



MACHAKOS UNIVERSITY

University Examinations 2020/2021 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

FIRST YEAR FIRST SEMESTER EXAMINATION FOR

MASTER OF EDUCATION PLANNING

EMP 804: EDUCATIONAL FINANCE

DATE: 5/3/2021

TIME: 8.30-11.30 AM

INSTRUCTIONS

- 1) Answer Question ONE and any other THREE questions
- 2) Do not write on the question paper

QUESTION ONE (15 MARKS)

- a) Explain any **five** challenges that Principals face in management of school funds in Kenya
(5 marks)
- b) Explain any **five** reasons why it is necessary for a head teacher to acquire the skills of finance management
(5 marks)
- c) Explain the role of the following legal instruments in management of school finances
 - i. The Kenya Constitution, 2010
 - ii. The Basic Education Act, 2013
 - iii. The Public Procurement and Disposal Act, 2015
 - iv. Anti-Corruption and Anti-Crimes Act, 2013
 - v. Public Audit Act, 2015
(5 marks)

QUESTION TWO (15 MARKS)

- a) 'Procurement of goods and services for schools is the sure way to ensure value for money'.
Validate the statement with SIX relevant examples
(6 marks)
- b) Explain when the following types of public procurement are recommended

- i. Direct Procurement (1 mark)
- ii. Open Tender (1 mark)
- iii. Low Value Procurement (1 mark)
- iv. Restricted Tendering (1 mark)
- c) 'Store keepers are an unnecessary expense for schools'. Discuss the statement with relevant examples (5 marks)

QUESTION THREE (15 MARKS)

- a) Explain any FIVE types of audit that are carried out in secondary schools in Kenya (10 marks)
- b) Explain any five types of records that should be submitted for audit (5 marks)

QUESTION FOUR (15 MARKS)

- a) By the use of five examples, explain why financial accounting in schools is necessary (5 marks)
- b) Explain the accounting records that should be maintained in schools for the following activities
 - i. Board of Management Meetings (2 marks)
 - ii. Payment of Salaries (1 mark)
 - iii. Expenditure for a school trip (2 marks)
- c) Explain any FIVE measures that should be put in place in order to control expenditure in schools (6 marks)

QUESTION FIVE (15 MARKS)

- a) Explain with five reasons why an annual budget is necessary for effective operation of a school (5 marks)
- b) Assuming that you are the Principal of Busara Academy use hypothetical figures to prepare a draft budget for the year 2021 (10 marks)