
**DEPARTMENT OF ECONOMICS AND MANAGEMENT
A REPORT CARRIED OUT AT PALLISA TOWN COUNCIL, PALLISA
DISTRICT.**

**BY
CHEPKWEMOI WINNY**

2ND YEAR

**INTERSHIP REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES FOR THE PARTIAL FULFILMENT FOR THE AWARD OF
BACHEALOR'S DEGREE IN BUSINESS ADMINISTRATION OF BUSITEMA
UNIVERSITY**

JULY, 2025

DECLARATION

I hereby declare that; this internship report is of my own making and to the best of my knowledge this work has never ever been submitted to any institution of higher learning for the award of Bachelor's Degree in Business Administration.

Signed... *Chepkwemoi*

Name: CHEPKWEMOI WINNY

Date ... *4th AUG 2025*

APPROVAL

We approve that this internship report was under our supervision in partial fulfillment of the requirement for the award of Bachelors degree of business administration and is now ready for submission with our approval.

Field supervisor

Signed.....

Name: MR. MWASE JAMES

Date..... 04/08/2025



Academic supervisor

Signed.....

Name: MR. EMUSUGUT DESTERIO

Date..... 4/8/2025

ACKNOWLEDGEMENT

I am grateful for the almighty God for having given me protection, good health and strength towards accomplishment of the industrial training.

Special thanks to my beloved parents Mr. Kitiyo Michael and Mrs.Yeko Patricia for their unconditional love, courage and financial support they rendered to me during my internship training.

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I also acknowledge my fellow interns Geno Grace, Peace and some from different institutions like MUBS, KIU UCC for the teamwork and collaboration during this internship training at PTC towards accomplishment.

Lastly, I thank the administration of Busitema University for this program of industrial training that has helped students to transform classwork into practical work to prepare intern for professional activity.

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Table 1 showing wards and villages in Pallisa Town Council **Error! Bookmark not defined.**

Table 1 Showing a trial balance **Error! Bookmark not defined.**

LIST OF ACRONYMS OR ABBREVIATIONS

DDEG	Discretionary Development Equalization Grant
HRM	Human Resource Manager.
IAS	International Accounting System.
IRAS	International Revenue Administration System.
LC	Local Council.
LG	Local Government.
LG FAR	Local Government Finance & Accounting Regulations.
LPO	Local Purchase Order.
PBS	Program Budgeting System.
PDM	Parish Development Model.
PPE	Property Plant and Equipment.
PTC	Pallisa Town Council.
TC	Town Clerk.

EXECUTIVE SUMMARY OR ABSTRACT

This executive summary/abstract contains the most practical work carried out, challenges and conclusions.

The intern carried out a number of practical works which include preparation of a cash budget, posting of a transaction in a cash book, preparation of a one column cashbook, bank reconciliation, going to field to mobilize revenue, participating in handing over of construction contract to the contractor for the third phase, writing of payment vouchers, attending council on budget approval , attending Women GROW function, attending women day celebration at Busitema university grounds , preparation of costed work plan using a Microsoft excel sheet.

Despite the fact that the intern enjoyed the practical work however, the intern faced the following challenges a lot of beaurocracy in office, fear, inadequate computers, power shortages, lack of lunch, lack of transport fund, lack of safe water for drinking, intimidation especially during field work by the tenants at the lockups, poor sanitation and language barrier.

In conclusion, the intern enjoyed the practical work so much and has enriched the intern with new skills regarding to her profession and transforming the theoretical work learnt in class into practice

SECTION ONE

1.0 Introduction

This section includes the location and description of place of field attachment, objectives of the field attachment, structure of the organization and the tasks carried out by Pallisa Town Council

1.1 Location of Pallisa Town Council and description of place of field attachment.

1.1.1 Location of Pallisa Town Council

Pallisa town council is situated at 190km north east of Kampala capital city, 50km west of regional town Mable. It lies astride latitudes 1 degree 45 minutes north and 1degree 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. **(Appendix 1)**

1.1.1 Description of Pallisa Town Council

The council is organized administratively in a manner prescribed by the constitution of uganda1995 and local government Act 1997pallisa town council is technically headed by the town clerk and politically headed by the chairperson LC3 and council is divided into five wards and 43 villages as below.

Table 1: showing wards and villages in Pallisa Town Council

Ward	No of Villages/cells
East ward	7
West ward	9
Kagwese	10
Hospital	8
Kaucho	9
Total	43

Pallisa Town Council creates a frame work for communication; this supports information flow within the organization and external clients of Pallisa Town Council.

The organization promotes household income generating activities to the community, this has been through government programs, Pallisa Town Council has extended financial support to association, and some of these associations, include Pallisa market vendors Association

REFERENCES:

Pallisa Town Council 2019/2020-2024/2025, five-year development plan

Pallisa Town Council 2025/2026 Approved recurrent and capital Budget

Local Government, Financial and Accounting manual 2007.

Industrial training report format