

BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF ECONOMICS AND MANAGEMENT

**A REPORT ON FIELD ATTACHMENT CARRIED OUT AT PALLISA TOWN
COUNCIL, PALLISA DISTRICT**

MUWANGUZI SARAH

BU/UP/2021/3000

2021/2022

**A FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES, DEPARTMENT OF ECONOMICS AND
MANAGEMENT IN PARTIAL FULFILLMENT OF THE AWARD
OF BACHELOR DEGREE IN BUSINESS ADMINISTRATION
OF BUSITEMA UNIVERSITY**

JUNE – AUGUST, 2023

DECLARATION

DECLARATION

I, **MUWANGUZI SARAH** do declare that I have written this internship report and has been compiled and produced out of my personal exposure and findings from Pallisa Town Council. And I am sure this report has never been submitted to any institution of higher learning for the award of Bachelors Degree of Business Administration.

Signature: .....

MUWANGUZI SARAH

Date: 4/09/2023.....

APPROVAL

APPROVAL

This is to clarify that **MUWANGUZI SARAH** of Registration **BU/UP/2021/3000** student of Busitema University was attached to Pallisa Town Council and has successfully completed a two months industrial training. We have carefully read the content of this report and we recommend this report be submitted to Busitema University for assessment and award of marks.

Signature

MR. MWASE JAMES

(Field supervisor)

Date.....

4/09/2023



Signature.....

MR. KALENZI ABBEY

(Academic supervisor)

Date.....

16/10/2023

ACKNOWLEDGEMENTS

Great thanks and appreciation goes to the Almighty GOD who enabled me to complete all my field activities well as much as some challenges came my way.

I wish to express my appreciation to my parents **Mr. Khaukha Stephen** and Mrs. **Agatha Bulali** who supported me financially during my internship training.

My gratitude goes to my field supervisor **Mr. Mwase James** who endured long hours of concerted effort in ensuring that my internship training yields much to me.

I extend my appreciations to staff of Pallisa Town Council that gave me a chance to do Internship with them, particularly the department of finance and planning whom I closely worked with.

I am great full to the university supervisor **Mr. Kalenzi Abbey** for having helped me in the Supervision and guidance during the period of internship.

I would to extent my deepest gratitude to my fellow interns Akumu Teddy, Tukei innocent, Opado Derrick from Busitema University and Outa Marvin, Okwalinga John from Makerere Business School who helped me in my report writing. Many thanks goes to them

Finally, It is Impracticable to thank everybody by name but I'm indebted to all persons I have not mentioned from whose hands I received support. I am grateful to all of you in your capacities for the support of all kind I received towards the end of this internship.

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Table 1: 1 .Showing population of Pallisa town council.....**1**

LIST OF ACRONYMS

TC	Town clerk
PWDA	People with disabilities
LPO	Local purchase order Voucher
PPDA	Public procurement and disposal of public asset Act
LGA	Local government act
LLG	Lower local government
LC	Local council
HOF	Head of finance
DP	Development plan
CAO	Chief administrative officer
FY	Financial year
URA	Uganda revenue authority
PTC	Pallisa town council
LC III	Local council

EXECUTIVE SUMMARY

This report contains a clear narration of my internship exercise I conducted at Pallisa Town Council for a period of eight weeks from June to August, 2023. The report covers four sections, where section one gives location and description of the field attachment, objectives of the field attachment, structure of the organization, tasks carried out by the place of attachment.

Section two contains the description of work carried out, duties and responsibilities assigned and how they were carried out, which include issuing out receipts, filling payment vouchers, development budgets, making payments, balancing books of accounts, cleaning offices and many more.

new knowledge and skills gained, relationship with other staff and supervisor and problems experienced and how they were handled.

Section three gives the conclusion on a brief summary of knowledge gained as outlined in the objectives and Section four contains the recommendations.

The report also has references and appendices. While undertaking internship, the techniques and methods I used to gather information and attain skills most especially concerning my specialty were actively involving me in the day to day work of the organization.

The internship challenges included language barrier, long working hours, no payments, unsafe drinking water, unstable power, poor hygiene, lack of transport, unwillingness of some clients to answer certain questions, inadequate finance for meals, long distance, limited space for accommodation, inadequate transport facilities during field work activities, inadequate equipment like computers, printer.

In conclusion, this report has been thoroughly developed from the knowledge, skills, ideas and experiences gained as a result of close supervision from my competent supervisors and enabling environment of Pallisa Town Council.

SECTION ONE: INTRODUCTION

i) Location and Description of Pallisa Town Council

a) Location of the place of field attachment

The section location and description of place of field attachment, objectives of the field attachment, structure of the organization, Tasks carried out by the place attached

PTC is positioned in eastern region of Uganda in Pallisa district. Its headquarters are just adjacent to the district office. It is positioned 190km northeast of the capital city Kampala, 50kms west of the regional town Mbale. It is bordered by Serere and Kumi district in the Northeast, Ngora in the North, Butebo, Kibuku and Budaka district in the east. It lies astride latitudes 1: 45N and 1 : 05 S and between longitude 33 : 47E and 34 : 05 w. With an area coverage of 32.4 square kilometers. (see Appendix 1)

b) Description of Pallisa Town Council

Pallisa Town Council is a gazetted urban lower Government governed by the Town Clerk as the Head of the institution assisted by 11 Heads of Departments and 16 section Heads whose main function is service delivery and the chairman LC 111 who is the political Head with a council of 21 members and four Adhoc working committees whose main function is policy making and appropriation of budgets.

Pallisa Town Council administratively has 43 villages and 5 wards with a total population of 23000 as seen in the table below

TABLE 1: SHOWING POPULATION OF PALLISA TOWN COUNCIL

WARDS	MALE	FEMALE	TOTAL	NO. OF HHS	HOUSEHOLD SIZE
EAST WARD SUPA	2042	2147	4189	864	4.8
WESTWARD ODWARAT	2425	2158	4583	886	5.1
KAGWESE	2370	3553	6823	1362	5.0
HOSPITAL	1760	1933	3693	695	5.2
KAUCHO	2073	2280	4353	910	4.6
TOTAL	11303	12338	23641	4717	5.01

Source: Housing and population census of 2002.