

BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES INTERNSHIP
EXERCISE CARRIED OUT AT PALLISA TOWN COUNCIL PALLISA
DISTRICT, DEPARTMENT OF FINANCE

SANYU JOVIA HIVISHAM


REG NO: BU/UP/2020/1294

AN INTERNSHIP REPORT SUBMITTED IN PARTIAL
FULFILLMENT OF THE REQUIREMENTS FOR
THE AWARD OF A BACHELORS DEGREE
OF BUSINESS ADMINISTRATION

FEBRUARY ,2023

DECLARATION

I **SANYU JOVIA HIVISHAM BU/UP/2020/1294**, declare that the content of this report is a complete product of my work basing on the activities that I have been doing during my industrial practicum at Pallisa Town Council, this report has not been submitted to any institution of higher learning for the award of a Bachelor's Degree in Business Administration

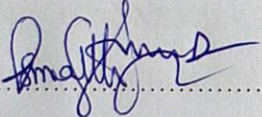
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SANYU JOVIA HIVISHAM

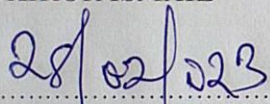
DATE 28/02/2023.....

APPROVAL

We certify that this internship report was carried out by **Ms. SANYU JOVIA HIVISHAMBU/UP/2020/129** at Pallisa Town Council under our supervision and is now ready for submission to Busitema University in partial fulfillment for the award of a Bachelor in Business Administration.

Sign. 

MR. OKIROR ISMAIL

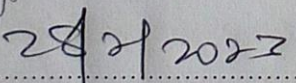
Date. 

Academic supervisor

Sign. 


TOWN TREASURER
PALLISA TOWN COUNCIL
P.O. BOX 60
PALLISA-UGANDA

MR. MWASE JAMES

Date. 

Field supervisor

TABLE OF CONTENTS

DECLARATION	Error! Bookmark not defined.
APPROVAL	Error! Bookmark not defined.
EXECUTIVE SUMMARY	iii
LIST OF ACRONYMS/ABBREVIATIONS	vi
CHAPTER ONE:	1
INTRODUCTION	1
1.1 A BRIEF INTRODUCTION OF THE REPORT	1
1.2 A BRIEF BACKGROUND OF THE FIELD ATTACHMENT	1
1.3 OBJECTIVES OF FIELD ATTACHMENT	2
1.4 BENEFITS EXPECTED FROM THE FIELD ATTACHMENT.....	3
1.5 ORGANIZATIONAL BACK GROUND	4
1.5.1 NAME OF THE ORGANIZATION	4
1.6 OWNERSHIP OF THE ORGANIZATION	4
1.7 TYPE OF THE ORGANIZATION.....	4
1.8 BACKGROUND OF ORGANIZATIONAL FIELD OF ATTACHMENT	4
1.9 LOCATION OF PALLISA TOWN COUNCIL	5
1.10 MISSION STATEMENT.....	5
1.11 VISION	5
1.12 VALUES	5
1.13 OVERALL GOAL	5
1.14 STRUCTURE OF PALLISA TOWN COUNCIL	5
1.15 FIG 1.1 STRUCTURE FLOW CHART OF PALLISA TOWN COUNCIL.....	6
1.15.1 ACTIVITIES DONE BY VARIOUS DEPARTMENTS OF THE ORGANIZATION.....	6

CHAPTER TWO:	8
ACTIVITIES UNDERTAKEN DURING THE INTERNSHIP.....	8
2.0 INTRODUCTION.....	8
2.1 ACTIVITIES CARRIED OUT DURING INTERNSHIP	8
2.2 TASKS CARRIED OUT DURING INTERNSHIP EXERCISE.	12
2.3 ASSIGNMENTS DONE DURING INTERNSHIP	13
CHAPTER THREE:	15
LESSONS, EXPERIENCES AND SKILLS GAINED	15
3.0 INTRODUCTION.....	15
3.1 SKILLS ATTAINED DURING INTERNSHIP	15
3.2 EXPERIENCES GAINED DURING THE INTERNSHIP	17
3.3 LESSONS LEARNT DURING THE INTERNSHIP	18
CHAPTER FOUR:.....	25
CHALLENGES AND LIMITATIONS, ENJOYMENT AND DISAPPOINTMENTS	25
4.0 INTRODUCTION.....	25
4.1 CHALLENGES AND LIMITATIONS	25
4.1.1 ORGANIZATIONAL CHALLENGES.....	25
4.1.2 WORK RELATED CHALLENGES	26
4.1.3 PERSONAL (INTERN) CHALLENGES	27
4.1.4 COMMUNITY RELATED CHALLENGES	28
4.2 LIMITATIONS FACED DURING FIELD ATTACHMENT	28
4.3 HOW CHALLENGES WERE MITIGATED.....	29
4.4 ENJOYMENTS DURING INTERNSHIP PERIOD.	29
4.5 DISAPPOINTMENTS IN THE FIELD OF ATTACHMENT.	30
CHAPTER FIVE:	31

RECOMMENDATIONS AND CONCLUSION	31
5.0 INTRODUCTION.....	31
5.1 CONCLUSION.....	31
5.2 RECOMMENDATIONS	31
5.1.1 TO THE INTERN/STUDENT.....	31
5.1.2 TO THE UNIVERSITY.....	32
5.1.3 TO THE AGENCY (ORGANIZATION).....	32
6.0 TEXT CITATIONS AND REFERENCES.....	34
7.0 APPENDICES.....	35
APPENDIX I: MAP OF PALLISA TOWN COUNCIL SHOWING THE WARDS.....	35
APPENDIX II: PAYMENT VOUCHER WRITTEN BY THE INTERN.....	37
APPENDIX III:.....	38
OFFICIAL OATH AND OATH OF SECRECY SIGNED BY THE INTERN	38
APPENDIX IV:.....	39
PICTORIAL OF THE INTERN RECONCILING A CASH BOOK.....	39

LIST OF ACRONYMS/ABBREVIATIONS

B/D	Brought down
C/D	Carried down
CAO	Chief Administrative Officer
DDEG	Discretionary Development Equalization Grant
FY	Financial Year
HOF	Head of finance
LC	Local council
LG FAR	Local Government Financial and Accounting Regulation
LLGs	Lower local Governments
NUSAF	Northern Uganda Social Action Fund
OWC	Operation Wealth Creation
P.T.C	Pallisa Town council
PMVA	Pallisa Market Vendors Association
PTC	Pallisa Town Council
PWDs	People with Disabilities
SAA	Senior Accounts Assistant
TC	Town Clerk

EXECUTIVE SUMMARY

Internship is a mandatory activity at Busitema University for every intern before the award of Bachelor's degree to students. Therefore, every student must find his/her convenient place for internship. Upon the intern's endeavor, the intern secured a place of internship in Pallisa Town council in Finance department.

During the intern's internship exercise, a number of activities were carried out which include; writing payment vouchers, attending council meetings, reconciling cash books, typing assessment revenue register, going for collection of council revenue, brainstorming on a number of issues, handled assignments and banking council revenue.

Despite the fact that the intern carried out the above activities, the intern was confronted with a number of challenges and disappointments like lack of seats, lack of transport, drinking water, computers, lack of lunch, stationery, working space, and some staff were not cooperative.

In spite of all that, the intern had a number of enjoyments; good working and cooperation within the interns, new friends, good cooperation from some staff, new experiences from the field on revenue collection, exposure to how things are done in the field, good working environment, helpful field and academic supervisors, friendly and accommodative community.

Internship is a change agent that turns theoretical knowledge to practical knowledge whereby the intern acquires skills and experience which is instrumental for the intern's future development.

CHAPTER ONE:

INTRODUCTION

1.1 A BRIEF INTRODUCTION OF THE REPORT

This report contains information concerning the field attachment training carried out at Pallisa Town Council which monitors and implements government programs to ensure sustainable development and have a poverty free society. The training covered a period of two months from January to February, 2023.

This chapter comprises of the objectives of the field attachment, benefits expected from the field attachment, background of the organization, mission, vision, goals, location and the structure of the organization

1.2 A BRIEF BACKGROUND OF THE FIELD ATTACHMENT

Field attachment is defined as the field based practical work carried out by staff and students for the purpose of teaching and research in places outside the university but where the University is responsible for the necessary safety of the staff or students exposed to their activities.

Internship exercise is an initiative at Busitema University in Uganda undertaken by students at the Faculty of Management Sciences. This internship program is majorly undertaken by students after their second year of study at degree level. The internship is taken as an academic practical program by the university which is examinable and is part of the university curriculum, and a pre-requisite for the award of a degree. At the end of second year of study, students are tasked to go to different organizations and carry out internship exercise in line with the respective program and specialization.

This comes with hope of helping students relate academic programs they study in class to actual work setting and thus appreciate their applicability.

It comprises of the activities undertaken during field attachment, lessons, experiences and skills, challenges and limitations, enjoyments and disappointments, conclusions and recommendations.