



**FIELD ATTACHMENT REPORT CARRIED OUT IN
NAMAYINGO TOWN COUNCIL, DEPARTMENT OF FINANCE**

BY

NANDERA WINFRIDA

REG: BU/UP/2021/1241

FROM JUNE – AUGUST 2023

**INTERNSHIP REPORT SUBMITTED TO THE
FACULTY OF MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT
OF THE REQUIREMENT FOR THE AWARD OF
BACHELORS DEGREE IN BUSINESS ADMINISTRATION OF
BUSITEMA UNIVERSITY**

DECLARATION

DECLARATION

I Nandera Winfrida declare that the information in the report is my original work to be submitted in partial fulfillment of the requirements of the award of Bachelor's degree of Business Administration of Busitema University

Signature 

NANDERA WINFRIDA

Date 22.8.2023 i

APPROVAL

APPROVAL

This is to certify that the internship which was carried out by Nandera Winfrida, Reg. No: BU/UP/2021/1241 at Namayingo Town Council under our supervision and guidance is now ready for submission to Busitema University, Faculty of Management Sciences. This work has been submitted with the approval of:

Field Supervisor:

Name: Mwebaze Warren

Signature.....*Mwebaze Warren*.....

Date.....*22/08/2023*.....



Academic Supervisor:

Name: Emusugut Desiterio.

Signature.....*Emusugut Desiterio*.....

Date.....*18/09/2023*.....

DEDICATION

This report is dedicated to my beloved parents, Adongo Topista, Wandera John, brothers and sisters, field supervisor, academic supervisor and all my friends for their generous support towards the completion of this report. Finally to the Almighty God who guided me towards the completion of internship.

ACKNOWLEDGEMENT

Firstly, the internee takes a great chance to thank the Almighty God who rendered me knowledge and wisdom and my parents who were tremendously supporting me financially throughout my academic progress.

The internship is carried out in Namayingo Town Council and gave me a great chance for learning and professional development. Therefore the internee is so grateful to meet many people and wonderful professionals who led me throughout the internship period.

I also take this opportunity to extend my thanks to this great people namely; Ms. Nabwire Shimesha Hope, Mr. Mwebaze Warren who assisted me in the time of writing my report and also the accomplishment of internship.

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LIST OF ABBREVIATIONS

A.T.C	Assistant Town Clerk
B/D	Balance brought down
C.B.S	Community based service
C.D.O	Community Development Officer
C/D	Balance carried down
CB	Cash book
H.R	Human Resource
HOF	Head of finance
IGA	Income generating activities
IPFS	Indicative planning Figure
NTC	Namayingo Town Council
Rec	Receipts
Reg. No	Registration Number
T/A	Town Agent

EXECUTIVE SUMMARY

The internship training was conducted at Namayingo Town Council for the period of two months with references to Busitema University. Efforts were made in areas of experience involving assignments, challenges, conclusions and recommendations identified.

Namayingo Town Council profiles, goals and objectives, organization structure and its main activities indicated a dedicated and committed organization in delivering quality services to the community.

My experience is covered with supervision levels and the relationship with the supervisor, fellow internees and many others. All the activities were vital to me in gaining new knowledge and skills in various parts.

Some of the challenges that were majorly constraining the work at the internship place mainly included limited computers that led to delay of the entry of the documents and the analysis, inadequate stationery, hunger, transport, noise due to members of parish development model, poor sanitation.

I recommend Namayingo Town Council to give support to internees in form of facilitation and advise them to provide support in form of money in order to help students in their course so that they may gain more experience.

CHAPTER ONE

INTRODUCTION

This report describes my time of internship carried out as part of the fulfillment for the award of Bachelor's degree in Business administration at Busitema University. I did my internship at Namayingo Town Council. This chapter also comprises of the objectives of the field attachment, benefits expected from the field exercise, the background of the organization, the mission, goals, objectives, the structure of the organization, what it does, the department to which one is assigned at the work place (Accounts Section) and its details.

1.1 Location and description of place of field attachment

Namayingo Town Council is found in Namayingo District, it is located along the Musita-Lumino highway and surrounded by Buyinja Sub-County in the west and the south, Buswale Sub-County in the North and Busia district in the East.

The Town Council is made up of five (5) wards and Twenty seven (27) cells. It covers 6.7 km² with approximately 21,021 people. Namayingo Town Council is where the headquarters of Namayingo district are domiciled; and its where most of the trading activities take place.

In reference to the local Government Act Cap 243 under the second schedule and the new structure issued by the ministry of public service, the Town Council has been made to constitute various departments which include; Administration, Production, and Marketing, Community bases services, Health services, Finance and Planning, Works and technical services, Lands and Natural Resources, Council and Statutory bodies.

This structure enables the Town Council to adequately perform its roles. The political head of the Town Council is the Urban Chairperson and the Chief Executive is the Town Clerk.

1.1.1 Vision.

To become a model planned town with sustainable development and quality services accessed by all.

1.1.2 Mission.