



A TECHNICAL REPORT
ON
STUDENT INDUSTRIAL WORKING EXPERIENCE
SCHEME (SIWES)

HELD AT
ILORIN SOUTH LOCAL GOVERNMENT AREA (FUFU)
P.M.B 1398, Ilorin South LGA, Pake, Ilorin Kwara State.

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DEDICATION

All praise and honour belong to the Almighty Allah the giver of wisdom and knowledge and also to my parent Mr. & Mrs. YAKUB for their moral, financial and spiritual support.

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PREFACE

The Student Industrial Work Experience Scheme (SIWES) is a vital component of academic programs in higher institutions in Nigeria, designed to bridge the gap between theoretical learning and practical application. This report details my experiences and activities during my SIWES training at the Treasury Department, Ilorin South Local Government Area (Fufu), Kwara State, where I had the opportunity to acquire hands-on skills and knowledge in financial management and public administration.

The report outlines my duties and responsibilities, the skills and lessons learned, as well as the challenges encountered during my internship. It also highlights recommendations for future interns and suggestions for improving the SIWES program to better equip students for professional careers.

The preparation of this report has provided me with an avenue to reflect on the invaluable experiences gained during the training period and to present a comprehensive account of the practical knowledge acquired.

CHAPTER ONE

INTRODUCTION

1.1 BACKGROUND OF SIWES

The Student Industrial Work Experience Scheme (SIWES) was introduced by the Industrial Training Fund (ITF) in 1973 to provide students in higher institutions with practical exposure in industries and government organizations. It is designed for students in fields such as Public Administration, Business Administration, Banking and Finance, Engineering and Financial Management to gain hands-on experience before entering the workforce.

The scheme bridges the gap between theoretical classroom knowledge and real-world application, ensuring that students understand how public and private organizations operate. It also provides students with the opportunity to develop technical, managerial, and administrative skills relevant to their course of study.

The ITF, in collaboration with the National Universities Commission (NUC) and National Board for Technical Education (NBTE), ensures that students from universities, polytechnics, and colleges of education participate in SIWES for 4 to 6 months in approved establishments.

1.2 OBJECTIVES OF SIWES

The main objectives of SIWES include:

1. Practical Exposure: To provide students with hands-on experience in their field of study.
2. Skill Development: To help students acquire technical, financial, and administrative skills for future careers.
3. Bridging the Gap: To reduce the difference between theoretical knowledge acquired in school and practical application in the workplace.
4. Enhancing Employability: To make students job-ready by equipping them with real-world experience.
5. Building Professional Relationships: To expose students to the workplace environment, enabling them to network with professionals in their field.

1.3 DESCRIPTION OF THE ORGANIZATION

1.3.1 Overview of Ilorin South Local Government

Ilorin South Local Government is one of the sixteen (16) local government areas in Kwara State, Nigeria. Its headquarters is located in Fufu, and the local government is responsible for public administration, revenue collection, community development, and local governance.

The local government plays a vital role in providing basic social services, including:

- Infrastructure development (roads, schools, healthcare facilities).
- Taxation and revenue collection for government projects.
- Implementation of policies from the Kwara State Government.
- Regulation of markets and small businesses.

1.3.2 Treasury Department – Role and Functions

The Treasury Department is responsible for the financial management of the local government. Its primary functions include:

- Revenue generation through taxes, levies, and government allocations.
- Financial record-keeping and preparation of government accounts.
- Disbursement of salaries to local government employees.
- Budget planning and execution for government projects.
- Auditing and financial reporting to ensure transparency.

During my SIWES training at the Treasury Department, I was exposed to various public sector financial activities, including budget preparation, revenue collection, financial documentation, and accounting procedures.

CHAPTER TWO

ACTIVITIES AND EXPERIENCES DURING SIWES

2.1 OVERVIEW OF THE TREASURY DEPARTMENT

The Treasury Department is one of the key departments in the Ilorin South Local Government Area (Fufu), Kwara State. It plays a crucial role in the financial management, revenue collection, budgeting, and disbursement of government funds. The department ensures accountability and transparency in handling public finances and ensures that the local government adheres to financial regulations and guidelines.

Functions of the Treasury Department

The major functions of the Treasury Department include:

1. **Revenue Collection:** The department is responsible for collecting taxes, levies, and other revenues from businesses, market traders, transport unions, and property owners within the local government area.
2. **Budget Preparation:** The department works with other local government offices to prepare, plan, and allocate funds for various government projects and services.
3. **Payroll Management:** The Treasury Department is in charge of salary payments to local government workers and political office holders.
4. **Financial Record-Keeping:** The department maintains proper documentation of all financial transactions and expenditures.
5. **Disbursement of Funds:** The Treasury Department ensures that government-approved projects and services receive adequate funding.
6. **Auditing and Financial Reporting:** The department prepares financial reports and ensures compliance with financial regulations through periodic audits.

2.2 DUTIES AND RESPONSIBILITIES ASSIGNED

During my SIWES training at the Treasury Department of Ilorin South Local Government, I was assigned various tasks that exposed me to the practical aspects of financial administration in the public sector. Some of the duties and responsibilities I handled include:

1. Assisting in Revenue Collection

I was involved in the collection and recording of revenue from different sources, including:

- Market stall rent
- Business registration fees
- Motor park levies
- Tenement rates (property tax)

2. Preparing Financial Records

I assisted in preparing and organizing financial documents, such as:

- Cash books for daily financial transactions
- Payroll records for staff salary payments
- Revenue and expenditure reports

3. Processing Payment Vouchers

I helped in processing payment vouchers for local government expenses, including:

- Staff salaries and allowances
- Contractor payments for local government projects
- Office supplies and administrative expenses

4. Observing Budget Preparation

I observed the budget planning process, where the local government allocates funds for education, health services, road maintenance, and community development projects.

5. Filing and Documentation

I assisted in organizing financial records, receipts, and memos, ensuring proper filing for auditing purposes.

6. Learning the Use of Accounting Software

The Treasury Department used basic accounting software for financial record-keeping. I had the opportunity to observe how transactions were recorded digitally.

2.3 ACCOUNTING AND FINANCIAL PROCEDURES OBSERVED

During my training, I observed various accounting and financial management procedures used in the local government treasury department. These procedures are designed to ensure proper handling of public funds and accountability.

1. Revenue Collection Process

- Revenue officers are assigned to different locations within the local government area to collect taxes and levies.
- Payments made by individuals and businesses are recorded manually and digitally.
- All revenue collected is deposited into the local government account at designated banks.

2. Budgeting and Fund Allocation

- The local government prepares an annual budget, outlining expected revenue and expenditures.
- Funds are allocated to different departments for salaries, infrastructure projects, and public services.
- Budget implementation is monitored to ensure that funds are spent according to approved plans.

3. Payroll and Salary Disbursement

- Salaries for local government employees are processed at the Treasury Department.
- Payments are made through bank transfers or payment vouchers.
- Deductions for taxes, pension contributions, and other government charges are made before salary payments.

4. Financial Reporting and Auditing

- Monthly and quarterly financial reports are prepared to track revenue and expenses.
- External auditors periodically review the financial records to ensure compliance with government regulations.

2.4 CHALLENGES ENCOUNTERED

During my SIWES training, I encountered some challenges that affected the smooth operation of the Treasury Department. These challenges include:

1. Outdated Accounting Methods

- Some financial records were still kept manually using ledgers and paper files, which increased the risk of errors and delays.

2. Delay in Salary Payments

- Some local government workers experienced delays in receiving their salaries due to bureaucratic processes.

3. Lack of Modern Financial Software

- The Treasury Department relied on basic accounting software, and some transactions were recorded manually, making it difficult to track financial data efficiently.

4. Inadequate Funding

- Some planned government projects could not be executed due to insufficient funds or delayed budget approval.

5. Difficulty in Revenue Collection

- Some businesses and individuals refused to pay taxes and levies, leading to revenue shortfalls for the local government.

CHAPTER THREE

SKILLS AND KNOWLEDGE ACQUIRED

During my SIWES training at the Treasury Department, Ilorin South Local Government Area (Fufu), Kwara State, I acquired valuable financial, administrative, and technical skills. These skills have enhanced my understanding of public sector financial management and prepared me for future professional responsibilities in Administration sector.

3.1 FINANCIAL MANAGEMENT AND BUDGETING SKILLS

One of the most important skills I acquired during my SIWES training was financial management and budgeting. I learned how public funds are planned, allocated, and managed to ensure smooth local government operations.

Key Financial Management Skills Learned:

- Understanding Budget Planning: I observed how the local government prepares annual budgets, allocates funds, and prioritizes projects.
- Expenditure Control: I learned how the Treasury Department ensures that spending does not exceed the allocated budget.
- Preparation of Payment Vouchers: I assisted in processing payment vouchers for salaries, contractor payments, and office expenses.
- Financial Documentation: I participated in the recording and filing of receipts, invoices, and financial reports.
- Cash Flow Management: I gained knowledge of how funds are managed to meet government financial obligations without shortages.

3.2 REVENUE COLLECTION AND DISBURSEMENT PROCESSES

The Treasury Department is responsible for collecting revenue from taxpayers, businesses, and government allocations. I gained hands-on experience in how the government generates income and disburses funds for public services.

Revenue Collection Skills Acquired:

- Tax and Levy Collection: I assisted in recording payments from business owners, transport unions, and property owners.
- Issuance of Receipts: I learned how official receipts are issued for payments made to the local government.

- Bank Deposits: I observed how collected revenue is deposited into the local government's bank accounts.
- Revenue Documentation: I participated in updating revenue collection registers and reconciling daily transactions.

Disbursement Processes Learned:

- Processing Payroll: I observed how the salaries and allowances of government employees are processed and disbursed.
- Project Funding: I gained insight into how funds are allocated to various government projects, such as road construction, education, and healthcare services.
- Payment Authorization: I learned how financial disbursements must go through multiple approval stages to ensure transparency.

These experiences helped me understand how local governments generate and distribute funds to ensure efficient service delivery.

3.3 ADMINISTRATIVE AND LEADERSHIP SKILLS

Beyond financial management, my internship at the Treasury Department allowed me to develop strong administrative and leadership skills, which are crucial for working in public institutions.

Administrative Skills Acquired:

- Filing and Record-Keeping: I assisted in organizing financial documents, ensuring that records were properly filed for auditing purposes.
- Communication and Correspondence: I observed how official memos, reports, and correspondences were prepared and sent to other government departments.
- Office Management: I learned how daily office activities are coordinated, including scheduling meetings and managing office supplies.
- Report Writing: I was involved in drafting financial and administrative reports, enhancing my professional writing skills.

Leadership Skills Acquired:

- Teamwork and Collaboration: I worked with different officials and learned how teamwork is essential for effective governance.

- Decision-Making: I observed how financial decisions were made based on budget priorities and available resources.
- Problem-Solving: I learned how challenges such as revenue shortfalls and delayed payments were managed to keep government operations running smoothly.

These administrative and leadership skills will be beneficial for my future career in Banking Sector, as they are essential for managing government institutions efficiently.

3.4 USE OF ACCOUNTING SOFTWARE

The Treasury Department used basic accounting software to record, manage, and track financial transactions. I had the opportunity to observe and practice using some of these digital tools.

Accounting Software Skills Acquired:

- Data Entry and Financial Record-Keeping: I learned how transactions were digitally recorded into accounting systems.
- Payroll Processing: I observed how employee salary payments were automated using accounting software.
- Financial Report Generation: I saw how financial reports were generated to provide insights into government revenue and expenditure.
- Audit Preparation: I learned how accounting software was used to organize financial data for audit purposes.

Although some financial transactions were still recorded manually, the introduction of accounting software helped improve efficiency, accuracy, and transparency in financial operations.

CHAPTER FOUR

CONCLUSION AND RECOMMENDATIONS

4.1 SUMMARY OF EXPERIENCE

My Student Industrial Work Experience Scheme (SIWES) at the Treasury Department, Ilorin South Local Government Area (Fufu), Kwara State, provided me with practical exposure to the financial and administrative operations of a local government.

During the training, I was involved in revenue collection, financial record-keeping, payroll processing, budget preparation, and payment disbursement. I learned how government funds are managed, distributed, and audited to ensure accountability.

Additionally, I gained insight into public administration processes, particularly how local governments provide essential services such as infrastructure development, social services, and financial planning. The experience allowed me to apply the theoretical knowledge I acquired in school to real-world financial and administrative tasks.

Overall, my SIWES training was an enriching experience that has equipped me with essential skills for my future career in Finance Sector.

4.2 LESSONS LEARNED

Through my industrial training, I learned several important lessons, including:

1. **The Importance of Financial Accountability:** I realized that public sector finance requires strict accountability to ensure that public funds are used appropriately.
2. **Teamwork and Communication are Essential:** Effective coordination and collaboration between departments are necessary for smooth government operations.
3. **Budgeting and Planning are Crucial:** Government activities depend on proper budgeting and financial planning to function effectively.
4. **Revenue Collection Challenges Exist:** I observed that local governments often struggle with revenue generation due to non-compliance from taxpayers.
5. **Technology Improves Efficiency:** The use of accounting software and digital systems helps to improve the accuracy and efficiency of financial record-keeping.

6. **Public Administration Requires Patience and Integrity:** Working in the public sector involves handling sensitive financial matters, requiring honesty, diligence, and transparency.

4.3 RECOMMENDATIONS FOR FUTURE INTERNS

Based on my experience, I have the following recommendations for students who will undergo SIWES training in public administration and financial management:

1. **Be Willing to Learn:** Interns should take the initiative to ask questions and actively participate in assigned tasks.
2. **Develop Financial Literacy:** Understanding basic accounting and financial management principles will help interns adapt quickly to their roles.
3. **Be Punctual and Professional:** Good work ethics, discipline, and professionalism are essential for success in the workplace.
4. **Learn Digital Accounting Tools:** Future interns should familiarize themselves with accounting software and other digital tools used in financial management.
5. **Observe and Follow Guidelines:** Government financial operations follow strict procedures, so interns should pay attention to rules and regulations.
6. **Build Good Relationships with Supervisors and Colleagues:** Networking and collaboration with experienced professionals can provide valuable career guidance.

4.4 SUGGESTIONS FOR IMPROVING THE SIWES PROGRAM

While SIWES is an important training program, there are areas that can be improved to ensure better learning experiences for students. I suggest the following improvements:

1. **Increase the Use of Digital Systems:** More emphasis should be placed on teaching interns how to use financial and administrative software to improve efficiency.
2. **Provide Stipends for Interns:** Some interns face financial challenges during their training. Providing stipends or allowances would encourage more participation.
3. **Improve Supervision and Monitoring:** Some organizations do not take interns seriously. The Industrial Training Fund (ITF) and schools should improve supervision to ensure that interns are properly engaged.

4. Encourage More Practical Training: Instead of only observing, interns should be given more hands-on tasks to enhance their learning experience.
5. Expand Internship Opportunities: SIWES should include more opportunities in private companies, NGOs, and international organizations to expose students to a wider range of experiences.
6. Provide Pre-Internship Training: Schools should provide basic training in accounting, financial management, and public administration before sending students for SIWES.