

FACULTY OF MANAGEMENT SCIENCES

FIELD PLACEMENT REPORT CARRIED OUT AT

BULUCHEE SUBCOUNTY, BUDUDA

DISTRICT LOCAL GOVERNMENT

BY

NAMUTOSI PHIONAH

BU/UP/2023/1203

**FIELD PLACEMENT REPORT SUBMITTED TO THE DEPARTMENT OF
ECONOMICS AND MANAGEMENT IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS**

**FOR THE AWARD OF BACHELORS DEGREE OF BUSINESS ADMINISTRATION
OF
BUSITEMA UNIVERSITY**

2300401203

DECLARATION

I hereby declare that this internship report is based on my personal knowledge and experience gained during my internship at Bulucheke Sub County from 26th may, 2025 to 18th July, 2025.

The information and findings presented in this report are true, accurate to the best of my knowledge and has never been submitted to any institution of higher learning for any award.

Signature.....AP..... Date...25th AUG, 2025.....

NAME: NAMUTOSI PHIONAH

REG. NO: BU/UP/2023/1203

APPROVAL

This is to certify that this internship report by NAMUTOSI PHIONAH at Bulucheke s/c. was done under my supervision and now is ready for submission as partial fulfilment of the requirement for the award of Bachelors Degree of Business Administration at faculty of management sciences, Busitema University.

Signature.....  Date..... 25TH AUG 2025.....



MR KITUNO SAM
Bulucheke Sub- County
Soroti District Local Govt
P.O.Box 292, Mbale

FIELD SUPERVISOR

Signature  Date..... 25/08/2025.....

MADAM IRENE TAAKA PRISCA

ACADEMIC SUPERVISOR

DEDICATION

I dedicate this Internship report to my beloved parents, NABWIRE ROSE, and WAMANDU STEPHEN, my brothers, sisters and family members who were there for me and have seen me throughout my education and Lastly to my Academic supervisor Madam Irene Taaka Prisca for the guidance.

ACKNOWLEDGEMENT

I would like to express my sincere gratitude to Bulucheke Sub County for providing me with the opportunity to undertake my internship.

I also appreciate the entire staff of Bulucheke Sub County especially the finance department. Mr. Kituno Sam Senior Accounts Assistant for the guidance, encouragement and support given to me throughout my training and May the Almighty God bless you.

ABBREVIATIONS

S/C	Sub county
CDO	Community Development Officer
SACAO	Senior Assistant Chief Administrative Officer
H/A	Health Assistant
PDM	Parish development Model
F. O	Finance Officer
A/O	Agricultural officer
C/P	Chairperson

LIST OF FIGURES

Figure 1.1: showing organizational structure.....4

TABLE OF CONTENTS

DECLARATION	Error! Bookmark not defined.
APPROVAL	Error! Bookmark not defined.
DEDICATION	Error! Bookmark not defined.
ACKNOWLEDGEMENT	Error! Bookmark not defined.
ABBREVIATIONS	Error! Bookmark not defined.
LIST OF FIGURES	Error! Bookmark not defined.
EXECUTIVE SUMMARY	Error!
Bookmark not defined.	
SECTION ONE	12
1.0. INTRODUCTION	12
1.1. Organisation profile	12
1.2. Organisational vision	13
1.3. Organisational mission	13
1.4. Organisational core values	13
1.5. OBJECTIVE OF THE FIELD ATTACHMENT	13
1.5.1. General objective.	13
1.5.2. Specific objectives.	13
1.6. Benefits of the internship.	14
1.6. Scope of the internship.	14
1.6.1. Time scope	14
1.6.2. Geographical scope	15
1.8. Tasks carried out by the place attached to.	16
2.0. Main body of the report	17
2.1. Activities	17
2.2. Knowledge and skills gained	19
2.2.1. Knowledge	21
2.3. Problems experienced and how they were handled	24
2.3.1. To the organization	24
2.3.2. To the student	25
2.4. Relationship with other staff members and the supervisor	26
3.0. Introduction	27
3.1. Conclusion	27
4.0. Recommendation	29
4.1. For improving Industrial Training	29

4.2. For improvement of work output at the place of work	30
REFERENCES	32
APPENDICES	33
Appendix 1; placement letter	33
Appendix 2; acceptance letter	34
Appendix 3; student in office.....	35

EXECUTIVE SUMMARY

- i) This internee did her internship at Bulucheke S/C and she managed to transform theory into practical therefore, he really describes that this report consists of four sections whereby section one comprises of Location and description of the sub county including its vision, mission, theme, core value, Objectives, Structure of the organization, and the Tasks carried out by the sub county. The second section consists of the Description of work carried out, Duties and responsibilities assigned and how they were carried out, new knowledge and skills gained, Relationship with other staff and supervisor, and the Problems experienced and how they were handled. Third section presents a brief summary of knowledge gained as outlined in the objectives. Fourth section contains Recommendations (for improving industrial training and output at the work place. Relevant texts and references have been cited and important appendices.

SECTION ONE

1.0.INTRODUCTION

The chapter contains the background of the internship exercise, objectives, scope, organisational profile which consists of the organisational structure, vision, mission, what the organisation does and its clients.

Internship is a temporary work experience that provides students with hands-on experience in a specific profession. Internship provides valuable experience, skills, and networking opportunities to the student that can enhance career prospects.

Internship is mandatory at Busitema University whereby it is designed to provide students with industry experience and also apply theoretical knowledge in real-world settings.

An internship report was written after the internship exercise which was carried out at Bulucheke Sub County, Lutseshe constituency, Bududa district in the department of accounting and finance, from 26/05/2025 to 18/07/2025.

1.1.Organisation profile

Bulucheke S/C is located in Bududa district, eastern region, Uganda. It is situated on the slopes of mount. Elgon, known for its natural beauty and fertile soils. The sub county has a population of 100,000 people, with a diverse community of farmers, traders, and other residents. The local economy is primarily driven by agriculture, with crops such as coffee, bananas, and maize being major cash crops and livestock farming. The sub county faces a challenge of landslides, soil erosion and climate changes, which can impact agricultural

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The local Government Act

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Accounting manual

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Kakuru Julius (2005) Finance Decisions and the Business Publishing Group, Kampala

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