

BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCE

A FIELD ATTACHMENT CARRIED OUT AT PALLISA TOWN COUNCIL

DEPARTMENT OF FINANCE

BY

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Bu/up/2020/2887

**INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF ECONOMICS
AND MANAGEMENT AS A PARTIAL REQUIREMENT FOR THE AWARD OF A
BACHELORS DEGREE OF BUSINESS ADMINISTRATION.**

02ND JANUARY-24TH FEBRUARY, 2023

DECLARATION

I AJAMBO MALISERA(BU/UP/2020/2887) a third year student of Busitema University do declare that I have written this report by myself as required during my period of internship for the award of a bachelor's degree in business administration. To the best of my knowledge this report has never been submitted to any higher institution of learning for the award of BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION.


SIGNATURE..........

AJAMBO MALISERA

DATE ..28/07/2023.....

APPROVAL

This is to satisfy that **AJAMBO MALISERA BU/UP/2020/2887** had an active training of two months (January- February) at Pallisa Town council in Department of Finance And Planning
This is a true record of the training under our supervision and now ready for submission to the board of examiners and the senate of Busitema University.

Sign.....

MRS. KALEMBE DOREEN

Academic supervisor

Date.....13/03/2023

Sign.....

The stamp is rectangular with a blue border. It contains the text: 'TOWN TREASURER' at the top, 'PALLISA TOWN COUNCIL' below it, a star symbol on the right, and 'P.O. BOX 60 PALLISA-UGANDA' at the bottom.

MR. MWASE JAMES

Field supervisor

Date.....28/2/2023

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ABBREVIATIONS

CHAPS.....	Clearance Automated Payment System.
CHIPS.....	Clearance Interbank Payment System.
EFT.....	Electronic Fund Transfer.
ETC.....	And so many others.
F/Y.....	Financial Year.
I.E.....	That is to say.
LPO.....	Local Purchase Order.
LC.....	Local Council
Mgt.....	Management.
PPDA.....	Public Procurement and Disposable Assets.
PP&E.....	Plant, Property and Equipment.
PTC.....	Pallisa Town Council.
RTGS.....	Real Time Gross Settlement.
SWOT.....	Strengths, Weaknesses, Opportunities & Threats
TC.....	Town Council

EXECUTIVE SUMMARY

Over a period of eight weeks January-February 2023, I participated in the internship program at Pallisa Town Council(Accounting and Finance Department) while for my Bachelor's degree in Business Administration.

Internship program as one of the key components in Busitema University aims at impacting practical skills and ads on experience to the students involved. This exercise is aimed at enabling intern to relate theory to practical in the real world so as to meet labor market needs. The University came to realize that theoretical studies together with this practical training can nature a University graduate capable of influencing the work environment to achieve the desired objectives.

This report is arranged in chapters one-five, Topics and sub topics. Chapters have the following topics: a brief background of the field attachment, Objectives, benefits and organization background, name, ownership, the nature and type of business, vision, mission, values, general setup ,location and organization chart. Chapter two explains the activities, tasks, and assignment undertake in the field. Chapter three presents the lessons, experience, skills acquired. Chapter four explains challenges and limitation, enjoyments and disappointments. Chapter five contains the conclusions and recommendation.

This report has been compiled using Busitema University guidelines with the help of the academic supervisor and field supervisor while using the theoretical knowledge and hands on knowledge and I believe I have obtained a lot of knowledge while at work place.

Internship boosts the intern's innovativeness, creativity and increases the intern's capability and skill

CHAPTER ONE

Introduction.

The chapter contains a brief background of field attachment, its objectives and benefits, location and description of the place of attachment, mission, vision, values, general set up of the organization and its chart.

i) Brief introduction of the report.

Internship exercise is an initiative which is taken to equip knowledge and training, skills and experience for the intern. It is part of the university curriculum, and a pre-requisite for different organizations in respect to the program and specialization.

I was admitted in Pallisa Town Council in the department of finance and accounts for 8 weeks from 2nd January – 24th February, 2023 from which the internee (i) understood the operation of different departments and work ethics above all, work interactions with my colleagues. The field attachment enabled me to compare and contrast theoretical concepts acquired from lectures with their practical application in PTC as it enabled me to get engaged in practical hands-on work experience.

ii) Brief background of the field attachment.

Field attachment is a compulsory requirement at Busitema University whereby it was designed to equip students with exposure, work ethics and experience skills and training, in a working environment of various organizations.

Field attachment for the researchers runs for 8 weeks to its completion. It is where a student is allocated a field and academic supervisor, field supervisor from whom he/she can learn the practical work skills and academic supervisor who ensures effective monitoring and evaluations on the learning process and progress of the intern. After this, the intern (i) is expected to submit a report to his /her supervisor as part of the requirement for the award of a bachelor's degree at Busitema University.