

FACULTY OF MANAGEMENT SCIENCES

A REPORT ON FIELD ATTACHMENT CARRIED OUT AT MBALE CITY

COUNCIL.

NAKANDA FAUZA

BU/UP/2021/1239

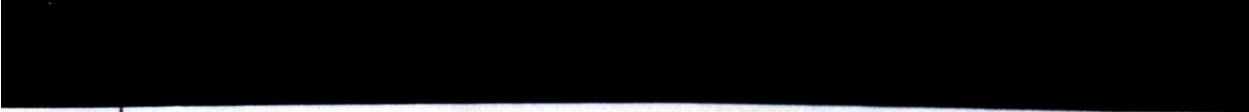
INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF

MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT OF THE REQUIREMENT

FOR THE AWARD OF THE BACHELOR'S DEGREE OF BUSINESS

ADMINISTRATION OF BUSITEMA UNIVERSITY

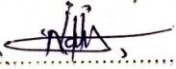
JUNE-AUGUST 2023



DECLARATION

I Nakanda Fauza, hereby declare that this report, written in partial fulfillment of the requirement of the award of Bachelor's degree of Business Administration of Busitema University and confirm that the report has never been submitted to any instruction.

Name: NAKANDA FAUZA

Signature: 

Date: 30th/09/2023

DECLARATION

~~I Nakanda Fauza, hereby declare that this report, written in partial fulfillment of the requirements of the award of Bachelor's degree of Business Administration of Busitema University and I confirm that the report has never been submitted to any instruction.~~

Name,

Signature.....

Date.....

APPROVAL

This is to certify that this report as been prepared and submitted by Nakanda Fauza, upon completion of her field attachment period at Mbale City Council, under my supervision and guidance. It meets the Academic Examiners Requirements for the Bachelors Degree in Bachelors of Business Administration of Busitema University as approved by:

Academic supervisor

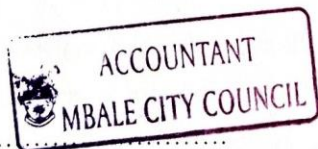
Signature..... 

Name of supervisor..... *Kingong Road*

Date..... *20/9/23*

Field supervisor

Signature..... 



Name of supervisor..... *Khankha Akhin*

Date..... *20/9/2023*

APPROVAL

This is to certify that this report has been prepared and submitted by Nakanda Fauza upon completion of her field attachment period at Mbale City Council, under my supervision and guidance. It meets the academic examiners requirements for the Bachelors Degree in business Administration of Busitema University as approved by, _____

Academic supervisor

Signature.....

Name of supervisor... ..

Date.....

Field supervisor

Signature.....

Name of supervisor... ..

Date.....

ACKNOWLEDGEMENT

In accordance, I take this wonderful opportunity to the almighty God who has been rendering knowledge and wisdom and my parent who has tremendously supported me financially throughout my academics progress.

The field attachment I had with Mbale city council was a great chance for learning and professional development. Therefore, I am grateful for having met different people and wonderful professionals who led me in the internship exercise.

Furthermore, from the bottomless bottom of my heart, thanks of gratitude to my field supervisors like **Mr. Khaukha Akham the senior tax accountant** and other staff members for the much love, care and precious guidance which were extremely valuable for my study both theoretically and practically that enabled me to perceive this opportunity as the best chance in my career development due to knowledge and skills gained in different ways. May the almighty Allah bless and fulfill the desire of his heart.

Additionally, I take much pleasure to thank the entire community of Busitema University, fellow internees from Busitema University and other institutions especially my academic supervisor **Mr. Emojong Ronald** who offered the necessary guideline for the prosper during internship training. May the almighty God grant him with peace of mind forever more.

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Lists of abbreviations and acronyms

MMLGC	Mbale municipal local government council
MMC	Mbale municipal council
LCS	Local councils
LGDP	Local government development program
UIA	Uganda investment authority
URA	Uganda revenue authority
URSB	Uganda Registration Service Board
UWEP	Uganda Women Enterprise Program
PHC	Primary Health Care
CBD	Central Business District
CPA	Certified Public Accountants

EXECUTIVE SUMMARY

The field attachment was conducted in Mbale city council, Mbale city in the period of two months. One of the main services offered by the local government entity include registration of business enterprise by the Uganda Registration Service Board, Uganda Revenue Authority and Uganda Investment Authority, community development work in terms of sensitization about the instant TIN guide, parish development model gathering and revenue collection. As an internee, I had to participate in all these critical activities. In the first week of arrival, the main activity was Orientation to the workplace and to fellow interns. This allowed me to understand the nature of the team members I had to work with but also fostered better cohesion. As the team members we became accustomed to accomplishing our assigned tasks for the week but also in conducting simple administrative duties and responsibilities.

The main tasks assigned were attending every meetings held in the chamber, these entailed attending community stakeholder's meetings and being able to listen, take note of different views and suggestions with resolutions agreed upon. Management information system integration was an area of active tasks where the internee forced to project some data in power point presentations like when registration of business takes place, I really learnt how to use the system. In terms of accountancy tasks revolved around source document filling in, transferring the information into the vote book, abstract and also analyzing how we were spending in regards to the votes and abstract.

A key challenge that the internee encountered was the bad weather condition like much sunshine and heavy rainfall when conducting the field work. The limited presence of desktop computers was also a key challenge, in addition they were times when the pressure from school teachers was too much especially when distributing salaries. The recommendations to students doing internship should read about key aspects of government accounting prior to arriving, this will help them acclimatize to the records much faster, and to the university, in accordance, the lecturers who teach accounting there is need to train students also on how to prepare government accounts, abstract,

vote system and also should have the following in place, cashbook, Abstract, asset register, chaques for the purpose of exposure to student

1.0 introduction

This chapter covers the background of internship, objectives of internship, and my objectives, background of Mbale City Council, vision, mission, organization, picture, objectives of MCC and the organization structure.

1.1 Background of internship

An internship is directed, practical learning experience outside of normal classroom setting in which students increase their skills, gain experience through work in areas of actual production, apply classroom knowledge of professional setting projects and learn how professional organizations operate. This program is organized for the second year of study by the university.

1.3 The objectives of the field attachments.

- To offer students opportunities in assessing their abilities thus assisting them in choosing a specific career and capacity building.
- To prepare students for future careers and professionalism within the organization and outside the organization.
- To provide students with an inside exposure to the structure, operation and the decision-making process promote professional communication through interactions and meetings.
- To enable students gain different skills, knowledge and confidence by understanding work ethics, responsibilities and opportunities available in the organizations.
- To give students a practical exposure in their preparation for future responsibilities when they are employed.
- To know the organizational cultures, norms and principles in executing their duties towards the growth of the organization.
- To learn how to relate lecture work to practical environment.
- To gain mature understanding of how work is done in relation to the Business Administration course in the field.
- To learn how to deal with the different people of different origins in the country and the world at large.
- To enable students, develop skills and techniques directly applicable to their careers.