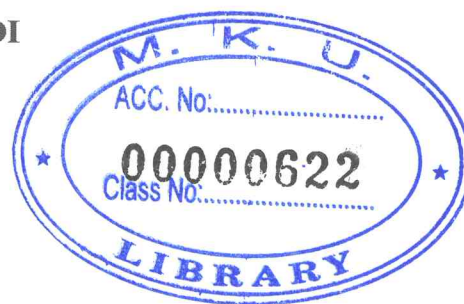


**COMPETENCE REQUIRED BY PRINCIPALS FOR EFFECTIVE
MANAGEMENT OF FINANCES IN SECONDARY SCHOOLS IN GATUNDU
DIVISION, GATUNDU DISTRICT.**

BY

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ABSTRACT

The principals must adequately budget, provide a good educational plan, financial plan, expenditure plan and apply adequate accounting and auditing procedures.

However, most proper budgeting and budgeting procedures including implementation, are ignored in some secondary schools of which is mandatory.

This study worked to establish the competence required by principals of secondary schools for effective management of finances in Gatundu Division, Gatundu District.

The study attempted to establish the competence needed by secondary school principals to formulate effective educational expenditure and revenue plans, to establish the competence needed by principals in spending and accounting for secondary school funds and establish the competence needed by secondary school principals for effective auditing of secondary school funds.

For the purpose of this study, descriptive design was used. The research instruments used to collect data is questionnaire. The questionnaire surveyed the competence required by principals for effective management of finances in secondary schools.

Data were collected and analyzed by use of descriptive statistics such as tables.