
**BUSITEMA UNIVERSITY FIELD PLACEMENT REPORT CONDUCTED AT
NABIGANDA TOWN COUNCIL BUTALEJA
DISTRICT LOCAL GOVERNMENT**

BY

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BU/UP/2020/2719

**INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF ECONOMICS AND
MANAGEMENT IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE AWARD IN BACHELOR DEGREE OF BUSINESS
ADMINISTRATION AT FACULTY OF MANAGEMENT
SCIENCES, BUSITEMA UNIVERSITY**

13th MARCH, 2023

DECLARATION

I hereby declare that this is my original work made personally and with my brain during internship.
And has never been submitted to any institution of higher learning for any award.

Signature H.M.


Date 16/03/2023

NAME: HIGENYI MUSITAFU

REG. NO: BU/UP/2020/2719

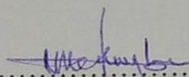
APPROVAL

This is to certify that this internship report by HIGENYI MUSITAFU at Nabiganda Town Council, was done under my supervision and now is ready for submission as partial fulfillment of the requirement for the award of Bachelor Degree of Business Administration at faculty of management sciences, Busitema University.

Signature.....

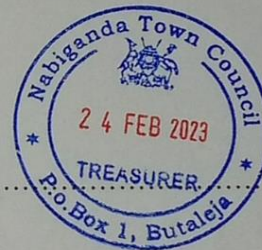
Date.....16/03/2023.....

MR. WADAMBISHA BRIAN
(ACADEMIC SUPERVISOR)

Signature.....

Date.....

MR SABABU RAJABU
(FIELD SUPERVISOR)



DEDICATION

I dedicate this report to my beloved parents, mother Mwima Safiya, and father kawene sulai. and My brother Guloba Ali, Hamba Abdullah, and my sister musibika Doreen and all my family members who were there for me and have seen me throughout my education. Lastly to my supervisor Mr wadambisha Brian for the guidance.

ACKNOWLEDGEMENT

I wish to register my heartfelt gratitude to the following for their constructive contributions and assistance in having this report complete.

Sincere appreciation to the staff of Nabiganda town council especially the finance department. Mr. Sababu Rajabu for the guidance, encouragement and support given throughout my training and May the Almighty Allah reward them abundantly.

TABLE OF CONTENTS

DECLARATION	Error! Bookmark not defined.
APPROVAL	Error! Bookmark not defined.
DEDICATION.....	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENTS.....	v
ACRONYMS.....	vii
LIST OF FIGURES	viii
ABSTRACT	ix
CHAPTER ONE:.....	1
INTRODUCTION	1
1.0 Introduction	1
Specific objectives	1
Benefits of internship.....	2
1.2 Scope of Internship	3
1.2.1 Duration/Time Scope.....	3
1.2.3 Geographical Scope (majorly it looks at the location or address for that organization).....	3
1.3.0 Organization Profile.....	3
1.3.1 Background of the Organization.....	3
1.3.2 Organizational Vision.....	4
1.3.3 Organizational Mission.....	4
1.3.4 Organizational Theme.....	4
1.3.5 Organizational Core values.....	4
1.3.6: Organization Structure.....	5
1.4.0 Town council strategic development objectives	5
1.4.1 Services offered by Nabiganda town council to community	6
1.4.2 Nabiganda Town council sources of revenue.	6
1.5 Roles of organisation departments.....	6
CHAPTER TWO:.....	8
ACTIVITIES CARRIED OUT WHILE AT INTERNSHIP PLACE.....	8
2.1 Introduction.....	8
CHAPTER THREE:	13
LESSONS, EXPERIENCES AND SKILLS.	13
3.1 Skills gained.....	13
3.2 Experiences.....	15
3.3 Lessons learnt.	16

CHAPTER FOUR:	19
CHALLENGES AND LIMITATIONS, ENJOYMENTS AND DISAPPOINTMENTS.....	19
4.0 Introduction.....	19
4.1 Challenges.....	19
4.2 Limitations	20
4.3 Disappointments	20
4.4 Enjoyments	21
CHAPTER FIVE:	22
CONCLUSION AND RECOMMENDATIONS.....	22
5.0 Introduction.....	22
5.1 Conclusion	22
5.2 Recommendation	23
REFENCES	25
APPENDICES	26

ACRONYMS

C.C	Commercial Officer
CBO	Community Based Organizations
CDO	Community Development Officer
F. O	Finance Officer
FAL	Functional Adult Literacy
FY	Financial Year
L.C	Local Council
LGMSD	Local Government Management Services Delivery
N T/C	Nabiganda Town Council
NAADS	National Agricultural Advisory Services
NGOS	Non- Government Organizations
URA	Uganda Revenue Authority
VAT	Value Added Tax
TC	Town Clerk
H/A	Health Assistant
PDM	Parish development Model

LIST OF FIGURES

<i>Figure 1.1:</i> showing organizational structure.....	5
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ABSTRACT

This report is made up of five chapters whereby chapter one consists of brief description of the report, objectives, scope and benefits of internship, it further depicts the background, vision, mission, theme, core value, structure of the organization, services it renders to the public, finance department roles of Nabiganda Town Council Butaleja District, its location and as a local government.

The second chapter has details of the activities undertaken during the fieldwork attachment period.

Third chapter presents lessons learnt, experiences and skills gained during the field attachment.

Fourth chapter contains challenges, disappointments, enjoyments, analyzed issues and limitations faced during the internship exercise.

And finally the fifth chapter is having conclusions and recommendations. Relevant texts and references have been cited and important appendices.

CHAPTER ONE: INTRODUCTION

1.0 Introduction

This chapter contains the background of internship exercise, objectives, scope, organizational profile which has the organizational structure, background of the organization, what the organization does and clients of the organization

Internship is a professional learning experience that offers meaningful, practical work related to a student's field of study. An internship gives a student the opportunity for career exploration, development and to learn new skills.

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

The internship report was made after having internship with Nabiganda Town council located in in Gombo cell, Namuswa Ward, Bunyole East constituency, Butaleja District in the Department of Accounting and Finance from 2 /02/ 2023 to – 24/02/ 2023

Objectives of field attachment general objectives

The training had the general objectives of transforming the theoretical knowledge got in . class into practical ideas

Specific objectives

The internship training had the following specific objectives;

1. To help the students develop employer – valued skills like leadership, client service, teamwork, communication, organization skills that is attained from the workplace.
2. To provide students with the opportunity to apply the principles and techniques theoretically learnt at school to real life situations.