
BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT

**AN INTERNSHIP REPORT CARRIED OUT AT PALLISA TOWN
COUNCIL, PALLISA DISTRICT**

TUKEI INNOCENT.

BU/UP/2021/2560

YEAR TWO

**FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY
OF MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT OF
THE REQUIREMENT FOR THE AWARD OF A DIPLOMA**

IN BUSINESS ADMINISTRATION OF

BUSITEMA UNIVERSITY

AUGUST, 2023

DECLARATION

DECLARATION

I TUKEI INNOCENT, REG. No. BU/UP/2021/2560, do declare that the work in this report was done through my own effort and I believe this report has never been presented to any higher institution of learning for the award of Diploma in Business Administration.

TUKEI INNOCENT.

Sign.....



Date.....

21/09/2023

APPROVAL

APPROVAL

This is to certify that this report has been prepared by **TUKEI INNOCENT** and ready to be submitted to Busitema University for examination for the purpose of the ward of Diploma in Business Administration.

Field supervisor

Signature.....

Name: Mr. Mwase James.....

Date.....



Academic Supervisor

Date: 24/09/2023
Signature.....

Name: Mr. Kalenzi Abbey.....

Date: 24/09/2023
Signature.....

KNOWLEDGEMENTAC

I appreciate **God**, the most gracious, the most merciful for giving me wisdom, strength, and courage to enable me finish my internship exercise and report writing.

I am so grateful to my Parents The family of the **late Obukol vigilio** and **Mrs. Nakiria Kevin** for the endless support they gave in this exercise, may the living God keep them for me and not forgetting my beloved wife **Akumu Teddy** for your support to me and your influential encouragements towards my academic struggle, may GOD bless you dear. Amen.

I would like to thank my brothers and sisters for the much inspiration and support they gave me during my internship exercise.

My sincere gratitude and regards goes to my field supervisor **Mr. Mwase James** for his efforts, guidance, patience, advice and all the support he gave me during the internship exercise. Not forgetting **Mr. Okiria Sylvester** the Head of Finance for his endless help in all avenues.

A special acknowledgement goes to all my fellow interns for the guidance and team work during the internship exercise.

Great thanks go to Busitema University, Faculty of management sciences; Pallisa Campus and my beloved academic supervisor **Mr. Kalenzi Abbey** for their dedicated effort and teaching that enabled me to produce this report.

Lastly, I would like to extend my sincere appreciation to the staff of Pallisa Town Council and the entire community of Pallisa Town Council for their cooperation and helpfulness towards my internship exercise.

TABLE OF CONTENTS

| | |
|---|------|
| DECLARATION | i |
| APPROVAL | ii |
| KNOWLEDGEMENTAC | iii |
| TABLE OF CONTENTS..... | iv |
| LIST OF FIGURES | vi |
| LIST OF TABLES | vii |
| ACRONYMS AND ABBREVIATIONS | viii |
| EXECUTIVE SUMMARY/ABSTRACT | ix |
| SECTION ONE: INTRODUCTION | 1 |
| i a) Location of Pallisa Town Council | 1 |
| i b) Description of Pallisa Town Council..... | 1 |
| ii Objectives of field attachment | 3 |
| iii) Pallisa Town Council structure/Charts..... | 4 |
| iv) Tasks carried out by Pallisa Town Council include; | 4 |
| a) Finance and planning. | 4 |
| b) Community Based Services. | 5 |
| c) Technical services and Works..... | 5 |
| d) Health department. | 5 |
| e) Production sector..... | 5 |
| SECTION TWO: MAIN BODY OF THE REPORT. | 6 |
| i) Description of work carried out while in the Pallisa town council..... | 6 |
| a. Duties and responsibilities assigned | 8 |
| iii a) New knowledge Gained..... | 10 |
| iii b) Skills gained | 13 |

| | |
|---|----|
| iv) Relationship with other staff and supervisor | 14 |
| v.a) Problems experienced | 15 |
| SECTION THREE: CONCLUSION..... | 17 |
| SECTION FOUR: RECOMMENDATIONS | 18 |
| i) For improving the industrial training | 18 |
| ii) For improvement of work output at place of work. (Pallisa Town Council)..... | 18 |
| REFERENCES | 20 |
| APPENDINCES | 22 |
| Appendices 1: Map showing the location of Pallisa Town Council (Map of Pallisa Town Council)..... | 22 |
| Appendices 2: Showing one of the abstract of revenue of Pallisa town council | 23 |
| Appendices 3: Showing the intern doing the office work..... | 24 |
| Appendices 4: Showing the cashbook of Pallisa town council..... | 25 |
| Appendices 5: showing the intern acceptance letter to Pallisa town council | 26 |

LIST OF FIGURES

| Details | Page |
|--|------|
| Figure 1: The organizational structure of Pallisa Town Council | 4 |

LIST OF TABLES

| Details | Page |
|--|-------------|
| Table 1: showing expected income of Odwarat Day and Boarding P/S for year 2023 | 12 |
| Table 2: showing expected expenditure for Odwarat day and boarding P/Sfor the 2023 | 12 |

ACRONYMS AND ABBREVIATIONS

| | |
|--------|---|
| AIDS | Acquired Immune Deficiency Syndrome |
| C.V | Curriculum Vitae |
| F/Y | Financial Year |
| HIV | Human Immunodeficiency Virus |
| IRAS | Intergraded Revenue Administration System |
| LC III | Local Council Three |
| LG | Local Government |
| LPO | Local Purchase Order |
| PPDA | Public Procurement and Disposal of Public Asset Act |
| PPE | Property plant and machinery |
| PTC | Pallisa Town Council |
| PWDs | People with Disabilities |
| SWOT | Strengths, Weaknesses, Opportunities and Threats |
| TC | Town Clerk |

EXECUTIVE SUMMARY/ABSTRACT

Internship is a mandatory activity at Busitema University that every intern must go through before the award of any Diploma. Therefore, every student must find his/her place of convenient for internship. The intern secured a place of internship in Pallisa Town council Finance and planning department.

Statement of the most practical work carried out.

During the intern's internship exercise, the intern did a number of practical activities which included; writing payment vouchers, reconciling cash books, going for collection of council revenue, brainstorming on a number of issues, handled assignments, banking council revenue, local purchases order, management style, costed work plan and many others.

Challenges.

Despite the fact that the intern carried out the above activities, the intern was confronted with a number of challenges that is lack of enough seats, lack of transport, Unsafe drinking water, lack of enough computers, lack of lunch, lack of enough working space, some staff were not cooperative, resistance from taxpayers like vendors.

Conclusions.

In conclusion, Internship is a change agent that is to say; internship turns theoretical knowledge to practical knowledge whereby the intern acquires skills and experience which is instrumental for the intern's future development.

SECTION ONE: INTRODUCTION

i a) Location of Pallisa Town Council

PTC is positioned in the Eastern region of Uganda in Pallisa district; its headquarters lies adjacent to the district offices. It is positioned 190km northeast of the Capital City Kampala, 50kms west of the Regional city Mbale. It is 5km North of Lake Lemwa, 100kms South of Soroti International Airport. It is bordered by Serere and Kumi districts in the NorthEast, Ngora in the North, Butebo, Kibuku and Budaka Districts in the East. It lies astride latitudes 1:45°N and 1:05°S and between longitudes 33:47°E and 34:05°W with an area coverage of 32.4 square kilometer. (See appendix 1)

i b) Description of Pallisa Town Council

Pallisa Town Council is lower local Government which is at a self-accounting status as mandated by the Local Government act 2007(as amended). Pallisa Town Council is divided into two wings headed by two different leaders that is political and administrative wing. The political is headed by the Chairman/person elect Local Council III and the administrative wing is headed by the Town Clerk. He co-ordinates the day today administration of various departments and other lower units right from the district to county and sub-county levels heads the administration

Pallisa Town Council main function is service delivery as per their Vision, Mission, Values described as under

Vision

A prosperous community that is healthy, literate and productive for sustainable development.

Mission

To achieve sustainable development through efficient provision of quality services to the men, women, children, PWDs in conformity with the National and local priorities and contribute to the improvement of the quality of the life in Pallisa Town Council.