

# **BUSITEMA UNIVERSITY**

**DEPARTMENT OF ECONOMICS AND MANAGEMENT**

**OKANYA JOHN SOLOMON**

**2022/2023**

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

**INDUSTRIAL TRAINING REPORT SUBMITTED TO  
BUSITEMA UNIVERSITY FACULTY OF  
MANAGEMENTSCIENCES IN PARTIAL FULFILMENT OF  
THE REQUIREMENT FOR THE AWARD OF A DIPLOMA IN  
BUSINESS ADMINISTRATION.**

**AUGUST 2023**

**DECLARATION**

I **OKANYA JOHN SOLOMON** student of Busitema University solemnly declare that this report is of my own undertaking written using Busitema University rules and guidelines and has never been submitted to any University or institution of higher learning for the Award of Diploma in Business Administration.

Signature:  .....

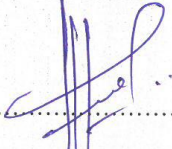
**OKANYA JOHN SOLOMON**

Date ..... <sup>14</sup>14/09/2023 .....

**APPROVAL**

This is to certify that OKANYA JOHN SOLOMON Registration Number BU/UP/2022/1677 has solely compiled this report. We therefore recommend that this report be submitted to the University for the Award of Diploma in Business Administration.

**FIELD SUPERVISOR**

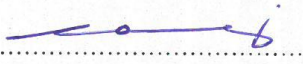
Signature.....

MR. MWASE JAMES

Date.....14/09/2023



**ACADEMIC SUPERVISOR**

Signature.....

MR. KALENZI ABBEY

Date.....24/10/2023

## **ACKNOWLEDGEMENT**

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I want in a special way to thank my training/field supervisors, Mr. James Mwase who has been a key focal person in ensuring that I get the benefits in my training, the staff of the department of Accounting and Planning for their knowledge and support and not forgetting My academic supervisor, Mr. Kalenzi Abbey for his supervisory role towards my field training.

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## LIST OF ACRONYMS

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

## **EXECUTIVE SUMMARY**

Internship is part of Busitema University curriculum, and a requirement for students to undergo before they are awarded a Diploma in Business Administration. Internship is a professional learning experience offered by an organization to the intern for a given period.

During internship the intern is exposed to the day to day practical works such as; reconciliations of cash books , Generating and filling of payment vouchers, Banking of the revenue and cash received from the clients to Pallisa Town Council bank account at Centenary Bank, Pallisa branch, Recording of monthly transactions into the cashbook, Recording of expenditures in the vote book, Using excel spreadsheet in a computer to enter transactions in ledgers and balancing off and Recording transactions to the general ledger book.

There were some challenges that I faced during my internship at Pallisa Town Council. They include; unstable power supply, lack of facilitation of lunch for interns, inadequate facilities of information technology system, absence of safe drinking water, and poor sanitation within different communities in Pallisa Town Council so as to complete its system and make it a better place than it is today and now.

Despite the fact of the above mentioned challenges that Pallisa Town Council faces, Busitema University should always encourage their students to carry out their industrial training at Pallisa Town Council.

## **SECTION ONE: INTRODUCTION.**

### **1.0 Location and Description of Pallisa Town Council**

#### **1.1. Location of Pallisa Town Council**

Pallisa Town Council is located in the Eastern region of Uganda in Pallisa district; its headquarters lies adjacent to Pallisa District Local Government offices. It is positioned 190km northeast of the Capital City Kampala, 50kms west of the Regional city Mbale. It is 5km North of Lake Lemwa, 100kms South of Soroti Flying School. It is bordered by Serere district in the Northwest, Ngora in the North, Kumi in the North East, Bukedea, Butebo and Budaka Districts in the east, Kibuku and Kaliro in the south and Kamuli district in the west. It lies between latitudes 0<sup>0</sup>45'N and 1<sup>0</sup>05'N and longitudes 33<sup>0</sup>47'E and 34<sup>0</sup>05'E; with an average altitude of 1,050 above sea level and an area coverage of 32.4 square kilometers.

#### **1.1.2 Description of Pallisa Town Council**

Pallisa Town Council is a lower urban Local Government headed by Town Clerk, assisted by Senior Assistant Town Clerk with five lower local Administrative Units( parishes) headed by the Town Agents.

Pallisa Town Council technically has eleven programs, 16 sub-programs, which execute service delivery. Pallisa Town Council has 38 staff of which 4 are females and rests are males.

On the other hand, Pallisa Town Council is politically headed by the Local Council Three who is Hon. Zomu Yusuf with a council of 21 members headed by the speaker and deputy speaker helped by 5 working committees in fostering policies, appropriation of budgets and monitoring of service delivery. Pallisa Town Council has 5 parishes each headed by LC11 and 43 Cells each headed by LC1 and their executives.