
**BUSITEMA UNIVERSITY FACULTY OF MANAGEMENT SCIENCES
REPORT ON FIELD ATTACHMENT CARRIED OUT AT SUGAR COOPERATION
OF UGANDA LIMITED, LUGAZI MUNICIPALITY, BUIKWE DISTRICT, LUGAZI
CENTRAL DIVISION KABOWA WARD, AUDIT DEPARTMENT**

BY

BU/UP/2020/2000

KYOBE JONATHAN

**SUBMITTED TO THE FACULTY OF MANAGAMENT SCIENCES,
BUSITEMA UNIVERSITY IN PATTIAL FULFILMENT FOR THE
AWARD OF A BACHELORS DEGREE IN BUSINESS ADMINISTRATION
MARCH 2023**

DECLARATION

I KYOBE JONATHAN declare that this is my original work made personally and with my brain during graduate training and has never been submitted to any institution/university of higher learning for any award.

NAME: KYOBE JONATHAN

Signature.....

DATE.....

APPROVAL

This is to certify that this report has been done by KYOBE JONATHAN under my own effort and is ready to be submission to the department of economics and management, faculty of management sciences of Busitema University

Academic supervisor: Mr. EMOJONG RONALD

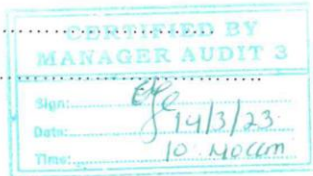
Signature.....

Date..... 3/3/23.....

Field supervisor: Mrs. TUGUMISIRIZE ESTHER

Signature

DATE.....



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I wish to register my heartfelt gratitude to the following for their constructive contributions and assistance in having this report complete.

My training supervisor Ms.Tugumisirize Esther who has been ensuring that I get the benefits in my training.Sincere appreciation to the staff of the Audit department Ms. Tugumisirize Naomi, Ms. Nankya Barbra, Ms. Nedube Tracy, Mr.Swanyi Ivan. Mr. Katalemwa Fred, Mr. Isengendgusbert and my academic supervisor Mr. Emojong Ronald

I would also like to extend my appreciation to other staff members of factory stores, cogen stores, central workshop stores and who have committed endless efforts to enable me learn and gain experience in the field for the guidance, encouragement and support given throughout my training and may the Almighty God reward them abundantly.

DEDICATION

I dedicate this report to Audit department allow train from this ever since I joined in January up to date. my appreciation go to Head of Audit department ,Ms.Tugumisirize Esther (manager Pre Audit), Mr. IsengedGusbert and Mr.Katalemwa Fredrick (Auditors in stock field) who helped me in each difficult I faced during my training. I am most thankful to God for the grace he has bestowed upon me. I am also grateful to my father for the financial support rendered towards my industrial training

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LIST OF FIGURES

Figure 1: showing the organization structure of Sugar Corporation of Uganda limited.

Figure 2: graph showing the gender in the organization

Figure 3: location of sugar corporation of Uganda limited.

LIST OF ABBREVIATIONS

ADEL.....	Agro Development Enterprise Limited
Admin	Administrator
Agric.....	Agriculture
C.R.O.....	Central Registration Office
CWS.....	Central Workshop
Dy. GM.....	Deputy General Manager
Dy. Mgr.....	Deputy Manager
E.R.P.....	Enterprise Resource Program
G.R.N.....	Goods Received Note
GM.....	General Manager
I.S.O.....	International standard organization
I.T.....	Information Technology
M.I.S	Management Information System
Mgr.....	Manager
R and D.....	Research and Development
SCOUL.....	Sugar Corporation of Uganda Limited
Sr. GM.....	Senior General Manager
TA.....	Transfer Adjustment
U.S.F	Uganda Sugar Factory

EXECUTIVE SUMMARY

This executive summary contains of the statements of the most of the work carried out inthe field attachment of audit department of sugar cooperation of Uganda limited such activities include

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

I learnt the following skills during field attachment: medical reimbursement, loan appraisal loan tracking, posting of casual and civil bills, Cash receipt stamping, registering and verifying salary advances and gratuity for loans, physical verification of assets, posting supplier' bills, entering PAYE computations, posting local and foreign purchase bills in computer system using ERP, preparation of party reconciliation statements, verifying of sugarsales and filing of various important documents systematically in their respective files

It is advisable that students who will carry out future field attachment should be willing and interested to learn more to enhance their preparation of their respective career.

Lastly internship is a very important activity that Busitema University should put more emphasis on internship helps the internee to acquire practical knowledge that builds interneers into a very good product that can compete favorably in the market.

CHAPTER ONE:

1.0 Introduction

This chapter contains the following background of internship; background of the organization; location; mission; vision, core values type of the business; organization structure; and other main activities carried out by the organization

1.1 Brief introduction of the report

Internship exercise is an initiative which is undertaken to equip knowledge and training, skills and experience for the internees. It is part of the university curriculum, and a pre-requisite for different organizations in respect to the program and specialization.

I was admitted in sugar cooperation of Uganda limited in the department of audit for 7 weeks from 2nd January to 24th February, 2023 from which the internee understood the operation of different departments and work ethics above all, work interactions with my colleagues. The field attachment enabled me to compare and contrast theoretical concepts acquired from lectures with their practical application in SCOUL as it enabled me get engaged in practical hands-on work experience.

1.1 Brief background of the field attachment

Field attachment is a compulsory requirement at Busitema University whereby it was designed to equip students with exposure, skills and training, work ethics and experience in a working environment of various organizations.

Field internship for the researchers runs for 7 weeks to its completion. It is where a student is allocated a field and academic supervisor, field supervisor from whom he/she can learn the practical work skills and academic supervisor who ensures effective monitoring and evaluations on the learning process and progress of the internees. After this, the internee is expected to submit a report to his /her supervisor as part of the requirement for the award of a bachelor's degree at Busitema University.

1.2 Objectives of the field attachment

- Gain early understanding and appreciation of the practical real-life situations, challenges associated with application of the theoretical knowledge acquired.
- Develop expected professional self-awareness, internalization of career job requirements and experience.