

BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES
FIELD ATTACHMENT REPORT, CARRIED OUT AT
NAMUTUMBA TOWN COUNCIL
DEPARTMENT OF FINANCE
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REG: NO. BU/UP/2020/2374

INTERNSHIP REPORT SUBMITTED TO THE
FACULTY OF MANAGEMENT SCIENCES AS A PARTIAL
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UNIVERSITY.

02, JANUARY - 24, FEBUARY, 20

DECLARATION

DECLARATION

I KIBUMBA JONATHAN, do declare that this work presented here is in my original work and to the best of my knowledge has never been submitted for any other institution of higher learning and do hereby submit that the research , organization and writing of the report were entirely my own effort.

STUDENT: KIBUMBA JONATHAN

SIGNATURE_ 

Date of submission:

14-03-2023

APPROVAL

APPROVAL

This is to certify that this report was under my supervision and is ready to be submitted to the Faculty of Management Sciences of Busitema University.

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Signature.....

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Date: 24-02-2023.

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LIST OF ABBREVIATION

AB	Abstract
NTC	Namutumba Town Council
TS	Technical Staff
GoU	Government of Uganda
MSG	Management Services
T/C	Town Clerk
LLG	Lower Local Government
NCM	Namutumba Central Market
SAA	Senior Assistant Accountant
LPO	Local Purchase Order
CAO	Chief Administrative Officer

EXECUTIVE SUMMARY.

The executive summary consists of the statement of the most work carried out in the field of attachment that is finance department of Namutumba Town Council. This is mainly paper work of cash inflow and cash outflow in the organization and maintenance of books of accounts. Such work includes.

- Preparing financial statements for example income and expenditure statement (statement of financial performance), cash flow statements, and statement of financial position at the end of every financial year.
- Preparing the bank reconciliation statement for all transactions carried out at the end of every month.
- Generating and filing of payment vouchers and fund transfer request forms by getting signatories from people concerned to sign.
- Filing, stamping and storing the source documents.
- Registration of local service tax for the Town Council.
- Enumeration, assessment, collection, and distribution of revenue to town council departments.

CHAPTER ONE

1.0 INTRODUCTION

This chapter focuses on background of the organization, mission, vision, organization goals, aim, objectives and the structure of the Namutumba town council.

1.1 Back ground of the Field Attachment

Internship exercise is an initiative at Busitema University undertaken by students in the University under 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.

I was admitted at Namutumba Town Council in the department of finance and accounting under the HOF, ISABIRYE YAKUTI. I started with normal orientation and practical work. In the field I was able to get to know the operation of different staff members of finance in relations to different departments and at large interacting with my fellow interns. The field attachment enabled me to compare theories acquired in lectures with practical application of theories. I involved myself in making some payments to the local council Chairmen both one and two and filed some district documents like the local service tax registration for the District headquarters.

1.2 Objectives for field Attachment

- i.** To enable internee to compare theories acquired during lectures with practical application while in the field of attachment.
- ii.** To enable internee get access to some of the books and equipment used in the field, that is to say cash books, vote books, computers, expenditure abstracts.
- iii.** To help the internee to find out the problems faced by employees while at their places of work, problems faced by organizations during the operation and knowing their future prospects.