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**BUSITEMA UNVIERSITY  
FACULTY OF MANAGEMENT SCIENCE  
REPORT ON FIELD ATTACHMENT CARRIED OUT AT  
TORORO MUNICIPAL COUNCIL WESTERN DIVISION**

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**BU/UP /2021/1247**

**SUBMITTED TO THE FACULTY OF MANAGAMENT SCIENCES IN  
PARTIAL FULFILMENT FOR THE AWARD OF A BACHELORS  
DEGREE IN BUSINESS ADMINISTRATION  
AUGUST 2023**

**DECLARATION**

I **OBBO NEO ODIPO**, hereby declare that this is my original field work report .it has never been submitted to any institution of higher learning or university for any award.

Obbo Neo Odipo

Signature.....

Date.....

## **APPROVAL**

This is to certify that this report has been prepared and submitted by Obbo Neo Odipu upon completion of her field attachment period at Tororo Municipal Council, Western Division under my supervision and guidance. It meets the Academic Examiner's requirements for the Bachelor's Degree in Bachelor of Business Administration of Busitema University as approved by;

### ACADEMIC SUPERVISOR

Name.....

Signature.....

Date.....

### FIELD SUPERVISOR

Name.....

Signature.....

Date.....

## **ACKNOWLEDGEMENT**

In the first place, I have God Almighty for protecting me throughout this entire field work period.

My sincere thanks goes to the administration of Tororo more so the department of accounting for making priority to be in field work at the end of the fourth semester more so for the provision of introductory letter for easy placement in the agency of western division Tororo Municipal council .

In a special way, I would like to appreciate the tireless work of the accountant Mr. Ochieng James who was my field supervisor for his good directives and closely supervising me during this period of industrial training with Tororo Municipal council Western division and compiling my internship report.

Thanks also goes to my Head of department, family and friends who kept praying and encouraging me.

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## **LIST OF ACRONYMS /ABBREVIATIONS**

A.I.C	Aids information Centre
A.W.P.B	Annual work plan and budget
C.B.G	Capacity building grant
C.D.D	Community demand driven services
C.D.C	Centre for disease control
M.O.F.P.E.P	Ministry of finance and economic planning
M.L.G	Ministry of local government
M.D.P	Municipal development plan
M.T.P.C.	Municipal technical planning committee
N.W.S.C	National water and sewerage cooperation
SATC	Senior assistant town clerk
TPC	Technical planning committee
TASO	The Aids support organization
T.M.C	Tororo municipal council
WD	Western division
PDC	Parish development committee

## **EXECUTIVE SUMMARY**

The field attachment was conducted in Tororo Municipal, Western Division in period of two months. The main service provided by the local government entity include registration of business enterprise, community development work in terms of sensitization about malaria, parish development model data 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 Induction or 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 it also fostered better cohesion. As team members we became accustomed to accomplishing our assigned tasks for the week but also in conducting simple administrative duties.

The key tasks assigned were writing meetings, these entailed attending community stakeholder meetings and being able to listen, take note of different views with resolutions agreed upon. Management information system integration was an area of active tasks, I really learnt how to use the system and also update it. In terms of accountancy tasks revolved around source document filling in, transferring the information into the vote book and analyzing how we were spending in regards to the votes.

A key challenge that I encountered was the heat whilst conducting field work. The limited presence of desktop computers was also a key challenge, an addition they were moments when the pressure from community members was too much especially when distributing mosquito nets. The recommendations to students doing internship is that they 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 particular the lecturers who teach accounting there is need to train students also on how to prepare government accounts and the entire vote system.

# CHAPTER ONE

## INTRODUCTION

### **1.0 Introduction**

This chapter gives a detailed description of Tororo Municipal council, nature of the organization, mission, vision, location and the organizational structure.

### **1.1 Background of field attachment**

Field attachment is the process of allocating students to different organizations working under senior officers with minimum supervision who in regard play a role of a mentor.

Field attachment is important to equip students with practical skills and relating the theoretical knowledge got at in the lecture room with that in the working places.

Field attachment is a very paramount activity in Busitema University and should not be underestimated. The core objective of this practice is to enable students to relate theoretical knowledge with the practical work settings from the field to meet job competences on both the private and public sector in Uganda.

### **1.2 Objectives of the field attachment**

- To provide an opportunity to the students to apply principles and techniques theoretically learnt into real life problem solving solutions.
- To get hands on experience in real life situations that they are expected to work in when they graduate or after accomplishing the degree.
- To expose a student to new knowledge through teamwork, challenges and risks in addition to other issues in the working environment.
- To develop students understanding and work ethics, employment demands, responsibilities and opportunities and improve on the research capabilities.
- To enhance linkages between Busitema University and the various organizations.

### **1.3 Benefit of the field attachment**

- Acquire new knowledge and practical experience
- Improve confidence and problem solving
- An opportunity to relate with potential employees