

BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF ECONOMICS AND MANAGEMENT

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BU/UP/2021/1249

YEAR TWO

INTERNSHIP TRAINING AT PALLISA TOWN COUNCIL

FROM 12TH JUNE TO 04TH AUGUST 2023

**AN INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT**

OF THE REQUIREMENTS FOR THE AWARD OF

A BACHELOR'S DEGREE OF BUSINESS

ADMINISTRATION OF BUSITEMA


UNIVERSITY

AUGUST 2023

DECLARATION

I OKHUN ROSS TUKEI do declare that this is an original piece of work and to the best of my knowledge, this internship report has not been submitted/published for any certificate, diploma or degree in any institution or used for any other purpose before.

OKHUN ROSS TUKEI

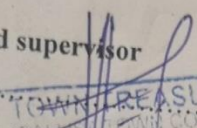
Sign..... 

Date..... 11th Sept. 2023

APPROVAL

I, approve that this internship report was written under my supervision in partial fulfillment of the requirement for the award of a Bachelor's Degree in Business Administration at Busitema University.

Field supervisor


Sign. 

Mr. MWASE JAMES

Date. 11/09/2023



Academic supervisor

Sign. 

Mrs. KALEMBE DOREEN

Date. 18/09/2023

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i) Acknowledgement to all those who assisted me during field training

I would like to sincerely express my gratitude to **the almighty God** who gifted me with life, protection, wisdom, patience, love and ability to accomplish my internship training.

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I personally give special thanks to my field supervisor the senior accountant **CPA Mwase James** for his restless advisory, care, moral and the effort he has put in to ensure that I gain the required practical knowledge in my career plus supervision towards the completion of my internship at PTC.

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ii) Acknowledgement to all those who assisted me during report writing

Special thanks go to field supervisor senior accountant **CPA Mwase James** for the guidance he tirelessly gave me during this report writing.

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ABBREVIATIONS AND ACRONYMS

LC	Local Council
PTC	Pallisa Town Council
HOF	Head of Finance
LC III	Local Council Three
TC	Town Clerk
BAL C/D	Balance Carried Forward
DP	Development Plan
FY	Financial Year
NSSF	National Social Security Fund
HOD	Head of Department
URA	Uganda Revenue Authority
PDM	Parish Development Model
VR	Voucher
LPO	Local Purchase Order
LG (Act)	Local Government Act
Prog	Program
HIV	Human Immune Virus
AIDS	Acquired Immune Deficiency Syndrome
PPDA	Public Procurement and Disposal of Public Asset Act, 2003
PWDS	People with Disabilities
Bal B/F	Balance Brought Down
CV	Curriculum Vitae
Fig	figure

EXECUTIVE SUMMARY ORABSTRACT

This internship report is about internship held at PTC Pallisa district from 12th June to 04th August 2023, it contains such a practice, experience, and discipline exposed to me from PTC in areas of accounting, finance, tax collection as well as service delivery to people.

Internship is a period of work experience offered by an employer to give students and graduates exposure to the working environment often within a specific industry which relates to their field of study.

The report covers activities, tasks and assignments done by the intern during the internship period through practical work carried out during internship at Pallisa Town Council which include; writing of Payment Vouchers, filling a vote book, bank Reconciliation, balancing off the expenditure abstract, budgeting, drafting work plan and many others where the intern gained new knowledge, skills and lessons.

The report discusses the challenges such as; no facilitation like transport allowance, lack of alternative sources of power at the office, inadequate computers, lack of lunch, strict dressing code, making mistakes while filling vote books and cheques, inadequate seats at office, short internship period, and limited course units. Also in the report, the intern gave solutions to the challenges encountered.

In conclusion, this report provides concluding remarks to the report and recommendations for improving internship program and suggestions to Pallisa Town Council on how to improve on service delivery.

SECTION ONE: INTRODUCTION

1.1 Location and description of place of field attachment

Location of place of field attachment

Pallisa Town Council is centrally located, serves a large hinterland and is now a stop point for those traveling to Kumi, Mbale, Iganga, Jinja and Kampala.

It is situated at 190km north east of the capital city Kampala, 50kms west of the Regional Town Mbale. It is 5km North of Lake Lemwa, 100kms South of Soroti International Airport. It lies astride latitudes 1 degree 45 minutes North and 1 degree 05 minutes south and between longitudes 33 degrees 47 minutes East and 34 degrees 05 minutes west. Its headquarters are just adjacent to the district offices.

Once a small town, Pallisa Town Council has an area of 32.4 square kilometers.

In Pallisa town, Pallisa Town Council offices are found along Gogonyo road after Agule roundabout besides the PDLG offices opposite Pepsi cola depot. **(Appendix 1 page 26)**

Description of place of field attachment

Pallisa Town Council is a self-accounting status Local Government whose main objective is service delivery, Pallisa Town Council is headed politically by the LC111 (Mayor) this is followed by the town clerk who is the accounting officer being assisted by six (6) head of programs. PTC works at achieving their vision, mission and their values which define them and they are as follows;

Vision

An Urban Council with improved quality of life, promoting economic development, increased personal income and boosting the local economy.

Mission

To compliment community effort by providing customized training and supporting viable income generating activities in a sustainable way.