

BUSITEMA UNIVERSITY

**THE INTERNSHIP TRAINING CARRIED OUT AT NAKALAMA
SUBCOUTY HEADQUARTERS IN IGANGA DISTRICT LOCAL GOVERNMENT**

BY

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**INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF MANAGEMENT
SCIENCE IN PATIAL FULFILMENT OF THE REQUIREMENT FOR THE AWARD
OF BACHELORS DEGREE IN
BUSINESS ADMINISTRATION OF BUSITEMA UNIVERSITY**

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DECLARATION

I, **Kibunduka Nicholas** declare that this internship report on the internship exercise carried out at Nakalama Sub County in Iganga district local Government is based on my internship experience and has not been presented before for the award of certificate, diploma or bachelor's degree in any institution of higher learning or other institute.

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Date..... 28th / 02 / 2023

APPROVAL

This report was carried out by **KIBUNDUKA NICHOLAS**. The above student carried out his internship exercise at Nakalama Sub County under my supervision and the report is now ready for submission to the department of management sciences.

Field Supervisor:

Signature.....



Date..... 04/3/2023

MR ISABIRYE ROBERT

Academic Supervisor:

Signature.....

Date..... 14/03/2023

MR. WEJULI JOSEPH

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LIST OF ABBREVIATIONS

F/Y.	Financial Year.
CDO.	Community development officer
NGO.	Non-Government organization
HIV	Human Immune virus
Aids.	Acquired immune Deficiency syndrome
LLG.	Lower Local Government
HOF.	Head of finance
S/C.	Sub County
PWDs.	People with disabilities
PDM.	Parish development model
SAS	Senior Assistant Secretary
PCA	Parish Development Association
CAO	Chief Administrative Officer
PPDA	Procurement of public Assets and Disposal Act
SACCO	Savings and Credit Cooperation

YLP	Youth Lively Programme
UWEP	Uganda Women's Empowerment Programme
GISO	Gombolola Internal Security Officer
SAA	Senior Assistant Accountant
LC	Local Council
GRN	Goods Received Note
LPO	Local Purchasing Order
FAAR	Financial and accounting regulations
EFMs	Electronic funds management system
T/B	Trial balance
B/S	Balance sheet

ABSTRACT

This internship exercise is a programme that bridges the gap between the academic environment and a future work environment. It allows students to practice what has been learnt in class and linking theory with practical, to expose students to the working environment under which the organizations are designed, to enable students acquire and share knowledge, experiences and skills, enhance student's confidence and relationship with other people at different levels at the work place and to come up fully as trained business managers who overcomes challenges in business and management field.

Mission of the organization is to enhance standard of living to the community, working through the existing development framework to strengthen government initiatives and sub county plans in harmony with the district. And its vision is

Vision of the organization is to attain Progressive and a health society capable of exploiting development opportunity for the betterment of lives of the people.

I gained skills and knowledge like Report writing, writing minutes. Handling of documents: mobilization skills and analytical skills were also acquired like recording of data during the pre-qualification process, skill of decision making .The internee also learnt management skills, Communication skills and administration and management skill .

The challenges encountered by the trainee includes, transport challenges, difficult in accessing some services like information accounting system, bad weather, some rude clients, and hunger.

. It was recommended that there is need for the sub county to buy at least four site transport means in form of boda-boda so as to enable employees to carry out their tasks in the right place at right time.

CHAPTER ONE

I.0 Introduction

This chapter entails the background of the field attachment, objectives, expected benefits, organization background what the organization does, 'mission, Vision, values and the organization structure.

1.1 Introduction of Internship

Internship is an initiative at Busitema University in Uganda to offer second year students under faculty of management sciences with Opportunity to go to various government and non government organizations to enable them put the theoretical knowledge acquired during lectures into practice, which is examinable as part of the university curriculum and prerequisite for the award of bachelors degree in business administration of Busitema University.

The purpose of the internship is to expose students to real work environment experience needed at the same time to gain knowledge through hand on observation and job execution. The student will also develop skills in work ethics, Management, communication skills, interpersonal relations and many others.

The internee was placed at Nakalama sub county local government in the department of finance and administration under the supervision of the head of finance (HOF) Mr. Isabirye Robert, but interacted with other