



# MACHAKOS UNIVERSITY

University Examinations for 2021/2022 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

..... YEAR SECOND SEMESTER EXAMINATION FOR

EXAMINATION FOR MASTER OF EDUCATION

EMP 804: EDUCATIONAL FINANCE

DATE:

TIME:

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## INSTRUCTIONS:

- i. Switch off your mobile phone and any other gadgets while the examination is in progress.
- ii. Do not write anything on the question paper.
- iii. Answer question **ONE** and any other **THREE** questions

## QUESTION ONE

Mr. Juma is the newly appointed principal of Makutano Secondary School. He is aware that among his responsibilities is management of school finances. He is not so confident in matters of school finance management and since many Principals have been interdicted because of mismanagement of school funds, he fears that if he is not careful, he is likely to be a victim. Yesterday he visited the education officer in-charge of the sub-county where his school is located to seek guidance on how he should go about in management of school finances. The Sub-County Director has advised him to attend an induction course on school finance management for newly appointed principals in the Sub-County which is planned to be held by next week. After this, Mr. Juma silently said to himself 'I am sure after the induction, I will be a better manager since I will be familiar to the laws and policies governing the management of school funds and also the budgeting process'

- a) Use five examples to explain Mr. Juma's responsibility in school finance management (5 marks)
- b) Explain any five laws and policies that Mr. Juma is likely to be sensitized on during the induction (5 marks)
- c) Illustrate the budgeting process that Mr. Juma is likely to be taken through during the induction (5 marks)

## **QUESTION TWO**

- a) Explain any FIVE objectives of procurement procedures in Kenya (5 marks)
- b) Explain any five methods of public procurement and their thresholds in Kenya (5 marks)
- c) Explain any five offences that are may be committed during the procurement process (5 marks)

## **QUESTION THREE**

- a) Explain any SIX importance of stores management in secondary schools (6 marks)
- b) Explain the accounting documents that should be maintained for the following activities in schools
  - i) Procurement of Goods and Services (2 marks)
  - ii) Payment of Salaries and wages (2 marks)
  - iii)
- c) Explain any FIVE internal measures that a secondary school Principal should institute in order to control expenditure (6 marks)

## **QUESTION FOUR**

- a) Distinguish between the following terms as used in school finance management
  - i) Virement and accounting (2 marks)
  - ii) Tuition and Administration vote heads (2 marks)
- b) Explain the importance of the audit of school finances in Kenya (5 marks)
- c) Explain any SIX types of audit that may be carried out in educational institutions in Kenya (6 marks)

## **QUESTION FIVE**

- a) Explain any four sources of school funds in Kenya (4 marks)
- b) Explain any SIX challenges that principals and head Teachers encounter as they manage school funds (6 marks)
- c) By the use of hypothetical figures, prepare a draft annul budget for one financial year (5 marks)