



**FACALTY OF MANAGEMENT SCIENCE  
DEPARTMENT OF ECONOMICS AND MANAGEMENT**

**A FIELD ATTACHMENT REPORT CONDUCTED AT  
KWAPA TOWN COUNCIL, TORORO DISTRICT  
LOCAL GOVERNMENT IN FINANCE**

**DEPARTMENT FROM**

**19<sup>TH</sup> MAY 2025 TO 25<sup>TH</sup> JULY 2025**

**BY**

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**REPORT SUBMITTED IN PARTIAL FULFILMENT OF THE  
REQUIREMENT FOR THE AWARD OF BACHELORS  
DEGREE IN BUSINESS ADMINISTRATION  
OF BUSITEMA UNIVERSITY**

**AUGUST, 2025**

### DECLARATION

I **OKONGO GODFREY** declare that this report is entirely my original work and has never been submitted by any other institution or university for the award of a Degree/Bachelor or any other academic qualification.

Signature:  .....

Date: 27/08/2025 .....

APPROVAL

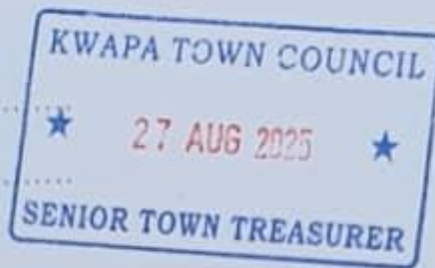
This is to certify that, **OKONGO GODFREY** conducted internship at Kwapa Town council, Tororo District Local Government and has been under my Supervision:

**FIELD SUPERVISOR**

MR. EKONYELET CHARLES

Signature.....

Date..... 27/08/2025



**ACADEMIC SUPERVISOR**

MR. EMOJONG RONALD

Signature.....

Date..... 27/08/25

## **DEDICATION**

I dedicate this report to my academic and field supervisors Mr. Emojong Ronald and Mr. Ekonyelet Charles respectively for their tireless efforts in ensuring that I acquired the necessary knowledge and skills during and after the internship. In a special way my dedication also goes to my family that supported me financially.

## **ACKNOWLEDGEMENT**

I greatly acknowledge my thanks to the Almighty God for the protection and the strength He gave me during my internship period and while writing this report.

A vote of thanks goes to my parents and siblings who tirelessly contributed in many ways to the success of my training. Thanks a lot for making me a disciplined, literate and productive citizen.

In a special way, I would also like to acknowledge the care and unconditional support rendered to me by the management of Kwapa Town council for granting me the opportunity to train and acquire fundamental key skills in this competitive world of the accounting and finance profession.

I send my sincere appreciation to Mrs. Ekonyelet Charles, who was my Host Supervisor, for the patience, encouragement, co-operation and guidance that he showed towards carrying out the tasks they assigned to me. I am so grateful for your support and efforts.

I thank the management of Busitema University for giving me the opportunity to choose a place of my interest for my internship and providing an academic supervisor Mr. Emojong Ronald who guided me well during the assessment.

Lastly, I acknowledge the assistance of my fellow students for their knowledge and guidance in different areas both theoretically and practically during the course of my internship.

May the Almighty God reward them abundantly!

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## **LIST OF ACRONYMS**

AO	Accounting Officer
CAO	Chief administrative officer
CDO	Community Development Officer
CFO	Chief Finance Officer
DCDO	District Community Development Officer
DEO	District Education Officer
DHO	District Health Officer
FY	Financial year
IFMS	Integrated Financial Management System
IRAS	Integrated Revenue Administration System
IRAS	Integrated Revenue Administrative System.
LG	Local government
LLG	Lower local government
LPO	Local purchase order
PDM	Parish Development Model
PHI	Physical Health Inspector
T.C.	Town Clerk
TA	Town Agent
TPC	Technical Planning Committee
TT	Town Treasurer
URA	Uganda revenue authority

## **EXECUTIVE SUMMARY/ABSTRACT**

This report contains and describes the activities implemented, skills and qualifications gained, challenges faced during the industrial training, conclusion of the report and recommendations derived from the challenges 'faced at Kwapa Town Council in Tororo District. Local Government. From 19<sup>th</sup> May 2025 to 25<sup>th</sup> July 2025, I was at Kwapa Town Council, Tororo District Local Government in Eastern part of Uganda for my internship under attachment to the Finance Department. The internship ran for 10 weeks consisting of valid tasks and assignments, I was inducted and given orientation on my first day at Kwapa Town Council followed by development of work plan that was to guide me in administering my activities within my jurisdiction. The activities which were carried out as further detailed in different sections included revenue assessment and collection, collection of market dues, community sensitization on parish development model programs (PDM), preparation of financial reports, processing of payments, reconciliation of cashbooks and bank statement, preparation of final account and generating report of board of survey on cash, cashbook and bank balance. I was placed at the Town council Finance office under the supervision of Mr. EKONYELET CHARLES (Senior Accountant) my field supervisor. The University Supervisor from the Faculty of management visited the Town Council Finance Office to assess the progress of my field work attachment and also guide me through my undertaking. However, the Town council has some few challenges, inadequate enough technical personnel for executing all daily activities according to the town clerk total number of employees should be 63, but currently 23, punctuality is still a challenge, Inadequate equipment like computers and photocopying machines are still few limiting productive and efficiency. In conclusion the encounter was of great significant not only to the students but also to the Town council, However, I carried out the internship successfully and though the period was short, I have learnt to work under minimum supervision. Therefore, I suggest that the government should provide the town council should with more skilled personnel to efficiently and timely manage the different projects to achieve the organizational goals and objectives. Finally, I conclude by forwarding the recommendations highlighted in the report to the organization and the University for further Action.

## **SECTION ONE**

### **INTRODUCTION**

#### **1.0 Introduction**

Chapter One covers the introduction of the entire Internship exercise; it therefore offers a brief description of the field report indicating what the report is all about, the place of field work attachment, the duration of the internship program, what the report presents or covers in order to give direction to the reader. The focal points around which chapter one is centered include: The Background of the Field attachment or the Internship program stipulating its purpose, the objectives of the Internship training, The background of the Organization of field attachment, structure of the organization, Main activities of the organization.

#### **1.1 Background of the field Attachment**

This Field attachment exercise is part and partial of the curriculum drafted by Busitema University. The main intention of this field attachment activity is to expose students to a more practical work environment in their lines of specialty such that they have the ability to turn theoretical knowledge and skills acquired in a classroom environment into practical skills that can be applied in the organization to solve the day to day tasks, and to improve the confidence of the students as they relate with other members at the workplace.

In order to offer a comprehensive training package for students, Uganda national council for higher education looks at the internship program as an opportunity for the students to test their understanding of the key concepts learnt from their theoretical package and how they relate to the work environment. My expectation as a student is to be able to apply what I have learnt to the work environment and also acquire as much more new knowledge as possible from the place of attachment.

#### **1.2 Objectives of the field attachments:**

The aims of the Internship program undertaken include:

## **REFERENCES**

Local Government Finance Act (Cap 243)

Local Government Financial and Accounting Manual, (2007)

The Local Government Act 2006

Public Finance and Accountability Act, charts)