



NATIONAL OPEN UNIVERSITY OF NIGERIA
91, CADASTRAL ZONE, UNIVERSITY VILLAGE, JABI, ABUJA
FACULTY OF MANAGEMENT SCIENCES
2024_2 EXAMINATION

COURSE CODE: CRD 322

CREDIT UNIT: 2

COURSE TITLE: COOPERATIVE FIELD ADMINISTRATION

TIME ALLOWED: 3 HOURS

INSTRUCTION: 1. Indicate your Matriculation Number clearly.

2. Attempt questions One (1) and any other two (2) questions.

3. Question One (1) is compulsory and carries 30 marks, while any other Two (2) questions attract 20 marks each.

4. Present all your points in a coherent and orderly manner.

Questions

1. a. Highlight the files/information of the society which the Cooperative Assistant attached to a particular Cooperative Society should be well informed about before an inspection. **(8 marks)**

b. Cooperative Education is carried out with some media of communication to ensure the activities are successfully carried out. Discuss these media of propagating cooperative education. **(20 marks)**

c. Differentiate formal cooperative education from informal cooperative education. **(2 marks)**
2. Enumerate and describe the books of records that are needed to record the transaction of the Cooperative Society. **(20 marks)**
3. a. Discuss in details areas where the officer could advise the members' of cooperative. **(16 marks)**

b. Describe the action of the Director of Cooperatives after an Inquiry has been concluded. **(4 marks)**
4. a. Briefly discuss these concept as it concerns cooperative auditing;
 - i. Purpose of Audit
 - ii. Method of Audit
 - iii. Audit Duties
 - iv. Inspection Report Checking and Auditing
 - v. Payment Voucher
 - vi Cash Book
 - vii. General Ledger**(14 marks)**
4. b. Describe the Purpose of Control in cooperatives. **(6 marks)**