

IFM Newsletter

Vol 1 No. 2

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IFM HITS A JACK POT

THE FILM-UP PROJECT IN PERSPECTIVE

Never before has IFM in its 20 years of existence won such a handsome and worthy international deal. Thanks to the Treasury and the World Bank, IFM has been included in a World Bank Project titled: Financial and Legal Management Upgrading Programme or FILM-UP.

This is an IDA credit worth U.S \$ 20 million spread over a period of 5 years. Whilst the beneficiaries include NBAA, Office of the Controller and Auditor General, IAA, Attorney General's Chambers, the Judiciary, the Law Reform Commission and the Registrar of Companies, IFM's share is some US 2.5 million.

This deal is a befitting reward of months of hard and imaginative work, meetings and contacts, indeed a crusade led by the Institute's Principal Dr. R.M. Kavura and the Director of Administration, Studies and Finance.

1. Under the project IFM will be able to get support in selected areas which cannot be covered by normal budgetary sources. These areas have been identified as requiring support to boost IFM's capacity. The IFM's component will cover:-

- (i) Staff development
 - (a) to train 17 staff at Masters' level
 - (b) to train 18 staff in short courses
- (ii) Improvement of teaching aids
- (iii) Promotion of research and public functions
- (iv) Technical Assistance
- (v) Provision of computing facilities.

2. The 5 year provision for this project is US \$ 2,320,000

which is divided as follows:-

Training/Staff Development	658,000
Technical Assistance	720,000
Library: Books and Equipment	166,000
Computer facilities	626,000
Vehicles	150,000
	<u>150,000</u>
	<u>US \$ 2,320,000</u>

3. In quantitative terms, the Institute will train 17 staff as follows:-

MSC.	1
MSc. Human Resources	1
MBA Accountancy	1
MBA Finance/Banking	4
MA/MSc Accountancy	2
MSc. System TT	2
MSc. Operations Research	1
MA Communication Skills	1
MA College Admin.	<u>2</u>
	<u>17</u>

Already, (through an arrangement with British Council) 5 staff have left to pursue the training. These are Messrs: O. Urassa, D. Rusimbi, B. Baker, D. Mwanjabala and J. Utouh. The other batch is scheduled to leave in October 1993.

4. The project will also benefit at least 18 staff in the following fields through attending short courses:

Insurance	4
Capital budgeting	2
Effective Teaching Methods	2
Computer application	2
Management	2
Development Banking	1
Legal Aspects of Debt	1
Library Science	1
Record Management	1
International Commercial Practice (Banking)	1
IT for Executive Assistant	<u>1</u>
	<u>18</u>

5. So far none of the staff has benefitted because a special account was to be opened for the project at BOT. The account for this entire project has now been opened.

6. ~~Under this project, IFM will have a computing facility for~~ training students pursuing current programs in various application courses and also launch new programmes on computing and Information Technology at Advanced Diploma Level and other levels as the Council may decide.

The facilities to be provided will include the following configuration, peripheral equipment and software:-

- 1 Vax dual host based system
- 20 PC work stations (Dec. PC 433 dx Ip)
- 40 Terminals
- 3 Laptops
- 1 Printer server
- 4 High capacity
- 5 Matrix Printer
- 1 High capacity laser printer
- 1 Projection adaptor
- 4 Programming packages (Pascal, Basic, Cobol, Fortran)
- 3 Statistical Packages (statgraphic, statpact, SPSS)
- 2 Word Processing packages (Wordstar and Wordperfect)
- 2 Harvard graphics
- 2 Accounting software
- 2 Banking software
- 2 Insurance software
- 2 Spreadsheet (Lotus 1-2-3)
- 2 Auditing software
- 2 Integrated packages
- Computing Supplies (startup)
 - Diskettes
 - Stationary
 - Printer ribbons etc.
 - Software hardware conversion aids
- 1 Power surge protection
- 2 U P S
- Micro lab site preparation

7. The project will provide reference books worth \$ 12,000, text books worth \$ 118,000 and periodicals worth about \$ 4,000. There will also be a provision of library equipment such as trolleys, cupboards, photocopiers etc. totalling \$15,000.

8. The Institute will upgrade its teaching aids by acquisition of the following equipment.

10 overhead projectors

2 TV monitors

2 Video Cameras

2 Video recorders 3

1 Public address system

2 Slide Projectors

2 Microphone stands

and miscellaneous items. All teaching aids are worth about US \$ 88,520.

9. Further, it will be possible to do the following works which could not be met by the recurrent budget of the Institute,

replace of water pumps and tanks \$ 7,000

re-roofing: bitumen felt old wing and extension 20,000

replacement of lifts 80,000

Central cooling system 100,000

207,000

10. The Institutes old vehicle fleet which has now been sold will get 2 staff minibuses, 2 four wheel drive and 2 saloon cars all at \$150,000 during the plan period.

11. Technical Assistance: Under ILMUP the Institute will receive an expert to help us to set up computer configuration and launching of courses. It will also, finance a position of expert in accounting and auditing. We are not very keen to spend the levels provided and we have proposed recruiting from alternative sources which are less expensive. We thus wish to expand training activity.

12. Procurement for the above items and services or works are grouped into bid packages among all beneficiaries in accordance with IDA guidelines for procurement. This entails that items will be bought under international competitive bidding through a coordinator who has been appointed by the government.

Items or groups which are less than \$100,000 may be procured under contract or shopping and a certificate of no objection has to be obtained from Work Bank in Washington. Local purchases, however require that 10% of such purchases or works be raised locally.

13. Long live IFM!!

GOVERNING COUNCIL RECONSTITUTED

The Minister for Finance made some changes in the composition of the membership of the Governing Council. The following new members were appointed:-

- | | |
|-----------------|---|
| Hon. G. Itatiro | - Chairman of the Board, Tanzania Postal Bank |
| Mr. C. Lemosai | - Accountant General, Treasury |
| Mr. N. Nathwani | - Chairman of the Board, National Insurance Corporation |
| Dr. I. Rashid | - Managing Director, National Bank of Commerce. |

The above replace; Dr. A.J. Nsekela (NBC) (First Chairman) Mr. A.A. Shariff (BOT), Mr. A. Maalim (NIC) and Mr. B. Kazaula (Treasury). Dr. Nsekela was the First Chairman of the IFM Council and a member of the Governing Council since 1972 except for a short period when he was Tanzania's High Commission at St. James's Court. His retirement from NBC and departure from IFM makes the end of an era. The Tanzania Postal Bank representation features for the first time. The Newsletter recognizes the invaluable contribution of those replaced to the Institute and welcomes the new members.

NEW HEADS OF DEPARTMENTS AND OTHER ORGANS

The Principal, Dr. Richard M. Kavura, made appointments and reshuffles of new Heads of Departments and other organs. These appointments and reshuffles followed staff movements, plans to start new programmes, and the re-launching of the IFM Newsletter. It was therefore considered necessary to fill in vacant positions for the interim period from 22.1.93 to October, 1993 when the next preferential elections will be held.

The new appointments are as follows:-

-
1. Ms. B.G. Malambugi - Head, Department of Executive Development and Consultancy
 2. Mr. M.M. Andendekisye - Head, Department of Tax Management
 3. Mr. E. Mkusa - Co-ordinator for preparation of the Computing and Information Function
 4. Mr. B.O. Musasira - Director, Week End College
 5. Mr. C. Mabula - Director, The 1993 CFTC Programme for Financial Management for Young Executives.
 6. Mr. F. Ruhara and
Mr. L.L. Shirima } - Co-ordinators of the M.Sc. Programme (in the pipeline)
 7. Prof. W.K. Rugaika - Chief Editor, - IFM-Newsletter.
-

IMPLEMENTATION OF IFM CORPORATE PLAN: THE FIRST YEAR REVIEW

What was initially viewed as an ambitious plan has been attained. The review meeting attended by all heads of department described, first year's implementation as very good. The following areas the first year portion of the plan were achieved satisfactorily:

- Filling of 14 teaching positions (annual target 5)
- Filling of 8 Library position (annual target 3)
- Increased enrolment by 21% (annual target (20%))
- Preparation for 2 new programmes - MSc. and Computing (considered satisfactory)
- Training of 14 staff in long courses (annual target 8)
- Setting up an additional test centre for qualifying exam in Dodoma.
- Preparation of 4 (plus 2 manuscripts) teaching manuals and over 10 papers (annual target 7 and 10 papers).
- Timely preparation of IFM Final Accounts within 8 weeks. Clean Audit Certificate obtained and POC was happy.
- Improvement of debt collection. At the time of writing, all fees were collected. Imprest retirement has been a problem for some staff.
- Effort to reactivate research and publication activity were made. An incentive scheme was approved. Journal of Finance Management was launched, staff newsletter revived. Planning for the new department completed. Funding for desk top publishing facilities and a 4 wheel drive vehicles has been secured.

- Week End College progress considered satisfactory.
- Executive Development Programmes carried 127 courses (against target of 50), Consultancy work also went up.
- New programmes in Disaster Management, Computing energy etc. have been explored.
- Securing funds to complete the 500m/= shilling block was done.
- Completion of the new staff accomodation block at Msasani, was made 8 new flats are now ready for occupancy.
- Improving of IFM staff transport by purchasing 3 new buses. (Asia, Isuzu and KIA).
- Improving general cleanliness and upkeep of facilities, purchase of 1000 chairs and acquisition of desks.
- Improvement of working conditions through a review of salaries (as PSS scale) including payment of arrears and of incentive scheme.

Areas of the plan that could not be implemented were purely constrained by funds and have been pushed to the second year of the plan. These include:-

- Furnishing of staff houses, hostel, 6 class rooms, offices dispensary, cafeteria and staff offices.
- Improvement of teaching aids including text books.
- Rehabilitation of office blocks, hostels and staff housing.
- Purchase of computer and office equipment.
- Preparation of feasibility study for an investment/classroom block.

What has been achieved has been through the efforts of heads of departments (past and present) and their supporting staff, improved relation with the Treasury and tireless efforts of the Principal and the Directors. The new Council Chairman contributed positive guidance for the attainment of the plan. According to the Director of Studies, Mr. K. Hussein what made the plan 'look' ambitious was financing the plan which required seeking support of the government through subvention, seeking international and local assistance, and improving internal source of revenue.

MSC. IN BANKING AND FINANCE PROGRESS

The agreement between the University of Strathclyde and IFM for joint collaboration on the MSc. in Banking and Finance has now been completed.

Under the agreement, the University of Strathclyde will provide all necessary reading material which is being developed as part of the MSc. Finance Degree. The University will also provide a resident professor to monitor the progress of the programme as well as participate in teaching. The University will further be responsible for setting examinations. For the first four years of the programme the degree will be offered by Strathclyde University.

According to Mr. F. Ruhara the Coordinator of MSc. Programme, the programme is expected to commence in August, 1994 if the problem of sponsorship is solved. The EEC is considering to provide fund for the programme and there are positive indications to that effect.

Mr. Ruhara further indicated that there is possibility of the department offering Postgraduate Diploma in Finance Management (PGDFM) on part-time basis is likely to start next academic year.

CURRICULA REVIEW

- (1) The Department of Insurance and Social Security Administration is reviewing its curricula. The review is in line with the current restructuring in the financial sector, and aims particularly to meeting the needs of the respective industries.

New subjects to be included in the curricula include: Computer Applications, Marketing and Human Resource Management.

- (2) NEW SYLLABI

The New Syllabi for the Advanced Diploma in Accountancy (ADA) and for the Postgraduate Diploma in Accountancy (PGDA) have been approved by NAMDAG. This follows earlier approval by SCOA.

The old syllabi had to be replaced by new ones in order to be in line with the National Board of Accountants and Auditors (NBAA) requirements.

ON GOING RESEARCH PROJECT

Research is part and parcel of the IFM mission. While it was not possible to get details of all on going researches IFM Newsletter found out that Mr. M.Y. Bishagazi, Lecturer in Accounting undertaking a research on "The use of Financial Information for Managerial Decisions in Tanzania Parastatals".

The study is designed to evaluate the propriety of accounting systems in parastatals with particular emphasis on provision of accounting data to management decision making process.

The enquiry in this issue has been prompted by what the researcher sees as "Persistent complaints by TAC". The study questions as to whether or not management in parastatals recognise the instrumentality of accounting systems and thus put a lot of efforts in designing them for the purpose of obtaining such information.

The study, to cover over 44 parastatals, hypothesizes that few managers rely on financial data in decision relating to planning and control.

The study is scheduled to be completed by June, 1993. We wish Mr. Bishagazi the best.

SHORT COURSES

The Institute recently conducted a number of executive courses in the areas of Computers, Accounting and General Management. The Computer courses which were for three weeks ran from 8th February to 26th February, 1993 were held in Arusha and Zanzibar. They aimed to availing computer awareness to managerial cadre so as to enable them to appreciate the need for computers and how efficiency in decision making could be improved through computer use.

Other courses for supporting staff were also conducted from 8th February to 26th February, 1993. The courses conducted were under directorship of Mr. Faustin Mwageni and Mr. J. Masome respectively.

MR. CREDO CELESTINE AT ESAMI

Mr. Credo Celestine attended a four week course on Faculty Skills Development Programme at the Eastern and Southern African Management Institute (ESAMI) Njiro Hill, Arusha. The general objective of the programme was to promote faculty skills development and enhance the capacity of the faculty members of the National Training Institute's (NTI's) in the Eastern and Southern African Sub-region; to effectively and competently design, deliver, handle and manage training as well as Research and Consultancy services. The programme was open to Tutors, Lecturers, Researchers, Consultants and Trainers and it attracted a total of twenty one (21) participants from six countries; Kenya, Malawi, Tanzania, Uganda, Zambia and Zimbabwe.

The programme which costs US \$ 2600 per participant. This covered tuition, fullboard accommodation and programme training materials. Mr. Celestine was sponsored by UNDP.

SHORT COURSE ON COMPUTER APPLICATIONS

Our Senior Library Assistant Mrs. N.J. Mtagwa attended a Short Course on Computer Applications at Arusha International Conference Centre, organised by the Institute of Finance Management, under Executive Development Programme, from 8th to 26th February, 1993. During this course the following topics were covered:-

- Introduction to Computers
- Introduction to disk operating system
- Word Processing with Word Perfect 5.1
- Electronic spread sheet with Lotus 1-2-3.

MESSRS MKUSA AND SELLE AT AMTIESA

SYMPOSIUM

1. Ndugu E. Mkusa and Ndugu Y.A. Selle were in Harare, Zimbabwe recently attending a four day symposium organised by the Association of Management Training Institutions of Eastern and Southern Africa (AMTIESA).

The objective of the Symposium was to receive and discuss the report on the Survey of Management Training and Development Needs in the Region.

At the symposium IFM was selected to coordinate the questionnaire redesigning work and to undertake the responsibility of Computer Data Processing. This is a great honour to the Institute. We are proud of it. It shows that the Institute has capacity and capability that the region has appreciated and can trust.

2. Mr. MPINGE AND SENZIGE ATTENDS A COURSE ON COMPUTER APPLICATION

The newsletter has also learned that Mr. Mpinge and Mr. Senzige have recently completed a one month course in computer Application at "MY COMPUTER" Institute in Dar es Salaam.

FROM THE DMDA

A. HOSTEL MAIDS

DMDA talks to Hostel maids. Following by students and sundry on apparent the laxity, laziness and outright insurbodination by some hostel maids the DMDA convened a meeting with them and remind them of their duty to work dilligently, obediently or face the music.

B. MEDICAL BILLS

The DMDA recently issued a circular to all staff to exercise economy and frugality in the use of medical facilities and medicines in view of the escalating bills due to apparent cheating. It was thought unlikely that an auxilliary staff could buy medicines worth 20,000/= from own pocket and claim a refund. Futhermore receipts from Pharmacy simply reading "medicines" could be used to camouflage unacceptable purchases like veterinary drugs and cosmetics.

Senior Staff Houses Completed

IFM Senior Staff houses comprising of 8 spacious flats were handed over to IFM on 3rd March 1993. The construction of these flats which were built entirely through IFM's own funds started in 1985.

Their completion will go a long way towards alleviating housing problems faced by the Institute as well as availing convenient accommodation to senior staff.

Meetings

(a) Scheme of Service - A meeting under the chairmanship of the DMDA was convened on 3rd March, 1993 to re-write the IFM Scheme of Service to conform with the new status of the Institute PSS 3. Consensus was reached on details of the scheme. PMAO 2 was given the task of compiling a final draft to ensure prompt finalisation. This exercise has been carefully done and departmental heads consensus has been keenly enlisted to ensure an acceptable output.

(b) Workers Council

Set on 5th March, 1993 to deliberate inter alia on the 1993/94 budget.

The budget was tabled before the Executive Committee of the Council approved the budget on behalf of the Council. The budget has been submitted to HAZINA for subvention.

IFM ACQUIRES "CHAI - MAHARAGE"

In her efforts to alleviate transport problem, IFM has disposed off its old ailing SU 10,000 Scania bus, SU 1390 Datsun Saloon and SU 13514 Isuzu Pick Up. The disposed off vehicles have been replaced by brand new 26 seater Asia min-bus, 26 seater Isuzu mini bus and a 3.5 ton KIA truck. The KIA truck is being modified into a multipurpose "CHAI MAHARAGE" - with collapsable seats which will be readily usable to carry either men or materials.

And do you know who bought the Datsun Saloon and Isuzu Pick Up? Well, is all IFM employees Mr. Mbaga and Bengesi respectively.

NEW EMPLOYEES

Recently the Institute engaged the services of the following new staff:-

Name	Post
1. I.L. Masue (Miss)	Receptionist
2. V.F. Sheghele (Mr)	Clerical Officer
3. S. Komba (Miss)	Office Management Secretary

The IFM Newsletter takes this opportunity to welcome them on behalf of the IFM Community.

CONTRIBUTION FOR FLOOD VICTIMS

Following the call by H.E. the President of Tanzania to elicit everyones assistance towards the Flood victims of Lushoto and Kagera, The IFM Community made the following contribution.

- (i) All IFM Workers Shs. 100,000/= .
- (ii) IFM as an Institution Shs. 150,000/=.
- (iii) The Students Organisation Shs. 20,000/=.

It is the Institute's hope that the assistance will reach the intended victims.

NEWS FROM THE LIBRARY

1. LIBRARY SERVICES

Effective January, 1993 the IFM Library has been organised in line with acceptable library practice standards. Work performance should clearly show high quality out put and professionalism. In order to achieve this management has agreed to employ three professional librarians to strengthen the professional work performance.

Among the professional librarians recruited recently are Dickson Mwanyika and Abdallah Hassan who holds B.A. Degree in Library and Information Studies and M. Sarai who holds a Diploma in Library and Information Studies.

The total number of professional librarians at IFM Library is going to be 7. In addition to the three (3) newly recruited staff old hands continue to serve IFM i.e.;

: 14 :

- (1) S.R. Mushi - Diploma in Librarianship Ahmad Bello University - Ghana
- (2) S. Said (Mrs) - Diploma in Library and Information Studies University of Botswana
- (3) Mohamed Mhina - Diploma in Library Makerere B.A. Hons Canberra University - Australia
- (4) S.S.P. Sekiete - Diploma in Library - Botswana University B.A. Hons Loughborough University U.K; M.A. Library and Information Studies Loughborough University of Technology U.K.

The Principal Librarian Mr. Mohamed Mhina has insisted that Librarians will hold two meetings - one General Meeting for all Library Staff, and professional staff meetings to be held once every month.

He further added that professional staff meetings will maintain acceptable standards of records and procedures on brevity of discussion. What was agreed on, directed, and resolutions made. The minutes of meetings will be out following week typewritten for distribution to members in order to facilitate follow up and the writing of matters arising.

2. UNESCO OFFER TO LIBRARIANS

There are some indications that UNESCO is going to give an offer to train our library staff abroad at Geneva in Switzerland. The duration of the course is expected to be nine months. Further details of this course is going to be announced later.

STUDENT NEWS

IFM-SO GETS NEW LEADERS

This year IFM-SO elections were conducted on 13th February, 1993. These elections for the President and Vice President were rigorous and tough but fair and conducted democratically. There were four candidates for each office. Among the candidates for each of the two offices included former leaders of the previous government. All contestants from the previous leadership were voted out.

According to the results, Mr. Kaare, J. scooped 150 votes becoming the President beating Messrs Nyamko, R.M. who got 125 votes, R. Njenga 88 votes and Bintamanyire, B. former Vice President 74 votes.

For the office of the Vice President Mr. Nzuguni scored 231 votes beating Kauzeni 109; Temba, J. 90 and Mwikwabe, P. 29 votes respectively.

We congratulate the winners and wish them all the best. We trust they will maintain the harmonious relationship between student and management at the Institute.

NBAA RESULTS

The recent results of the 36th Examination Session of the NBAA show IFM as one of the leaders in training in accountancy. The Examiners Reports use two approaches to evaluate the institutions' performance. In the first approach an Institution was ranked for the field in accordance with Fielding the best Candidates for a given exam level under this approach, the IFM was ranked first for the ATECH II Examinations. According to other approach whereby an institution was graded in accordance with the overall performance of its candidates, the IFM obtained the following ranking for the different exam levels.

<u>LEVEL</u>	<u>RANK</u>
ATECH I	9th
ATECH II	8th
PROF. I	4th
PROF. II	4th

PROF. III

3rd

PROF. IV

4th

Bearing in mind the fact that there were more than 25 institutions which fielded candidates, we can grade the IFM's performance can be said to be quite good.

The Newsletter takes this opportunity to ask the Week End College and Accountancy Programme to keep it up.

ADA III FINAL EXAMINATIONS RESULTS

The final examinations for the Advanced Diploma in Accountancy were conducted from January 18th to 26th, 1993. Provisional examination results were released in mid February, 1993.

Out of 83 candidates who sat for the examination two (2) candidates failed and were discontinued. Twenty seven (27) candidates were required to sit for supplementary examinations and fifty four (54) passed straight and are eligible for the award of the Institute's Advanced Diploma in Accountancy.

FIRST SEMESTER EXAMINATION RESULTS FOR PGDFM

The Academic Development Committee which held its meeting in January 1993, approved the results of the First Semester examinations for the PGDFM.

A total of 71 candidates attempted the exams out of which three students were discontinued representing only 4.24% of the total candidature.

This was record performance when compared to the previous year when a lower number of students were enrolled and larger number were discontinued.

The Newsletter takes this opportunity to congratulate all continuing students and to wish them all the luck in the last leg of the programme.

WEEKEND COLLEGE CLASSES RESUME

Review classes in preparation for NBAA Examinations resumed on the 1st of February, 1993, after a 3 - month break (Nov. - January). A total of 290 students were registered this session.

IFM ALUMINI

Three of IFM Alumni are Commissioners/Assistant Commissioners in the Income Tax Department.

The IFM Newsletter has learnt that Messrs J.B. Lutainainurwa, Busigara and Kezilahabi were all promoted to Assistant Commissioners posts in 1988. Mr. J.B. Lutainainurwa was again promoted to full Commissioners post in February 1993.

It is a pleasure for the IFM Newsletter to report that J.B. Lutainainurwa studied a Diploma in Accountancy at IFM and obtained his CPA in November, 1978. Whereas Mr. D.M. Kezilahabi studies a Diploma in Tax Administration at IFM and obtained his CPA in 1987/89, Mr. F.S. Busigara obtained his Diploma in Tax Administration at IFM in 1975 and his CPA in 1978.

OBITUARY

The Institute regrets to announce the death of Ndugu Sati, H.J Born at Kiomboi, Singida Region in October, 1958, the late Sati was a first year student in the Advanced Diploma in Accountancy and an employee of the Income Tax Department.

May God rest his sould in eternal peace.

**** AMEN ****
