

# **BUSITEMA UNIVERSITY**

**FACULTY OF MANAGEMENT SCIENCES.**

**INTERNSHIP / INDUSTRIAL TRAINING CARRIED OUT  
AT BULUMBI SUB-COUNTY BUSIA DISTRICT LOCAL  
GOVERNMENT.**

**BY**

**WABWIRE PHILLEX, BU/UP/2020/1263**

**INTERNSHIP REPORT SUBMITTED TO BUSITEMA UNIVERSITY FACULTY OF  
MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT OF THE REQUIREMENT  
FOR THE AWARD OF BACHELORS DEGREE OF BUSINESS ADMINISTRATION.**

**FROM 16<sup>TH</sup> JAN -10<sup>TH</sup> MARCH 2023.**

**DECLARATION:**

This internship report is my original work and has never been presented for any award in any university.

STUDENT'S NAME: WABWIRE PHILLEX

REG No: BU/UP/2020/1263

Sign\_\_\_\_\_ Date\_\_\_\_\_

**APPROVAL:**

This internship report has been submitted for examination with my approval as the candidate's supervisor.

Field Supervisor

NAME: MS: APEO SARAH BILLI

Sign\_\_\_\_\_ Date\_\_\_\_\_

Academic Supervisor

NAME: MR. WEJULI JOSEPH

Sign\_\_\_\_\_ Date\_\_\_\_\_

**DEDICATION:**

This internship report is dedicated to my father Mr. Emeja Patrick, my sister Auma Moureen for financial support, love and care they have rendered for the success of the training and their continuous encouragement and support during the training period.

## **AKNOWLEDGEMENT**

The time I spent in Busia district local government Bulumbi sub-county as an intern from January to march 2023 was a memorable one for as it was rich in experience sharing and helped to discover my potential.

I have had so many rich experiences in opportunities that I will personally believe will forever shape and influence my professional life while fostering personal growth and development.

These few details made me to realize that like all human endeavors, this report is not perfect and may contains errors and short comings. Thus I remain open to all criticism and suggestions which could present me with new sources of information as I develop in my ability to research and learn.

This report would have not been possible without the contribution and collaboration of others. My sincere gratitude:

To the Almighty God who granted me health and long life; without which I could not have finished this internship report.

To the Chief Administrative Officer Busia district local government for endorsing my application for internship.

To the Sub-County Accountant (SAA), Apeo Sarah Billi for her technical support and constant supervision which contributed immensely to my personal development. I also thank her for her guidance which was a remarkable force that enabled me to successfully complete the internship program;

To the Sub-County Chief (SAS) Bulumbi sub-county, Malaba John for his unwavering advice to improve my learning.

To the Sub-County Chairperson (LCIII), Wesonga B. Ismael for his encouragement to work hard.

To the University supervisor, Mr. Wejuli Joseph and the management of Busitema University faculty of management sciences for their supervision and support.

## TABLE OF CONTENTS

DECLARATION:-----	ii
APPROVAL:-----	iii
DEDICATION:-----	iv
ACKNOWLEDGEMENT-----	v
TABLE OF CONTENTS-----	vi
ACRONYMS:-----	viii
ABSTRACT:-----	ix
CHAPTER ONE.-----	1
1.0 Introduction.-----	1
1.1 BACKGROUND OF THE FIELD ATTACHMENT, OBJECTIVES AND BENEFITS. --	1
OBJECTIVES AND BENEFITS OF FIELD ATTACHMENT.-----	2
1.3 Benefits of the field attachment to student.-----	2
1.4 Benefits of the field attachment to the organization.-----	3
1.5 ORGANIZATIONAL BACKGROUND:-----	3
1.7 Busia District vision, mission and values:-----	4
Vision.-----	4
Mission statement.-----	4
1.8 Brief description of the activities of different business units in Busia District local government.-----	4
CHAPTER TWO:-----	8
ACTIVITIES PERFORMED DURING FIELD ATTACHMENT.-----	8
2.1 Introduction:-----	8
Tips on how to make financial statements.-----	8
CHAPTER THREE:-----	10
LESSONS, EXPERIENCE AND SKILLS GAINED.-----	10
3.0 Introduction.-----	10
(3.1) LESSONS:-----	10
3.2 Experience:-----	10
(3.4) SKILLS:-----	11
CHAPTER FOUR:-----	12
CHALLENGES AND LIMITATIONS, ENJOYMENTS AND DISAPPOINTMENTS-----	12

4.0	<b>Introduction:</b>	12
4.1	<b>Challenges and limitation:</b>	12
4.2	<b>Enjoyments:</b>	12
(4.3)	<b>Disappointments;</b>	13
<b>CHAPTER FIVE</b>		14
<b>CONCLUSION AND RECOMMENDATION:</b>		14
5.0	<b>Introduction:</b>	14
5.1	<b>Recommendations.</b>	14
5.2	<b>CONCLUSION.</b>	14
<b>TEXT CITATION AND REFERENCES.</b>		15

## **ACRONYMS:**

TILED ..... Trade Industry and Local economic development.  
CAO..... Chief Administrative OFFICER.  
BDLG..... Busia District Local government  
SAA..... Senior Accounts Assistant.  
SC /SAS..... Sub County Chief  
PC ..... Parish chief  
IT..... Information Technology.  
EG..... For Example,  
ETC.....And So many others.  
LC3.....Local council three.  
KM..... kilometer.  
Cap..... chapter.  
BC..... Before Christ.  
CFO..... Chief Finance Officer.  
ACCA..... Association of Chartered Certified Accountants.  
UK.....United Kingdom.  
US..... United States.  
LLG..... Lower Local Government.  
LGA..... Local Government Act.  
LG..... Local Government.  
LGS..... Local Governments.  
CDD..... Community Driven Development.  
PHC.....Primary Health Care.



## **ABSTRACT:**

This internship report contains of 5 chapters in the following order; background of the field attachment, it's objectives and benefits expected, organizational background that information about the organization and its management. activities undertaken during field attachment, lessons, experience and skills gained, challenges and limitations, enjoyments and disappointments conclusion and recommendations, text citation and references and finally appendices.

The organization was suitable for internship attachment because it has trained and equipped personnel, additionally they are so interactive and willing to be consulted.

I learnt the following skills during field attachment, I learnt how to enter records and information using both computer and paper, Good communication skills, IT proficiency, multitasking, administrative skills and finally skills of how to hold and conduct a meetin

## **CHAPTER ONE.**

### **INTRODUCTION.**

#### 1.0 Introduction.

This chapter presents background of the field attached to and department worked in, activities, tasks performed, background of the organization, knowledge, skills, experience gained, lessons, challenges and limitations, enjoyments, disappointments, conclusion and recommendations, text citation, references and finally appendices.

#### **1.1 BACKGROUND OF THE FIELD ATTACHMENT, OBJECTIVES AND BENEFITS.**

Accounting history can be traced back thousands of years to the cradle of civilization in Mesopotamia and is said to have developed alongside writing, counting and money. The early Egyptians and Babylonians created auditing systems, while the Romans collated detailed financial information.

Some of the first accountants were employed around 300BC in Iran where tokens and bookkeeping scripts were discovered around the first millennium the Phoenician invented an alphabetic system for bookkeeping while the ancient Egyptians may have even assigned someone the role comptroller.

##### **Italian roots.**

But the father modern accounting is Italian Luca Pacoli, who in 1494 first described the system of double entry bookkeeping used by venetian merchants in his summa de Arithmetica Geometria, proportioni etc. proportionalita while he was not the inventor of accounting, Pacoli was the first to describe the system of debit and credit journals and ledgers that is still the basis of today's accounting system.

With the onset of the industrial revolution in 1760, there was proliferation of companies and the need of more advanced accounting systems. The development of corporations also created large groups of investors, and more complex structures of ownership all requiring accounting systems to adapt.

##### **Scotland modernizes accounting.**

The modern professional also has its roots in Scotland in the mid-1800s when the institute of accountants in Glasgow petitioned queen Victoria for a royal charter, so accountants could distinguish themselves from solicitors which would offer accounting in addition to firm's legal services.

In 1854 the institute adapted chartered accountant, for its members, a term and Demarcation that still carries legal weight globally today.

The petition was signed by 49 Glaswegian accountants, and it argued that the accounting professional had long existed in Scotland as a distinct profession of great responsibility and that the small number of petitioners had been rapidly increasing. The petition further highlighted the varied skills required to be a professional accountant. In addition to mathematics skills, an