



**BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCE
INTERNSHIP PLACEMENT REPORT IN OLOK SEED SS PALLISA
FROM JANUARY TO FEBRUARY 2023**

BY

**OMUNYOKOL NOAH
REG. NO. BU/UP/ 2020/2706.**

**INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF MANAGEMENT
SCIENCE IN PARTIAL FULFILLMENT OF THE REQUIREMENT
OF AWARD OF BACHELOR DEGREE IN
BUSINESS ADMINISTRATION OF
BUSITEMA UNIVERSITY**

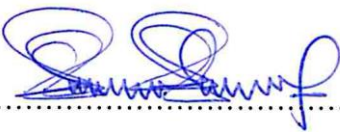
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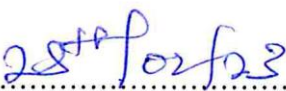
DECLARATION

I **OMUNYOKOL NOAH, REG. NO. BU/UP/2020/2706** do hereby declare that this internship report is my own work and has never been submitted to any university or institution of higher learning and it was written in respect of the rules and guidelines of Busitema University and Olok Seed SS Pallisa, with the aid of the agency supervisor Mr.Ojono Girifasio (Accountant) with the University supervisor Mr.Oringo Jonah of Busitema University faculty of management science.

OMUNYOKOL NOAH

BU/UP/2020/2706.

Sign.....

Date.....

APPROVAL


We the under signed, hereby approve that this internship report was conducted and prepared by **OMUNYOKOL NOAH** a student of Busitema University during internship period under our guidance and supervision.

AGENCY SUPERVISOR

UNIVERSITY SUPERVISOR

MR. OJONO GIRIFASIO

MR. ORINGO JONAH

SIGNATURE.....
DATE..... 28th / 2 / 2023.....


SIGNATURE.....
DATE..... 14th / 03 / 2023.....

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LIST OF ABBREVIATIONS

BBA: Bachelors in Business Administration

BOG: Board of Governors.

SAA: Senior Assistant Accountant.

HOD: Head of Department

H/T: Head Teacher

CAO: Chief Administrative Officer

CFO: Chief Finance Officer

DEO: District Education Officer

HR: Human Resource

DHI: District Health Inspector

DHO: District health Officer

ABSTRACT

Internship is a period of work experience offered by the University to give students and graduates exposure to the working environment often within a specific industry which relates to their field of study.

It can also be referred to as an experience that should enhance a student's academic career and personnel development supervised by a professional in the field.

This report comprises of introduction which outlines the back ground to the field attachment, its objectives, benefits expected and background to the organization.

The report also present issue analysis the intern experienced during the internship exercise with Olok Seed SS Pallisa. The report summarizes the key lessons, skills and experiences learnt and provide recommendations for improvement to the agency, University and other stake holders

CHAPTER ONE:

INTRODUCTION

1.0 Introduction

The chapter captures the field attachment, objectives of both the finance department and for the internship, benefits expected, organizational back ground and structure, mission, vision and goal of the organization and functions of the finance department.

1.1 Field Attachment.

The intern was attached to Finance department of Olok Seed SS Pallisa.

1.2 Objectives of finance department.

The overall objective of Finance department is to improve on service delivery at the School through effective management of resources and timely funding of departments.

To collect fees from learners.

To improve accountability in the department and abstract as a whole and also raise the levels of economic and social development in the school.

To identify other sources of revenue and collect it for utilization of the available resources.

To ensure that there is proper daily preparation of cash receipts for revenue received.

To ensure timely and proper preparation of reports, that's to say journals, cash books, income statements, trial balance, balance sheets and monthly, termly as well as end of year financial accounts for the school as a whole.

1.3 Expected benefits of finance to intern.

The intern was offered an opportunity to work with someone who can become my mentor and not only during the internship period but throughout my career.

The internship has exposed the intern to career exploration because it has helped me to learn about career field and decide if it's the right career for me and also to work alongside professionals in my chosen career area and has also helped me observe the work place to see if it matches my expectations.