

**COURSE CODE:** EDA 834  
**COURSE TITLE:** Budgeting and Financial Management in Education  
**CREDIT UNITS:** 2  
**TIME ALLOWED:** 2 Hours  
**INSTRUCTIONS:** Answer Question No. 1 and any other two.

## QUESTIONS

- 1a. What do you understand by the concept 'educational expenditure'? 2 marks
- 1b. Enumerate and discuss the types of educational expenditure you know. 7 marks
- 1c. State the levels of educational expenditure and explain each of them. 8 marks
- 1d. State and explain the functions of educational expenditure. 8 marks
- 1e. What is auditing? How important is auditing? 5 marks
- 2a. Mention the objectives of auditing school accounts. 3 marks
- 2b. List and explain the steps to be taken in auditing a school accounts. 5 marks
- 2c. What do you understand by accounting for funds in secondary schools? List and explain the processes involved. 4 marks
- 2d. Maintaining a good banking relations is an essential part of cash management in educational institutions. Do you agree? What steps should a school take in maintaining good banking relations? 8 marks
- 3a. With the aid of appropriate diagram/table, list the duties of school principals in the accounting for funds in secondary schools. 5 marks
- 3b. Discuss the basic procedures of managing funds in educational institutions. 10 marks
- 3c. Differentiate between forecasting and managing cash flow. 5 marks
4. Write short notes on the following:
- (i) Payroll 2 marks
  - (ii) Payslip 1 mark
  - (iii) Types of payroll 2 marks
  - (iv) Responsibility for payroll 3 marks
  - (v) Importance of payroll 3 marks
  - (vi) Payroll procedures 6 marks
  - (vii) The Effect of Payroll Procedures on Personnel Relations and Efficiency 3 marks