
BUSITEMA UNIVERSITY

FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES

A REPORT ON INTERNSHIP CARRIED OUT IN THE ACCOUNTS DEPARTMENT

AT GOGONYO SECONDARY SCHOOL, PALLISA DISTRICT

BY

AGUTI SCOVIA

BU/UP/2021/1274

SUPERVISED BY

MR. EMUSUGUT DESTERIO

(ACADEMIC SUPERVISOR)

AN INTERNSHIP TRAINING REPORT SUBMITTED TO BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES IN PARTIAL FULFILMENT


OF THE REQUIREMENTS FOR THE AWARD OF A BACHELOR

OF BUSINESS ADMINISTRATION

JUNE - AUGUST, 2023

DECLARATION

I Aguti Scovia, Reg. No. BU/UP/2022/1274, declare that this report has been written and compiled by myself and where work of others is used, acknowledgement has been made. It has never been submitted to Busitema University or any other Institution of higher learning for any academic qualification or award.

Signature: 

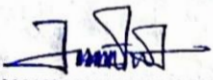
Date: 20/09/2023

Aguti Scovia

(BU/UP/2022/1274)

APPROVAL

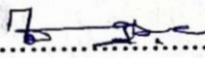
This report by **Aguti Scovia** on Internship training that was conducted from Gogonyo Secondary School has been compiled under my supervision and is now due for submission to Busitema University in partial fulfillment of the award of Bachelor of Business Administration.

Signature: 

Date: 29/09/2023

Mr. Emusugut Desterio

(Academic Supervisor)

Signature: 

Date: 20/09/2023

Mr. Odongo Benard

(Field Supervisor)

ACKNOWLEDGEMENT

My sincere gratitude to my Uncle Mr. Okanya Patrick for his financial and emotional support all through the period of training.

Special thanks to the headteacher and entire staff of Gogonyo Secondary School for welcoming me and giving me an opportunity to carry out my internship at the school.

I am indebted to my field supervisor Mr. Odongo Bernard for tirelessly guiding me during the training.

Great thanks to my Academic Supervisor Mr. Emusugut Desterio for sparing time amidst his busy schedule to assess and advise me.

Above all, I thank the Almighty God for making my Internship training possible. To Him, I give all the Glory, Honour and Praise for without Him, it would not have been a success.

TABLE OF CONTENTS

Contents

| | |
|--|------|
| DECLARATION | i |
| APPROVAL | ii |
| ACKNOWLEDGEMENT | iii |
| TABLE OF CONTENTS | iv |
| LIST OF TABLES | vi |
| Table 1: The payroll for Gogonyo S.S for the month of August 2023.....7 | vi |
| LIST OF FIGURES | vii |
| LIST OF ABBREVIATIONS | viii |
| EXECUTIVE SUMMARY | ix |
| CHAPTER ONE | 1 |
| INTRODUCTION | 1 |
| 1.0 Introduction | 1 |
| 1.1 Location and Description of the Organization | 1 |
| 1.1.1 Location of Gogonyo Secondary School | 1 |
| 1.1.2 Description of Gogonyo Secondary School | 1 |
| 1.2 Nature of the Organization | 1 |
| 1.3 General setup, Mission, Culture and Motto | 1 |
| 1.3.1 General Set up | 1 |
| 1.3.2 Mission | 2 |
| 1.3.3 Culture | 2 |
| 1.3.4 Motto | 2 |
| 1.4 Objectives of the Field Attachment | 2 |
| 1.5 Structure of the Organization | 2 |
| 1.6 Role of the organization | 4 |
| 1.6.1 Role of the headteacher | 4 |
| 1.6.2 Role of the D.O.S | 4 |
| 1.6.3 Roles of the accounts department | 4 |
| SECTION TWO | 5 |
| 2.0 Introduction | 5 |
| 2.1 Description of work carried out | 5 |

| | |
|--|-----------|
| 2.2 Duties and Responsibilities Assigned | 7 |
| 2.3 New knowledge and skills gained | 8 |
| 2.3.1 New knowledge..... | 8 |
| 2.3.2 Skills gained..... | 9 |
| 2.4 Relationship with other staff and field supervisor | 10 |
| 2.5 Problems experienced and how they were handled | 11 |
| 2.5.1 Problems experienced | 11 |
| 2.5.2 How they were solved | 11 |
| SECTION THREE: CONCLUSIONS | 13 |
| 3.1 Conclusion | 13 |
| SECTION FOUR: RECOMMENDATIONS | 14 |
| 4.1 For improving Industrial Training (University) | 14 |
| 4.2 For improvement of work output at work place..... | 14 |
| REFERENCES..... | 15 |
| Appendix 1: A Map showing the Location of Gogonyo Secondary School..... | 16 |
| Appendix 2: Internee in the Office | 17 |
| Appendix 3: Payment Voucher | 18 |
| Appendix 4: Part of the Internship Log book | 19 |

LIST OF TABLES

Table 1: The payroll for Gogonyo S.S for the month of August 2023.....7

LIST OF FIGURES

| | |
|--|---|
| Figure I: Organizational Structure of Gogognyo S.S | 3 |
|--|---|

LIST OF ABBREVIATIONS

| | |
|--------------|--|
| BOG | Board of Governors |
| DOS | Director of Studies |
| GRN | Goods Received Note |
| HOD | Head of Department |
| LGFAM | Local Government Financial and Accounting Manual |
| LPO | Local Purchase Agreement |
| MOES | Ministry of Education and Sports |
| NSSF | National Social Security Fund |
| PAYE | Pay As You Earn |
| PTA | Parents' and Teachers' Association |
| S.S | Secondary School |

EXECUTIVE SUMMARY

This report is about an internship training carried out at Gogonyo Secondary School for a period of nine (9) weeks.

The training involved activities such as recording cash payments and receipts, preparing receipts of payments, preparing payment vouchers, local purchase orders and goods received notes, updating students' ledgers and the cash book, carrying out a cash analysis using the cash analysis book and bank reconciliation among others.

The training has improved my communication skills, interpersonal skills and financial skills.

Though the training was successful, there was a challenge of students forging bank slips, lack of transport facilitation, lack of a computerized accounting system and uncooperative officers.

All in all, the internship training was of a tremendous benefit academically, socially, psychologically and professionally.

CHAPTER ONE

INTRODUCTION

1.0 Introduction

This chapter presents the location and description of the organization, nature of the organization, general set up of the organization, the mission, culture and motto of the organization, the objectives of the field attachment, the structure of the organization and the role of the organization.

1.1 Location and Description of the Organization

1.1.1 Location of Gogonyo Secondary School

Gogonyo S.S is 8 km North of Pallisa Town Council. The school is seated on an estimate of 7 hectares of land in Gogonyo Sub-county, Oukot village. The school is bordered by Cheele village in the North, Okomion village East to the South and Gogonyo sub-county headquarters in the west under Oukot village.

1.1.2 Description of Gogonyo Secondary School

Gogonyo Secondary School is a seed school that started in the year 2007. It is a school founded by the Ministry of Education and Sports and the first headteacher was Madam Nansubuga Marion. The school started with only two (2) blocks; the administration block and a two class room block. Gogonyo Secondary School began as a mixed day school and is still the same.

1.2 Nature of the Organization

Gogonyo S.S is a government aided school founded by the Ministry of Education and Sports (MoES) and governed by a Board of Governors (B.O.G)

1.3 General setup, Mission, Culture and Motto

1.3.1 General Set up

Gogonyo S.S is headed by a headteacher appointed by the MOEs and he is the accounting officer. He coordinates the day to day running of the school and he is in-charge of both the teaching and non-teaching staff. Gogonyo S.S is a government aided school with a modest