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**FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT**

MUZAALE GERALD

2022/2023

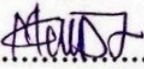
**A REPORT ON FIELD ATTACHMENT CARRIED
OUT FROM PALLISA TOWN COUNCIL
PALLISA DISTRICT**

**INDUSTRIAL TRAINING REPORT SUBMITTED TO BUSITEMA
UNIVERSITY FACULTY OF MANAGEMENT SCIENCES IN
PARTIAL FULFILMENT OF THE REQUIREMENT
FOR THE AWARD OF A DIPLOMA IN
BUSINESS ADMINISTRATION**

JUNE 2023

DECLARATION

I **MUZAALE GERALD BU/UP/2022/2083** declare that the content of this report is a complete product of my work basing on the activities that I have been carrying out during my industrial training at Pallisa Town Council, this report has never been submitted to any institution of higher learning for the award of a Diploma in Business Administration.

Sign.....

MUZAALE GERALD

DATE.....14/09 2023.....

APPROVAL

FIELD SUPERVISOR

I certify that this internship report was carried out by **MR.MUZAALE GERALD BU/UP/2022/2083** at Pallisa Town Council under my supervision.

Sign.....

MR. MWASE JAMES.

Date.....



ACADEMIC SUPERVISOR

I certify that this internship report was carried out by **MR.MUZAALE GERALD BU/UP/2022/2083** at Pallisa Town Council under our supervision and is now ready for submission to Busitema University in partial fulfillment for the award of a Diploma in Business Administration.

Sign.....

MR.KALENZI ABBEY

Date.....

ACKNOWLEDGEMENTS

My deepest appreciation goes to my dad **Mr. KINAWA WILBERFORCE** and my mum **Mrs. NAIGAGA CATHERINE** for their financial support and encouragement towards my academic struggle.

A lot of thanks go to my field supervisors **Mr. MWASE JAMES** who gave me the support, mentorship and guidance I needed to come up with this report. May the almighty God reward him with life everlasting..

My sincere appreciation goes to the management and staff of **PALLISA TOWN COUNCIL** for offering me a place to carry out my industrial training in their organization.

Special thanks are extended to my field supervisor **Mr. OKIRIA SILVESTER** (Head of Finance) for his mentorship and guidance throughout the industrial training period.

Let me thank my Academic supervisor **MR. KALENZI ABBEY** for his encouragement and positive criticism which enabled me point out my weak areas and act on them accordingly.

I really thank my fellow interns Okwalinga John from Makerere University Business School, Yusuf Fatuma from Islamic University in Uganda, Tukei Innocent from Busitema University for their assistance in terms of consultation and inspirations towards my academic achievements.

Finally, I would like to thank God for the gift of life, wisdom and grace that he has blessed me with.

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LIST OF ACRONYMS

AIDS	-	Acquired Immune Deficiency Syndromes
CBS	-	Community Based Services
CDO	-	Community Development Officer
CV	-	Curriculum Vitae
FY	-	Financial Year
HIV	-	Human Immunodeficiency Virus
HOD	-	Head Of Department
IRAS	-	Integrated Revenue Assessment System
LGDP	-	Local Government Development Plan
LPO	-	Local Purchase Order
NAADS	-	National Agricultural Advisory Services
PRN	-	Payment Reference Number
PTC	-	Pallisa Town Council
PWD	-	People with Disability
SACCO	-	Savings and Credit Cooperation
TC	-	Town Clerk
TC	-	Town Council

EXECUTIVE SUMMARY

Internship is a mandatory activity at Busitema University for every intern before the award of a Diploma to students. Therefore, every student must find his/her convenient place for internship. Upon the intern's endeavor, the intern secured a place of internship in Pallisa Town council in Finance and accounting department.

During my internship exercise, the intern performed a number of practical work and these include; writing payment vouchers, practical holding of meetings, reconciling cash books, typing assessment revenue register, real life sharing of bad sides, brainstorming on a number of issues, and verifying tax payer's registration to IRAS.

In the process of carrying out the practical work at Pallisa Town Council, the intern was confronted with a number of challenges and these were; lack of transport, shortage of computers, lack of lunch, stationery, working space, and some work were given to the intern yet the intern had not studied them in class.

This report is divided into sections starting with introduction; main body of the report, conclusions, followed by the recommendation from intern and references to the report. Also attached are appendices to the report.

CHAPTER ONE: INTRODUCTION

1.0 Introduction

The chapter covers the location and description of Pallisa Town Council, objectives of field attachment, the structure and tasks carried out at Pallisa Town Council.

1.1 Organizational background of Pallisa Town Council

Pallisa town council is a Government owned organization which was formed under the local Government Act Cap 243, (LG act). Its existence is dated back to early 1937. PTC started as a distribution and a collection Centre for cotton. These activities were carried out by Indians and Arabs cotton traders who settled in the towns in linear settlement. The settlement took the form of trading Centre with a minor settlement at Osupa and Akadot where the ginneries were located.

The name Pallisa was derived from the “APARIS” tree which is gentle and flexible and was commonly used by farmers for herding the bulls that pulled the yoke during ploughing. They were preferred because of their quality for they did not hurt the animals. This made people from the neighboring regions to travel all the way for the sticks of “A paris” tree, hence, the area came to be referred to as Pallisa especially by the Indians and Arab settlers which was easier for them to pronounce.

In 1984, Pallisa trading Centre got elevated to the status of the Town Board headed by the Town Clerk with a few staff. By 1994, the town board was elevated from non-self-accounting to self-accounting status to a Town Council known to date as Pallisa Town Council.

1.2 Location of Pallisa Town Council

Pallisa Town Council is positioned in the eastern region of Uganda in Pallisa district; its headquarters lies adjacent to the district offices. It is positioned 190km northeast of the capital city Kampala, 50kms west of the Regional Town Mbale. It is bordered by Serere and Kumi districts in the North East, Ngora in the North, Butebo, Kibuku and Budaka Districts in the east. It lies astride latitudes 1:45°N and 1:05°S and between longitudes 33:47°E and 34:05°W with an area coverage of 32.4 square kilometres.

1.3 Description of Pallisa Town Council

Pallisa Town Council is an urban lower Local Government whose main objective is to give services to the public. Pallisa Town Council gives services after raising funds from collection of local revenues, getting funds from Central Government Transfers and sometimes from donors.