks)
3.
 - (a) What is a ledger? (3 marks)
 - (b) Explain any two types of ledgers (5 marks)
 - (c) Discuss the concept of trial balancing in book keeping. (8 marks)

4. Analyse the types of assets and liabilities which exist in school accounting. Give examples. (15 marks)
 5. Illustrate how a school's expenditure plan can be formulated. What are the considerations? (15 marks)
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