

FACULTY OF MANAGEMENT SCIENCES
A REPORT ON FIELD WORK ATTACHMENT CONDUCTED
IN HEED CHILDREEN LTD KASSANDA DISTRICT

ACCOUNTS DEPARTMENT

AYONGYEIRWE SYLVIA

REG NO: BU/UP/2021/2995

FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY
OF MANAGEMENT SCIENCES FOR PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE AWARD OF
A BACHELOR'S DEGREE IN BUSINESS
ADMINISTRATION OF BUSITEMA
UNIVERSITY

AUGUST 2023

DECLARATION

DECLARATION

I **AYONGYEIRWE SYLVIA**, declare that this fieldwork report is my personal and original work and has not been submitted to any Department, University or Institution for any academic award.

Name: **AYONGYEIRWE SYLVIA**

REG NO: **BU/UP/2021/2995**

Signature..... *Ayongyeirwe Sylvia*

Date..... *04/08/2023*

APPROVAL

APPROVAL

This is to certify that this report has been prepared and submitted by AYONGYEIRWE SYLVIA upon completion of her field attachment period in HEED CHILDREN LTD under supervision and guidance. It meets the Academic Examiner's requirements for the bachelor in Business Administration of Busitema University as approved by;

Academic Supervisor

Name Mrs. ADONG GORRET

Signature.....*Adong Gorret*

Date.....*18th Sept 2023*

Field Supervisor

Name Mr. NABASA NORBERT

Signature.....*Nabasa Norbert*

Date.....*04/08/2023*

DEDICATION

In a special way, I dedicate this work to my father Mr. RUVUGA STEVEN for his moral, spiritual and financial support. A special dedication also goes to the staff members of HEED CHILDREN LTD for the support they rendered to me during the period of internship exercise most especially my field supervisors MR. NABASA NORBERT and ASST ED Mrs. KUTEESA REBECCA PROMISE and the Busitema university fraternity at large.

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LIST OF ACRONYMS

ASST	Assistant
B/D	Balance brought down
C/D	Balance carried down
CB	Cash Book
ED	Executive director
HOF	Head of finance
H.R	Human Resource
IGA	Income Generating Activities
IPFs	Indicative Planning Figures
IFMS	Integrated Financial Management System
LTD	Limited
Reg. No	Registration Number
NSSF	National social security fund
URA	Uganda revenue Authority

EXECUTIVE SUMMARY

This report contains a clear narration of my internship exercise I conducted in HEED CHILDREN LTD from **12th/June/2023 to 4th/August/2023**.

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 report also provides responsibilities and duties that I was directly involved in such as attending workshops on taxation, alternative dispute resolution(mediation), reconciling bank statement, extracting abstract ledgers from payment vouchers and among others. During field attachment I was exposed to the principles of solving conflicts, communication skills, team work, self-confidence and control, professionalism and counseling skills.

The internship challenges included language barrier, unwillingness of some clients to answer certain questions, incorporation of some staff members.

The organization challenges included limited space for accommodation, inadequate transport facilities during field work activities, inadequate seats, inadequate equipment like computers, printer.

In conclusion the field attachment is virtually important for the students especially those pursuing BBA therefore it should be strengthened to benefit the students more and the hosting organizations should adequately prepare good information for students. Finally the university is advised to partner with leading agencies so as to smoothen the task of looking for superior internship places by the students. Students are also advised to diligently engage themselves in the daily work of the organization while at field attachment so as to benefit more.

CHAPTER ONE

INTRODUCTION

1.0 Introduction

This report describes my time of internship carried out as part of the fulfillment of Bachelor in Business Administration at Busitema University. I did my internship in HEED CHILDREN LTD. This chapter also comprises of the objectives of the field attachment, benefits expected from field exercise, the background of the organization, mission, vision, goals, objectives, the structure of the organization, what it does, the department to which one is assigned at workplace (Accounts Section) and its details, then the clients of the district.

1.4.0 Background of the organization

Heed is first and foremost a Christian ministry that seeks to glorify God through our work with our staff, community, and the children in our schools. The Bible gives us the guidelines that define our standards for representing Christ both within the staff and outwardly in ministry. Our ministry begins first with our staff and flows outward from there.

1.4.1 Nature of the organization

Heed children limited it's a non-government organization. At Heed, fullness of life means that people experience physical, mental, and spiritual well-being within their communities. Heed is focused on bringing fullness of life to one, remote community and its children. In the place where they live people have access to enough food and water, education, opportunity for improved livelihoods, basic health services, and flourishing Christian church.

1.4.2 Vision

Help, evangelize, disciple, and equip vulnerable children and their families so their communities will experience sustainable transformation and become restores of places long devastated

1.4.3 Mission

To provide education and training to equip vulnerable children. Through schools and community centers, serve the educational, health, developmental and social needs of the children of the community