

HANDOVER REPORT

BY

**MR. OLOYA STEPHEN
OUTGOING CHIEF ADMINISTRATIVE OFFICER**

TO

**MR. KISEMBE GRACE
INCOMING CHIEF ADMINISTRATIVE OFFICER**

HELD ON

20TH JULY, 2020

AT KYEGEGWA DISTRICT HEADQUARTERS

INTRODUCTION:

- 1.0 I took over office of Chief Administrative Officer Kyegegwa on 09th July, 2018 from Ms. Sanyu Phionah.
- 1.1 This report is prepared in line with Section F-d Chapter I of the Government Standing Orders relating to handing /taking over of office.
- 1.2 This is therefore to handover office as follows:-

2.0 DISTRICT PROFILE:

Kyegegwa is a one County District consisting of two (2) electoral constituencies (Kyaka North and Kyaka South), eight (8) Sub Counties.(01) Town Councils **42** Parishes and **457** Village

Additional 03 sub counties created but not yet operational

Additional 04 town councils created but not yet operational though some staff were holding in brief.

Additional 17 parishes created but not yet operational

Additional 148 villages created but not operational

Number of Wards **16**

Total population for the District: **285,328** Males: **141,620** and Female: **143,780** as per the 2014 Population Census.

Details in the main report.

3.0 DISTRICT COUNCIL:

3.1 DISTRICT EXECUTIVE COMMITTEE:

The District Executive Committee is chaired by Mr. Byamukama Kisoke John Who also doubles as Secretary for Health and Education?

The District Executive Committee members are five (5) inclusive the Chairpersons

3.2 COUNCIL:

The District Council is chaired by Hon. Magoba Joel (District Speaker) and deputized by Hon. Komugisha Florence (Deputy Speaker). The full membership of the Council are twenty three (23) in number

3.3 FUNCTIONAL COUNCIL – STANDING COMMITTEES

There are three (04) namely;

- a) Production, Marketing & Natural Resource Committee
- b) FINANCE, PLANNING & ADMINISTRATION COMMITTEE
- c) WORKS, WATER & SANITATION COMMITTEE:
- d) COMMUNITY BASED SERVICES, HEALTH & EDUCATION COMMITTEE:

4.0 BOARDS AND COMMISSION:

Ms Florence Nandiwala Secretary LB/Clerk to Council

4.1 DISTRICT LOCAL GOVERNMENT PUBLIC ACCOUNTS COMMITTEE (DPAC)

Fully constituted (five members) and operational As above

DISTRICT SERVICE COMMISSION (DSC)

The District Service Commission is in place and executing its mandate

5.0 Ms. Hellen Secretary DSC

5.1 DISTRICT LAND BOARD:

The District Land Board is functional with all members

1. Mr. Kayondo Geoffrey (SAS) Secretary Land Board

5.2 DISTRICT CONTRACTS COMMITTEE (DCC)

The Committee is fully constituted and functional, while the Unit is headed by a substantive Senior Procurement Officer Mr. Nsaba Emmanuel.

The only challenge across all is inadequate recurrent budget

6.0 DEPARTMENTS:

The District has **10** Departments and **5** Units i.e. Planning Unit, Procurement, Human Resource and Internal Audit and they are as follows:-

6.1 CHIEF ADMINISTRATIVE OFFICER'S OFFICE

The Chief Administrative Officer's office comprised of the following Staff:-

1. Ms. Karugaba Maureen – Ag. Personal Secretary
2. Mr. Rujumba Peter – Driver
3. Mr. Mugume Naccet – Office Attendant

6.2 ADMINISTRATION:

The Department is headed by Ms. Katusabe Beatrice- Deputy Chief Administrative Officer, assisted by Mr. Agaba D. Hillary – Principle Assistant Secretary, Mr. Baingana Samuel - District Communication Officer, Mr. Tinka Karuhanga Charles – Information Technology Officer and Mr. Gabriel Rusoke – Senior Office Supervisor.

6.3 I have been working with a team of Technical Officers (Heads of Department and Sections) who have been very instrumental in ensuring that all office tasks are accomplished routinely and timely. They include:

1. Ms. Katusabe Beatrice – Deputy Chief Administrative Officer- She is in Charge of Administration, Supervision of the Counties (Kyaka North and Kyaka South) Administration, Supervision of implementation of Government programs in all Departments and Administration Vote Controller.

Mr. Agaba D. Hillary – Principal Assistant Secretary – He is in charge of DRDIP, Transport Officer and

Mr. Businge John – Ag. Principal Human Resource Officer In charge of Human Resource assisted by Ms. Kagaba Ellen – Ag. Secretary District Service Commission.

Ms. Nakachwa Perpetua – (Production & Marketing Officer) In charge of Production

Mr. Busobozi Daniel – (District Planner) in charge of Planning Unit

Mr. Buhanga Joseph – (Head of Finance) In charge of Finance Department

Mr. Rwabataizibwa Vincent (Principal Internal Audit) In Charge of Internal Audit Unit

Mr. Asiimwe Stephen Douglas (District Education Officer) In Charge of Education Department.

Mr. Baluku Richard (Ag. District Engineer) In charge of Works & Technical Services

Mr. Kasaija Kalya (District Community Development Officer) In charge of Community Based Services Department.

Mr. Kandole Tedyson (Ag. District Health Officer) In charge of Health Department

Ms. Kagaba Ellen Ag.Secretary District Service Commission

Mr. Nsaba Emmanuel (Senior Procurement Officer) In charge of Procurement and Disposal Unit

Ms. Nandiwala Florence (Senior Assistant Secretary) In charge of Boards & Commission and Clerk to Council.

Mr. Kabbale Muhammadi Bosco (Town Clerk) In charge of Kyegegwa Town Council

Mr. Mugisa Robert – Principal Commercial Officer – Ag. Head Trade and Industry

Mr. Katusabe Christopher – District Water Officer.

Ms. Harikundira Margaret – (District Natural Resources Officer) In charge of Natural Resources

With the good working relationship with this team we achieved a lot especially in terms of meeting mandatory/statutory obligations

With their help, I found this office very interesting and enjoyable to work in as their effort was very instrumental in steering this District.

The challenges are resource constraints, poor office accommodation, climate change, weak institutional capacity, network failure and now COVID 19

6.4 KYEGEGWA COMMUNITY RADIO:

It is a District owned project, aimed at sensitization, Publicity and Accountability to the Masses.

It is now five (5) years in existence.

There is need to streamline its management in line with the UCC Guideline

This financial year Council provided funding to install the mask as part of the requirements and work is ongoing.

6. 7 HUMAN RESOURCE SECTOR:

a) HUMAN RESOURCE/ DISTRICT STAFFING POSITION

This is headed by Mr. Busiinge John – Ag. Principal Human Resource Officer assisted by Ms. Kagaba Ellen – Human Resource Officer/Ag SPO.

The District Structure is currently filled up to a level of 65% (Traditional 58%, Health 94%, Primary Education: 87%).

WAGE BILL/ PAYROLL:

The entire wage budget was released up to 100%. Salaries have been paid up to June, 2020 with minimal arrears

b) PENSION PAYROLL:

Pensioners on the payroll for FY 2019/20 were all paid their monthly pension and gratuity.

We have 81 pensioners with 5 claimants for gratuity arrears and 3 for pension arrears

d) PROGRESS ON PAYROL FOR PENSION, GRATUITY AND SALARY MANAGEMENT:

There has been a great improvement on accessing payroll compared to previous years you need to follow up with PS to activate the system for payroll validation

Recruitment in 2019/2020 wasn't done due to late approval of the DSC, however now that have been inducted you need to fasten all pending cases.

c) DISCIPLINARY CASES:

Disciplinary cases have been handled and the main cases relate to Absenteeism.

The Rewards and Sanction's Committee as well as the District Service Commission have played their roles and there are no major back logs.

e) OFFICER(S) ON INTERDICTION:

There is no any officer on interdiction.

7.0 FINANCE:

This is headed by Mr. Buhanga Joseph assisted by Senior Finance Officer, (now on study leave) one Senior Accountant, one Accountant, one Finance Officer and five Senior Account Assistants and 9 sub accountants and support staff totaling to 18 staff.

7.1 BUDGET PERFORMANCE

Central transfers

Overall performance was at 64%, the variance was caused by DRDIP which did not release all the approved funds under the different projects.

Local revenue

Local revenue performance was also affected by covid-19 especially for the last two quarters.

8.0 FINANCIAL STATUS OF THE DISTRICT:

8.1 BUDGET

The Budget Estimates for Financial Year 2020/2021 was approved by the District Council, A final performance contract is ready for submission to Ministry of Finance, Planning and Economic Development.

Both half year account and nine months accounts were submitted.

5.2 FINAL ACCOUNTS:

The Auditor General's Report on Kyegegwa District Accounts for Financial Year 2018/2019 is out (unqualified report) responses has been prepared and submitted only pending Parliamentary LGPAC.

1.3 INCOME AND EXPENDITURE STATEMENTS FOR PERIOD ENDING 30TH JUNE, 2020:

The process for preparation has commenced and is expected to be ready within two months as PFM submission due date.

1.4 District Accounts:

The District accounts is consolidated under the single treasury accounts, our impress account is with Centenary Bank Mubende Branch

UNSPENT BALANCES

Unspent balances amounted to 1Billion

Details in the report but much is from recruitment, HCII and Karwenyi and the rest relates to DRDIP Variations, LR and other transfers.

DISTRICT ACCOUNTS

A total of 20 accounts details in the report

LIST OF DEBTORS

6 Debtors as detailed in the main report

Caused by bounced payment and shortfall

9.0 PLANNING UNIT

The Unit is headed by the District planer, assisted by AG senior planner and district planer, in addition to support staff. It's a fully functional unit that has been able to meet all its mandate, including reviewing DDP3 up to approval, prepared the District Contingency plan, COVID 19 Response plan, District statistical plan, PBS etc

District planer also doubles as the Desk officer for UNHCR support request a copy of the PPA be availed to you for perusal.

All the files of TPC are in office.

ANNUAL ASSESSMENT 2018/19 AND 2019/20

INDICATORS	2018	Rank	2019	Rank
Overall scores	60%	99/144	65%	87/146
Cross cutting	65%		64%	83/146
Education	69%		64%	95/146
Water	57%		50%	111/146
Health	48%		81%	38/146
Accountability	17%		83%	

10.0 STATUTORY BODIES:

a) STAFFING:

The Department is headed by the Clerk to Council plus the 03 boards fully operational, in addition to support staff. Council has been able to execute its mandate, however in the period under review it sat 04 (four) as opposed to the planned 05 due to lack of fund (LR)

10.0 HEALTH

a) STAFFING:

The Department is headed by Mr. Kandole Tedson – Ag. District Health Officer (Dr. Balinda Julius our DHO reached retirement age in January, 2020) assisted by 01 Senior Health Educator, 01- Biostatistician and 01 Health Inspector and District Surveillance focal person, in addition to the support staff in the department

The Health Staffing level stands at **94%**

(a) HEALTH INFRASTRUCTURE:

There are **15** Functional Health Centres in the District in the following categories:

HCIV	HCIII	HCII
01	07	07

The department received 08 m/cycles from GAVI/MOH in the last two years

(b) PRIMARY HEALTH CARE:

The district is implementing all the minimum health care package to reduce morbidity and mortality in the district. These includes vaccination services, maternal services, health education and promotion, curative services, including HIV/AIDs and infrastructure maintenance and construction.

(c) MEDICINE:

There is an improvement in availability of medicines in the Health Units. It should be noted that the medicines usually run out after about one month after supply by NMS yet it should last two months.

(d) OUTBREAKS:

The District has suffered COVID -19 outbreaks from March to date which affected socio economic activities of the entire district including service delivery. As a responses the district taskforce has been reactivated chaired by the RDC and a response plan has also been developed and it's being

implemented with all partners in the refugee settlement at kyaka II, similarly LLG taskforces headed by SAS/TC have also been put in place.

includes but not limited to inadequate medical supplies (PPEs) and infrastructures, high population exacerbated by hosting refugees against limited resources for health, poor health seeking behaviors and lack of a proper isolation ward and district quarantine center.

11.0 WORKS

MANDATE OF THE DEPARTMENT:

The Department is headed by Eng. Baluku Richard – Ag. District Engineer assisted by A Superintendent of Works, (on study leave) District Water Officer plus one Assistant water officer 01 Assistant Engineer and OC Mechanic.

a) ROAD SECTION:

The District has a total length of 287kms of District Roads (of which 136 Km are in good condition, 96 Km in fair condition and 113 Km in poor condition). The condition of roads in the District has deteriorated in general terms due weather vagaries or hydro metrological disaster and limited funding.

b) MECHANICAL SECTION:

Pickups/land cruisers	Motor grader	Water Bowser	Roller	wheel loader	tractor	Tipper Truck
10	02	01	01	01	03	03

Number of M/Cycles are attached on the list

Details are in the main report

The pickup are allocated to the following departments; 01 health, 02 in production, 01 Education, 01 water, 01 chairman, 02 are project vehicles for DRDIP and UNHCR under CAO'S Office, 01 Town Council, 01 Ambulance while the Road equipment are all under engineer.

Of the two graders 01 is grounded

The biggest challenge under mechanical section is the inadequate funding for O/M and lack of service/park yard.

Building Section:

The Department supervises all building Works in the District under various funding components which include; SFG, DDEG, DRDIP, Donors and PHC. During this FY (2019/2020, a number of building projects have been completed with others still on-going, their status details is in the report.

The challenges under his section is rampant land conflict, limited funding for construction and maintenance, inadequate capacity of some service providers and contract management Also limited office accommodation which can be addressed only when the main admin. Block is completed and occupied.

Water and Sanitation:

The District rural safe water coverage stands at **33.3 %** and sanitation coverage is now **84%, hand washing is at 28%**

During this FY (2019/2020, all activities were implemented as per work plan, safe for repair of One generator and other projects under MOWE are also being implemented in the district which are ongoing.

Specific Challenges includes continued shifting up of water sources because of climate change,un-availability of adequate water in the hydro-geological make up of Kyegegwa leading to low success rates during borehole drilling/M challenges and under funding

12.0 EDUCATION:

The Department is headed by Mr. Asiimwe Stephen Douglas - District Education Officer assisted by 01 Senior Education Officer, 01 Senior Inspector of Schools and one Inspector of Schools in the department in addition to all the support staff .The Education Staffing level stands at **94%. Approx...603 teachers’ primary and 79 secondary**

No of Govt Aided PS	Total enrolment	No. Govt Sec Sch	Enrolment in sec	No of Tertiary	
124	47,233	7	3,064	2	

a) Primary School Infrastructure:

The current Primary School infrastructure still poses a big challenge. Classroom pupil ratio stands at 1:105 (451 classrooms), latrine stance pupil ratio 1:66 (715 stances), desk pupil ratio 1:5 (8,728 Desks) and teacher to pupil ratio 1:78 (603 Teachers) against the recommended ratio of 1:53 The District teacher ceiling is 614 Thus creating a gap of 11 teachers.

b) PLE Performance:

The District continued to perform well 271 Candidates passed in division; however, the general performance at National Level was not as good as expected. It was noted that a number of schools failed to pass children in 1st grade.

Overall performance for IDV 1 -4 is at 86%.

The department implemented all its activities in the work plan safe learning and teaching which was affected by covid-19 to date except minimal roll out of continuous learning program while pupils are at home with no direct funding except limited support from partners.

Challenges includes but not limited to inadequate classroom and accommodation facilities, low staffing, inadequate sanitation ,absenteeism is rampant and the impact of covid 19 with its attendant challenges of continuing learning etc.

13.0 PRODUCTION

The Department is headed by Ms. Nakachwa Perpetua- District Production assisted by 06 officers in the department non at principal level and 18 extension staff in all the Lower Local Government and well supported through extension grant, ACDP and transport means.

The Staffing level stands at 95%, the only gap is at principle level.

All the production service sub sectors namely, veterinary, crop, entomology are functional except fishery which has no substantive officer.

Key challenges specific to the sector includes but not limited to poor up take of technology, climate change, poor post-harvest handling, inadequate market, pest and diseases etc.

(a) TOURISM, INDUSTRY AND Local Economic Development (LED)

The Department is headed by Mr. Mugisa Robert – Principal Commercial Officer assisted by 01 Tourism Officer and 01 Commercial Officer. The sector is trying to support businesses for small holders through registration, training and Devt of business plans. At the moment 06 SACCOs, 04 producer cooperatives and 830 businesses have been registered among others

As a new sector it's faced with many challenges that contributes to the collapse of many businesses.

15.0 INTERNAL AUDIT UNIT:

The Department is headed by Mr. Rwabataizibwa Vincent- Principal Internal Auditor assisted by an Internal Auditor.

15.1 STAFFING:

Internal Audit Unit has two members of staff: Principal Internal Auditor and Internal Auditor.

The Unit has to-date produced all its statutory reports, the only challenge is delayed responses from auditees leading to delayed reports.

15.0 NATURAL RESOURCES AND ENVIRONMENT:

This is headed by the Ms. Harikundira Margret – District Natural Resources Officer assisted by Physical Planner, Senior Land Management Officer, District Forestry officer, Assistant District forestry officer and District Environmental Officer.

All the sections have continued to function despite challenges of high rate of degradation of the environment, poor physical planning, and high population pressure, inadequate enforcement coupled weak institutional capacity, climate change, and poor teamwork among stakeholders and land conflict. Details in the main report.

17.0 COMMUNITY BASED SERVICES:

The Department is headed by Mr. Kasaija Kalya – District Community Development Officer assisted by Senior Probation and Welfare Officer, Senior Community Development Officer, and CDO in charge of labour

The Community Based Services Department is a Social Development Department that plays a critical role in anti-poverty strategies, which is the focus of the Government poverty eradication action plan. The Department is both Sectoral, cross cutting in nature and is linked to economic policy, not just social welfare. The Department promotes issues of Social protection, gender, quality, equality, equity, human rights, culture, decent work conditions and empowerment for special interest groups such as women, children, the youth, elderly, Coordination and PWDs.

The sector in addition handles matters of three statutory bodies. These are District Women, Youth and Disability Councils.

17.1 CURRENT ONGOING PROGRAMS IN THE DEPARTMENT:

a) YOUTH LIVELIHOOD PROGRAM

District Youth Livelihood programme is promoting Youth to improve on their income generation which to date has received over 700m and recoveries stands at 86% of funds due our national ranking has been below 8th position out of 163 LGs. The challenge has been low recovery rate especially amongst the groups funded in FY 2014/2015, Projects sustainability and impact is also low, some groups after completing repayment normally wind up business, The demand has reduced in some Sub Counties.

b) SAGE

SAGE started in the District from October 2011 to date over 5146 beneficiaries have been rolled with amount disbursed is over 7Billion.

Specific challenges includes fluctuation of beneficiaries paid due to migration and death, few pay points leading to long distances traveled by beneficiaries, New Administrative Units are not yet considered, Delayed enrollment of new beneficiaries.

c) UGANDA WOMEN'S ENTERPRISE PROGRAM (UWEP)

38 women projects have been supported under UWEP, out of them, 6 have already received funds Ushs 46,800,000= and have started paying back, 32 are being prepared to receive their funds shs 245,000,000=

291,800,000= project funds have been received since the program started

73 women have already benefited and 408 more are about to benefit.

All Sub Counties have benefited

COMMUNITY BASED REHABILITATION (CBR)

Shs 6,000,000 funds have been received by the district since 2016, 24 Groups have benefited, and a total of 27,200,000, 62 Assistive devices have been procured through District funds and donors and given to PWDs in the District.

OTHER CENTRAL GOVT/LINE MINISTRIES OPERATIONAL

Magistrate Court, DPP, Uganda Prisons and NIIRA

KEY PROGRAMS BEING IMPLEMENTED

DRDIP-Devt response for Displacement Impact Program

UNHCR –United Nation High Commission for Refugees

ACDP-Agricultural Devt Cluster Program

UNICEF-

RBS-Result Based Financing

Barlor Uganda

Details are in files

18.1 LITIGATION:

The following are pending cases/intention to sue

District has 03 cases pending and 02

LLG 03

Details is in the report

PERFORMANCE ASSESSMENT

The assessment of staff was done and HR should be compiling the report to be submitted by Aug.

There was general improvements in performance but I wish to specifically recognize the following in a special way;

▪ **Very good performance**

- 1- Chief Finance Officer very good professional conduct and following all reporting time lines
- 2- District Education officer very good stewardship of the department and ensuring timely accountability.
- 3- District Internal Auditor very good management support service in ensuring internal controls are adhered too.
- 4- Deputy Chief Administrative officer very good leadership in the commemoration of the 43th NRM Liberation day.
- 5- District Planer very good professional skills in development planning for the district.
- 6- Principle Assistant Secretary for very good coordination of DRDIP program with integrity.
- 7- Ag.Secretary to CAO very good professional work ethics and resilience.

Good performance

- 1- Ag.District Health Officer good professional leadership during COVID 19.
- 2- All Senior Assistant Secretaries for good leadership in project support and sub county covid 19 taskforces meeting.
- 3- District Production officer for good professional conduct and stewardship of the department.
- 4- Community Development Officer good professional conduct and stewardship of all the programs in the Departments.
- 5- Senior Procurement officer good professional conduct in handling procurement business and timely reporting
- 6- Ag.District Engineer for good engineering supervision for all infrastructure works of the district

and Natural resources Department is recommended for improvement

Exceptional performance is registered by

- 1- Senior Personnel officer/Ag PHRO exceptional performance in management of the payroll with integrity.
- 2- DRDIP Accountant for instituting good internal controls
- 3- UNHCR Accountant for instituting good internal controls and timely reporting
- 4- District Forestry officer for effective project support service
- 5- Senior Education Officer exceptional professional conduct

- 6- Senior Probation and welfare officer exceptional management of recovery of YLP
- 7- District Water Office exceptional professional engineering conduct.
- 8- Senior Medical Officer Kyegegwa HCIV Dr. Martin exhibiting exceptional professional medical conduct especially in clinical operation.
- 9- CAO Driver exhibiting good professional driving conduct and resilience
- 10- Parish chief in charge ACDP Rwenhetu sub county for exceptional mobilization.
- 11- District Commercial Officer providing professional leadership in LED
- 12- Sub County Chief of Rewentehu for spearheading market construction through LED initiative.
- 13- District Surveillances focal person for exhibiting professional conduct in COVI-19 management.
- 14- Community Development Officer for exceptional performance in corporate leadership such team building.

Service provider

Good performance is also recognized among the service providers particularly for the meticulous performance by;

- 1- The Contractor for Kazinga Primary School funded by DRDIP for exceptional work
- 2- Muzinduki trading company limited for effective fuel supply especially in difficulty.

Other leaders.

- 1- The RDC Kyegegwa for exhibiting a very high level of leadership with integrity
 - 2- The Chairperson Kyegegwa District Women Council for exhibiting exceptional mobilization of women.
 - 3- District Police Commander Kyegegwa for exhibiting exceptional professional teamwork.
 - 4- Chairperson Standing Committee for Natural resources and production for leadership with integrity.
 - 5- All development partners for supporting the district development programs namely, **UNHCR, MTI, URC, SiC, IRC, OXFAM, WAR CHILD HOLLAND, PEACE WIND, BARLOR UGANDA, UNFPA, WFP, ADRA, etc**
- All the line MDGs, particularly OPM.

- My family for the support.

Lastly, to the Permanent Secretary (Ministry of Local Government) for posting me to work as a Chief Administrative Officer – Kyegegwa for two years Mr CAO, You are welcome to Kyegegwa District Local Government and wish you well in all your future endeavors.

To the rest i wish to register my sincere appreciation to the District Council, the District Chairperson, Resident District Commissioner and Security Team, District Executive Committee (DEC), Heads of Department (TPC), all Civil Servants and Development partners for the generally good performance and the people of Kyegegwa District for the support and cooperation extended to me for the time I have served as Chief Administrative Officer for Kyegegwa District. Am leaving Kyegegwa and moving to another District as the CAO .I wish to take this opportunity to thank you all collectively and individually for the cooperation and support you have rendered to me ,and the LG of kyegegwa as an institution during my tenure in office.

It's indeed been a great honor and privilege to have worked with you all both in good times and hard one for without you I would have achieved that's is why I say we have achieved a lot in the areas mentioned in the detailed report but a lot still have to be done especially in the areas of timely accountability and reporting, asset management, innovation and creativity, LED, Contract management, partners coordination, local revenue collection, operation and maintenance for building and office equipment etc which details are also in the main report.

Notwithstanding the above, specifically i extend my gratitude to all my personal staff for being my very good friends I can't mention all of you by names but you have been a good team.

As you take over, here are some of the key issues though not limited

18.2 KEY AREAS FOR FURTHER ATTENTION:

- Handover of all projects completed and follow up ongoing eg Ugif, repair of the water generator
- Management of the Kyegegwa Community Radio needs a more technical focus in line with UCC guidelines.
- COVID 19 implementation guidelines is key including taskforce meeting, including the refunds by MPs and the quarantine center.
- Follow up preparation of final account, Board of survey, quarter internal audit report and statutory audit.

- In accordance with the Financial and Accounting Regulations 2007, in the Financial Year 2019/2020 I appointed Accounting Officers for all the **9** Lower Local Governments hence it has ended and there is need to renew their appointments. This also applies to Vote Controllers for the respective Departments.

- More follow ups should be made on the piped water project with the Ministry of Water and Environment.
- Make follow up on the submission made for members of contract Committee who have been submitted to MoF.
- More technical back stopping is needed to be various community projects funded under DRDIP with emphasis on adherence to the business plans, environmental and social safe and contract management
- Continuous team building for better cohesion and performance
- Continuous management support to the projects e.g YLP, UWEP, DRDIP, ACDP
- Follow up all Court cases.
- Keep an eye in the HCIV to keep its management on track
- Recruitment was not done Last fy due nonfunctional DSC, now they are in place and even inducted, you to follow up implementation of the recruitment, over 700m was returned.

I handover to you the following instruments that will assist you, in your day – to-day work:-

Office of the Chief Administrative Officer with its furniture (seven office chairs, an office table, one book shelve with several books, one small fridge, one medium Generator received from SAGE etc)

- (1) Public Service Standing Orders, 2010
- (2) Constitution of the Republic of Uganda
- (3) Local Government Act CAP 243
- (4) Local Governments Financial and Accounting Regulations 2007
- (5) Local Government Public Procurement and disposal of Public Assets Regulations 2006
- (6) Two Official Stamps (one for CAO & one for: CAO)
- (7) Vehicle -Toyota Land Cruiser No. UBB 458 and Nissan Nvara UZ
- (8) Files for DEC,TPC,COUNCIL with the Secretary

- (9) Work plan/contract form B, Budget
- (10) Vehicle List and Staff List

- Goodbye

Oloya Stephen

Chief Administrative Officer