

BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES

**REPORT ON FIELD ATTACHMENT CARRIED OUT AT PALLISA
TOWN COUNCIL, PALLISA DISTRICT**

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BU/UP/2020/2372

**INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF
ECONOMICS AND MANAGEMENT AS PARTIAL FULFILLMENT OF
REQUIREMENT FOR THE AWARD OF BACHELOR OF BUSINESS
ADMINISTRATION OF BUSITEMA UNIVERSITY.**

FEBRUARY, 2023

DECLARATION

I **OLUKA JUDE THADEUS** do declare that all work in this report is based on my original works and it has never been presented to any institution of higher learning for the award of Bachelor's Degree in Business Administration.

Signature:..........

OLUKA JUDE THADEUS

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

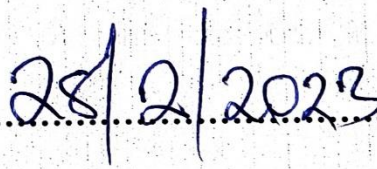
APPROVAL

This is to certify that **OLUKA JUDE THADEUSREG № BU/UP/2020/2372** has solely compiled this report. We therefore recommend that this report be submitted to the University for the Award of Bachelors' Degree in Business Administration.

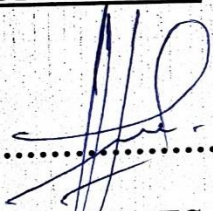
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ACRONYMS AND ABBREVIATIONS

PTC.....	Pallisa Town Council
PWDs.....	People with Disabilities
TC.....	Town Clerk
LG.....	Local Government
PPE.....	Property plant and machinery
F/Y.....	Financial Year
LC III.....	Local Council Three
HIV.....	Human Immunodeficiency Virus
AIDS.....	Acquired Immune Deficiency Syndrome
SWOT.....	Strengths, Weaknesses, Opportunities and Threats
RTGs.....	Real Time Gross Settlements
UNEB.....	Uganda National Examinations Board
C.V.....	Curriculum Vitae
PPDA.....	Public Procurement and Disposal of Public Asset Act
LPO.....	Local Purchase Order
H.O.D.....	Head of Department

EXECUTIVE SUMMARY

Internship is a period of work experience offered by an organization to the intern for a limited period of time. It is an opportunity that employers offer to students interested in gaining hands on knowledge, training, skills and experience. Internship is part of Busitema University curriculum, and a requirement for students to undergo before they are awarded a Bachelors' Degree in Business Administration.

During my internship I was exposed to a number of day to day practical works carried out at Pallisa Town Council in Finance and Planning department which include;

- Preparing the bank reconciliation statement for all transactions carried out at the end of every month.
- Generating and filling of payment vouchers and fund transfer request forms by getting signatories from people concerned to sign.
- Banking of the revenue and cash received from the clients to centenary bank.
- Recording of expenditures in the vote book of Pallisa town council.
- Recording monthly transactions into the cashbook.

During the intern's stay in Pallisa Town Council the intern learnt a lot of new things which he had not acquired in class like revenue assessment, budgeting in local government, cash analysis cash book and many more.

Pallisa Town Council is really a very good virgin place for the intern to do their internship and the intern can acquire more knowledge and skills if Pallisa Town Council can address some of these challenges that it faces like Rampant power failure, lack of lunch ,Inadequate facilities of information technology system, inadequate safe drinking water facilities and Conflicts among staff members.

Despite the fact of the above mentioned challenges that Pallisa Town Council faces, Busitema University should always find ways of encouraging interns to do their internship in Pallisa Town Council.

CHAPTER ONE: INTRODUCTION

1.0 Introduction

This chapter covers the Brief introduction of the report, brief background of the field attachment and Pallisa Town Council back ground.

1.1 Brief introduction of the report.

Internship exercise is an initiative which is undertaken to equip knowledge and training, skills and experience for the interns. It is part of the university curriculum, and a requirement for different organizations in respect to the program and specialization.

I was admitted in Pallisa Town Council in the department of finance and planning for 8 weeks from 2nd January – 28th February, 2023 from which the intern 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 get engaged in practical hands-on work experience. (See appendix 4)

1.2.0 Brief background of the field attachment

Field attachment is a compulsory 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.

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 interns. After this, the intern 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. (See appendix 6)