



KENYATTA UNIVERSITY
EXAMINATION FOR THE DEGREE OF BACHELOR OF LIBRARY AND
INFORMATION SCIENCE

ISC 425: FINANCIAL RECORDS MANAGEMENT

2ND SEMESTER 2021/2022

TIME: 2 Hours

INSTRUCTIONS: **Answer Question One And Any Other Two Questions**

1. a) Discuss three factors that influences accurate maintenance of financial records. (15 Marks)
b) Discuss the basic element for effective financial management (15 Marks)
2. Explain the factors to be considered when budgeting in an organization. (20 Marks)
3. Discuss Four (4) major function of Financial Management System (20 Marks)
4. Discuss the benefits of record keeping in any organization. (20 Marks)
5. Discuss the factors that may affect the management of electronics records. (20 Marks)