
FACULTY OF MANAGEMENT SCIENCES

**REPORT ON FIELD ATTACHMENT CARRIED OUT AT NAMAYINGO
DISTRICT LOCAL GOVERNMENT.**

BY

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BU/UP/2020/2720

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**FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT OF THE
REQUIREMENT FOR THE AWARD OF BACHULOR IN BUSINESS
ADMINISTRATION AT BUSITEMA UNIVERSITY**

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DECLARATION

I AUMA NEILI REG. No. BU/UP/2020/2027, do declare that the work in this report is through my effort and I believe it has never been presented to any higher institution of learning for the award of Bachelors of Business Administration.

AUMA NEILI

Sign.....

Date.....24/02/2023.....

APPROVAL

This report has been under my supervision and is now ready to be submitted to Busitema University as a partial fulfillment of award of BACHELOR IN BUSINESS ADMINISTRATION (BBA)

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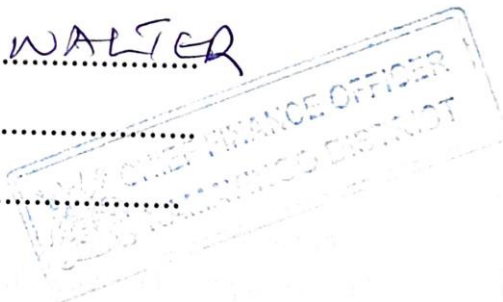


TABLE OF CONTENTS

Contents

TABLE OF CONTENTS	iii
LIST OF FIGURES.....	v
LIST OF ABBREVIATIONS AND ACRONYMS.....	vi
EXECUTIVE SUMMARY	vii
CHAPTER ONE	1
INTRODUCTION	1
1.0 A brief introduction of the report.	1
1.1 Brief background of the field attachment	1
1.1.1 Objectives of field attachment.....	2
1.1.2 Benefits expected from field attachment	2
1.3. Background of the Organization.	3
1.3.1. The Nature of the Organization	3
1.3.2. Type of the Organization.....	3
1.3.3 Location	3
1.3.4. Vision	4
1.3.6 Core Values	4
1.3.7 The Organization Structure of Namayingo District Local Government.	5
• Produces audit reports for special audits and investigation within 14days after audit.	9
Finance Department	9
CHAPTER TWO	11
1.0Introduction.....	11
2.2 Relationship between the activities carried out and area of study.....	17
CHAPTER THREE	18
LESSONS, EXPRIENCES AND SKILLS GAINED	18
3.0 Introduction	18
CHAPTER FOUR	26
CHALLENGES AND LIMITATIONS, ENJOYMENT AND DISAPPOINTMENTS	26
4.0 Introduction	26
4.1 Challenges and limitations	26

4.1.1 Organizational challenges	26
4.1.2 Personal challenges.....	27
4.1.3 Team work based challenges	28
4.1.4 Community challenges.....	28
4.1.4 University challenges	28
4.2 Enjoyments	29
4.3 Disappointments.....	30
CHARPTER FIVE:	31
CONCLUSION AND RECOMMENDATION.....	31
5.0 Introduction	31
5.1 Conclusion.....	31
5.2.0 Recommendations	32
5.2.1 Organizational Recommendations	32
5.2.2 University recommendations.....	33
TEXT CITATIONS AND REFERENCES.....	33
APPENDICES.....	34

LIST OF FIGURES

Fig1:1 Organizational Structure.....5

LIST OF ABBREVIATIONS AND ACRONYMS

ADM	Administration
CR	Central Registry
CAO	Chief Administrative Officer
COU	Council
CFO	Chief Finance officer
CDO	Community development officer
D.C.D.O	District community development officer
DCAO	Deputy Chief Administrative Officer
EDUC	Education
FIN	Finance
F/Y	Financial Year
HR	Human Resource
HRO	Human Resource Officer
IT	Industrial training
LDG	Local Development Grant
MLG	Ministry of Local Government
NDLG	Namayingo District Local Government
NGO	Non-Government Organizations
RMIS	Records Management Information System
RO	Records Officer
SRO	Senior Records Officer
TC	Town Council

EXECUTIVE SUMMARY

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

During the internee's internship exercise, a number of activities were done and these included; 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, banking council revenue, resistance from tax payers, and many more.

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

In spite of all that, the internee had a number of enjoyments; good working and cooperation within the internees, 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 is internship turns theoretical knowledge to practical knowledge whereby the internee acquires skills and experience which is instrumental for the internee's future development.

CHAPTER ONE

INTRODUCTION

1.0 A brief introduction of the report.

Internship report refers to the summary of one's experience at an organization with details on acquired skills, knowledge, and information.

It's a requirement for every student at Busitema University to produce an internship report for the purposes of relating theory learnt from class work at the university and the real world work in order to appreciate its applicability.

This internship report is about the training exercise which was carried out at NDLG for the period of eight weeks from 2nd January to 24th February.

This report looks at the lessons, skills and experiences gained by an intern, duties and responsibilities executed, the challenges faced and the ways that were used to mitigate them during the period of doing internship. This chapter enlists the background of field attachment including its objectives, background of the attachment institution, its vision, objectives, mandate structure and other aspects of the institution as detailed below.

1.1 Brief background of the field attachment

Field attachment is a must at Busitema University whereby it was designed to equip students with practical skills of working and exposure to the working environment. The study runs for 8 weeks in one phase. This is where the student is allocated a field and academic supervisor, field supervisor from whom the student can learn the practical work skills and academic supervisor who will visit the student at the work place to monitor and evaluate the students learning progress. At end, the student 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.