

BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT
A REPORT ON FIELD ATTACHMENT CARRIED
OUT AT PALLISA TOWN COUNCIL

OLUPOT MOSES


BU/UP/2019/1158

INTERSHIP REPORT SUBMITTED TO THE FACULTY
OF MANAGEMENT
SCIENCES AS A PARTIAL REQUIREMENT FOR THE AWARD
BACHELORS DEGREE OF BUSINESS ADMINISTRATION
OF BUSITEMA UNIVERSITY

FEBRUARY, 2023

DECLARATION

I OLUPOT MOSES do declare that this report is my original work and has never been submitted by any one for academic award in Bachelors Degree in Business Administration of Busitema University.

Signed.....


OLUPOT MOSES

Date.....28/02/2023.....

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 to Busitema University.

Signed.....
Mr. MWASE JAMES
Date..... 28/2/2023



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ABBREVIATIONS AND ACRONYMS

LCIII	Local Council 3
FY	Financial Year
B/F	Balance brought forward
CAO	Chief Executive Office
DP	Development plan
HIV	Human Immune Virus
HOF	Head of Finance
IT	Information Technology
LC	Local Council
NCHE	National council for higher education
LLG	Lower Local Government
LGA	Local Government Act
URA	Uganda Revenue Authority
VR	Voucher
PROG.	Program
PPDA	Public Procurement and Disposal of Public Asset Act, 200
PTC	Pallisa Town Council
PAYE	Pay as you earn
LPO	Local Purchase Order

EXECUTIVE SUMMARY

Busitema University has given their students the opportunity to do internship in places of their choice. **Mr. Olupot Moses** the intern, managed to secure a place of internship in Pallisa Town Council.

During the interns internship in Pallisa Town Council, the intern was advantaged to go through so many areas of study which include; the intern was taught on how to open up ledgers, fill a bank deposit slip, write payment vouchers, and extracting a trial balance, reconciling the cash book and bank statement, issuing out receipts, brain storming about a company, types of companies, budgeting and methods of adjusting financial budgets.

Though the intern enjoyed the internship as reported in chapter four, the intern faced a number of challenges that is inadequate space for internees, poor hygiene, few typing and photocopying machines, lack of lunch, lack of transport and many more as reported in the report.

In conclusion, I want to take this opportunity to appreciate the efforts from the staff of Busitema University, fellow students from other universities like Kyambogo University, UCC Tororo and staff of Pallisa Town Council at large especially the field supervisor for the academic support and guidance towards my internship, that may the Almighty God bless their hands.

CHAPTER ONE

INTRODUCTION

This chapter comprises of objectives, location and description, back ground of the place of field attachment, mission, vision, goals and core values of the organization and also the organizational structure.

1.2 Brief introduction of the report

This is consists of information about the field attachment carried out at Pallisa Town council which is used to monitor and implement government programs to ensure sustainable development and poverty free society. The training took a period of two months from January up to the end of February 2023.

1.3 A brief back ground of field attachment, the objectives and benefits.

Field attachment is defined as the field based practical work carried out by staff and students for the purpose of teaching and learning. It is a compulsory requirement at Busitema University where it brought to equip students with, skills, training and experience in a working environment of various organizations.

Internship exercise is an initiative at Busitema University in Uganda undertaken by students in the faculty of management sciences. It is majorly undertaken by students after their second year of study at degree level. The internship is taken as academic practical program by the university which is examinable and is part of university curriculum, and a pre-requisite for different organizations in respect to the program and specialization

1.3.1 Objectives for field attachment

Below are the objectives of the field attachment;

- ❖ To gain early understanding and appreciation of the practical skill-life situation challenges associated with the application of the theoretical knowledge acquired
- ❖ To enable students gain experience and expertise in public services.
- ❖ To encourage of personal carrier interests, serving as a bridge between the institution and the world work.