KENYATTA UNIVERSITY

CONTINUING EDUCATION PROGRAMME (CEP) 2021/2022

EXAMINATION FOR THE DEGREE OF MASTER OF EDUCATION

EMP 804: EDUCATIONAL FINANCE

APRIL 2022 SESSION **TIME: 3 HOURS**

INSTRUCTIONS:

Answer Question ONE and any other Two Questions.

1. a) Explain two types of costs in a school budget. [4 marks]

   b) Distinguish between the following in school financial management.

      i. Efficiency and effectiveness. [6 marks]

      ii. Adequacy and sustainability. [6 marks]

   c) Explain three procedures school managers should observe when handling petty cash in school. [6 marks]

   d) Explain benefits of investing in education at national level. [8 marks]

2. a) As a principal of a secondary school identify three main sources of funds and explain how you would plan to secure the funds for smooth running of the school. [12 marks]

   b) Explain steps you would take to ensure control and accountability in financial transactions in your school. [8 marks]

3. You have been appointed the principal HIC secondary school. Giving examples describe the steps you would take in formulating the school budget for 2023. [20 marks]

4. a) Describe three main vote heads in a school account and explain their significance. [12 marks]

   b) As an auditor, describe four documents you would request for from the school accountant and how you would use them. [8 marks]

5. As a school Principal design an income generating project model for your school.

   Required:

   i. Project Title and Proposed budget. [2 marks]

   ii. Rationale for the project. [4 marks]

   iii. Two Objectives. [4 marks]

   iv. 2 Outputs. [8 marks]

   v. 2 Out comes. [2 marks]