
FACULTY OF MANAGEMENT SCIENCES
FIELD PLACEMENT REPORT CARRIED OUT AT
NABIGANDA TOWN COUNCIL, BUTALEJA
DISTRICT LOCAL GOVERNMENT

BY
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BU/UP/2021/1223

FIELD PLACEMENT REPORT SUBMITTED TO THE DEPARTMENT OF ECONOMICS
AND MANAGEMENT IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE AWARD OF BACHELOR DEGREE OF BUSINESS ADMINISTRATION OF
BUSITEMA UNIVERSITY

15TH AUGUS, 2023

DECLARATION

I hereby declare that this is my original work made personally and with my brain during internship.
And has never been submitted to any institution of higher learning for any award.

Signature.....

Date.....

NAME: HIGENYI STEPHEN

REG. NO: BU/UP/2021/1223

APPROVAL

This is to certify that this internship report by HIGENYI STEPHEN at Nabiganda Town Council, was done under my supervision and now is ready for submission as partial fulfillment of the requirement for the award of Bachelors Degree of Business Administration at faculty of management sciences, Busitema University.

Signature.....

Date.....

(FIELD SUPERVISOR)

MR SABABU RAJABU

Signature

Date.....

MR KALENZI ABBEY

(ACADEMIC SUPERVISOR)

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DEDICATION

I dedicate this report to my beloved parents, mother Nalubega Lukia, and father Hyuha Paul. and my brothers, sisters and family members who were there for me and have seen me throughout my education. Lastly to my supervisor Mr. Kalenzi Abbey for the guidance.

ACKNOWLEDGEMENT

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

Sincere appreciation to the staff of Nabiganda town council especially the finance department. Mr. Sababu Rajabu for the guidance, encouragement and support given throughout my training and May the Almighty God reward you abundantly.

ABBREVIATIONS

C.C	Commercial Officer
CBO	Community Based Organizations
CDO	Community Development Officer
F. O	Finance Officer
FAL	Functional Adult Literacy
FY	Financial Year
L.C	Local Council
LGMSD Delivery	Local Government Management Services
Nab T/C	Nabiganda Town Council
NAADS	National Agricultural Advisory Services
NGOS	Non- Government Organizations
URA	Uganda Revenue Authority
VAT	Value Added Tax
TC	Town Clerk
H/A	Health Assistant
PDM	Parish development Model

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EXECUTIVE SUMMARY

This internee did his at Nabiganda town council and he managed to transform theory into practical therefore, he really describes that this report consists of five chapters whereby chapter one comprises of brief description of the report, objectives, scope and benefits of internship, it further depicts the background, vision, mission, theme, core value, structure of the organization, services it renders to the public, finance department roles of Nabiganda Town Council Butaleja District, its location and as a local government. The second chapter has details of the activities undertaken during the fieldwork attachment period. Third chapter presents lessons learnt, experiences and skills gained during the field attachment. Fourth chapter contains challenges, disappointments, enjoyments, analyzed issues and limitations faced during the internship exercise.

And finally, the fifth chapter is having conclusions and recommendations. Relevant texts and references have been cited and important appendices.

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CHAPTER ONE:

INTRODUCTION

1.0 Introduction

This chapter contains the background of internship exercise, objectives, scope, organizational profile which has the organizational structure, background of the organization, what the organization does and clients of the organization

Internship is a professional learning experience that offers meaningful, practical work related to a student's field of study. An internship gives a student the opportunity for career exploration, development and to learn new skills.

Field attachment is a mandatory 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.

The internship report was made after having internship with Nabiganda Town council located in Gombo cell, Namunswa Ward, Bunyole East constituency, Butaleja District in the Department of Accounting and Finance from 12 /06/ 2023 to 5/08/ 2023

1.1 Objectives of Field Attachment

1.1.1 General Objective

The training had the general objectives of transforming the theoretical knowledge got in class into practical ideas

1.1.2 Specific objectives

The internship training had the following specific objectives;

1. To help the students develop employer – valued skills like leadership, client service, teamwork, communication, organization skills that is attained from the workplace.
2. To provide students with the opportunity to apply the principles and techniques theoretically learnt at school to real life situations.