



KWARA STATE POLYTECHNIC, ILORIN

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

A TECHNICAL REPORT ON SIWES

DONE AT

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BY

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DEPARTMENT

PUBLIC ADMINISTRATION

DURATION OF TRAINING

AUGUST– NOVEMBER

SUBMITTED TO

INSTITUTE OF FINANCE AND MANAGEMENT STUDY

CHAPTER ONE: INTRODUCTION

1.1 Background of SIWES

The Student Industrial Work Experience Scheme (SIWES) was established by the Industrial Training Fund (ITF) to provide students with practical knowledge and skills related to their field of study. This program helps students bridge the gap between theoretical knowledge and real-world applications.

1.2 Objectives of the Training

The objectives of my SIWES training at the Treasury Department, Ilorin West Local Government, were:

To understand the financial operations and revenue management of a local government.

To learn about budgeting, expenditure control, and financial reporting.

To gain experience in bookkeeping, auditing, and financial documentation.

To understand the role of the treasury department in governance and public financial management.

1.3 Organizational Overview

Ilorin West Local Government is responsible for governance and administration at the grassroots level. The Treasury Department manages public funds, ensuring proper allocation and utilization of financial resources.

CHAPTER TWO: ORGANIZATIONAL STRUCTURE AND FUNCTIONS

2.1 Structure of the Treasury Department

The Treasury Department is divided into various units, including:

Revenue Unit – Responsible for collecting taxes, levies, and other government revenue.

Expenditure Unit – Handles payment processing and expenditure control.

Accounts and Audit Unit – Maintains financial records and ensures transparency.

Budgeting and Planning Unit – Prepares financial plans for government projects and services.

2.2 Roles and Responsibilities of the Treasury Department

Management of government funds and accounts.

Preparation of financial reports and budgets.

Processing payments and monitoring expenditures.

Auditing financial transactions to prevent fraud and mismanagement.

Liaising with other government agencies for financial management.

CHAPTER THREE: TRAINING EXPERIENCE AND ACTIVITIES

3.1 Responsibilities Assigned

During my SIWES training, I was assigned the following duties:

Assisting in the preparation of financial reports.

Recording daily transactions in accounting ledgers.

Filing and organizing financial documents.

Assisting in budget planning and expenditure monitoring.

Observing financial audits and reconciliation processes.

3.2 Skills Acquired

Basic accounting and bookkeeping skills.

Understanding of government revenue collection processes.

Financial reporting and data entry skills.

Budget preparation and expenditure tracking.

Knowledge of auditing and compliance regulations.

3.3 Challenges Faced

Adapting to financial terminologies and procedures.

Understanding complex budget planning processes.

Handling large volumes of financial documents.

3.4 Solutions and Adaptation

Attending departmental training sessions.

Seeking guidance from senior staff.

Practicing financial data entry and analysis.

CHAPTER FOUR: CONCLUSION AND RECOMMENDATIONS

4.1 Summary of Experience

My SIWES experience at the Treasury Department, Ilorin West Local Government, provided me with valuable insights into government financial management. I gained practical skills in accounting, auditing, and budgeting, which will be useful in my future career.

4.2 Recommendations

More training sessions should be organized for interns.

The department should provide digital tools for easier financial management.

Interns should be given more hands-on financial tasks for better learning.