

BUSITEMA UNIVERSITY

FAUCLTY OF MANAGEMENT SCIENCES

DEPARTMENT OF ECONOMICS AND MANAGEMENT

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

PALLISA DISTRICT

OBONIP IBRAHIM

REG NO. BU/UP/2019/1157

BACHELORS IN

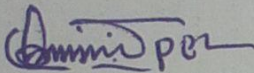
BUSINESS ADMINISTRATION

**INDUSTRIAL TRAINING REPORT SUBMITTED TO BUSITEMA
UNIVERSITY FACULTY OF MANAGEMNET SCIENCES
IN PARTIAL FULFILMENT OF THE REQUIREMENT
FOR THE AWARD OF A BACHELORS DEGREE IN
BUSINESS ADMINISTRATION OF
BUSITEMA UNIVERSIRTY**

FEBRUARY 2023

DECLARATION

I **OBONIP IBRAHIM** student of Busitema University solemnly declare that this report is of my own effort and has never been submitted to any university or institution of higher learning and has been written in respect to Busitema university rules and guidelines for the Award of Bachelors Degree in Business Administration.

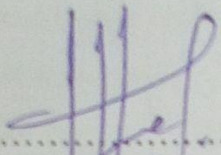
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Date 28/02/2023

APPROVAL


This is to certify that **OBONIP IBRAHIM** Reg No; BU/UP/2019/1157 has solely compiled this report. We therefore recommend this report to be submitted to the University for the Award of Bachelors Degree in Business Administration.

Signature.....

MR.MWASE JAMES

Date.....28/2/2023

Field Supervisor

Signature.....

MADAM KALEMBE DOREEN

Date.....14/2/2023

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LIST OF ACRONYMS

B/D.....	Brought down
C/D.....	Carried Down
FY.....	Financial Year
CFO.....	Chief Financial Officer
HOF.....	Head Of Finance
PTC.....	Pallisa Town Council
TC.....	Town Clerk
PMVA.....	Pallisa Market Vendors Association
LLGs.....	Lower Local Governments
LGFAR.....	Local Government Financial And Accounting Regulation
LC.....	Local Council
MiFIR.....	markets in financial instruments and amending Regulation
SAA.....	Senior Accounts Assistant

EXECUTIVE SUMMARY/ABSTRACT

This report is about the industrial training in the accounting department of Pallisa Town Council and it consists of three chapters.

Chapter one includes the objectives of the field attachment for example to acquire knowledge and practical skills, to acquire and widen my understanding in decision making skills. It also highlights the mission, vision, goals, organization structure of Pallisa Town Council and activities carried out by Pallisa Town Council for example; finance planning, community services, health technical works and service and production.

Chapter two highlights the description of the work carried out by the trainee for example; writing vouchers, preparing budget frame work for the heads of department and effecting payments to group workers, maintaining assets register and book keeping ensuring smooth accountability and transparency.

It also highlights duties and responsibilities, work relationship between departments, new skills and knowledge gained. It also highlights the challenges that were encountered for example, language barrier and hardship in interpreting the medical languages.

Chapter three shows the findings/ observations at the field of attachment which includes what was learnt in the work place in terms of the knowledge and skills gained, how I intend to utilize what I have learnt for professional development. It also highlights on the work related challenges facing the organization and the workers.

Chapter Four This chapter comprises of the challenges, limitations, enjoyments and disappointment the intern encountered while on attachment and how they were mitigated.

Chapter five highlights the Conclusions, Recommendations and appendices which include improving on practical lessons for accounting students in various sections, giving allowances to interns among others.

CHAPTER ONE

1.0 Introduction

This chapter comprises of a brief background of field attachment, its objectives and benefits expected location and description of the place of field attachment, mission, vision, goals of the organization and the organizational structure.

1.1 Brief introduction of the report

Internship exercise is an initiative which is undertaken to equip knowledge and training, skills and experience for the interns. It is part of the university curriculum, and a pre-requisite for different organizations in respect to the program and specialization.

I was admitted in Pallisa Town Council in the department of finance and planning for 8 weeks from 02ND/JAN –28TH /FEB/2023 from which the intern understood the operation of different departments and work ethics above all, work interactions with my colleagues. The field attachment enabled me to compare and contrast theoretical concepts acquired from lectures with their practical application in Pallisa Town Council as it enabled me get engaged in practical hands-on work experience.

1.2 Brief background of the field attachment

Field attachment is a compulsory requirement at Busitema University whereby it was designed to equip students with exposure, skills and training, work ethics and experience in a working environment of various organizations.

Field attachment for the researchers runs for 8 weeks to its completion. It is where a student is allocated a field and academic supervisor, field supervisor from whom he/she can learn the practical work skills and academic supervisor who ensures effective monitoring and evaluations on the learning process and progress of the interns. After this, the intern 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.