

BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES
A REPORT ON FIELD ATTACHMENT CARRIED OUT AT PALLISA TOWN
COUNCIL

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REG. NO BU/UP/2019/3475
BACHELOR'S IN BUSINESS ADMINISTRATION (BBA)

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A FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY OF
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BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION

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DECLARATION

I **NABWAMI PALUMA DINAH** hereby declare that this report is my own work for the award of a degree in Business administration at Busitema University and that, to the best of my Knowledge, contains my original works and no materials have ever been previously published by another person or presented for the award of any other degree in any university.

NABWAMI PALUMA DINAH

Signature:

Date:

APPROVAL

This is to certify that this report has been compiled and submitted by Nabwami Paluma Dinah a student of Busitema university registration number BU/UP/2019/3475 under my supervision as the academic supervisor during her internship training which she held at Pallisa Town Council.

Academic Supervisor:

Mr. Esuku Joseph

Signature:

Date.....

Field supervisor

Mr. Mwase James

Signature:

Date:

DEDICATION

With profound difference and honor, I dedicate this piece of work to my family members for the great support rendered to me during this internship period and since my childhood.

I dedicate this work to Pallisa Town Council staff, my university supervisor, Mr. Esuku Joseph and my immediate host supervisors in Accounts Department, Mr. Mwase James without forgetting Head of Finance at Pallisa Town Council Mr. Okiria Silver for the enormous support and guidance in my assignments during this period.

Lastly, to my friends and fellow interns at Pallisa Town Council (PTC) specifically Nkeramihigo Shantari, Ojambo Vicent, Nakiria Doreen, Nandera Anna, Shamimu Sharon, Obbo Abraham, Okiror Isima, Zula, Logoze kelvin, Eunice and Hadijah for your corporation and love exhibited during the internship period.

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ABBREVIATIONS AND ACRONYMS

NCHE	national council for higher education
AIDS	Acquired Immune Deficiency Syndrome
CAO	Chief Executive Office
DP	Development plan
FY	Financial Year
HIV	Human Immune Virus
HOF	Head of Finance
IT	Information Technology
LC	Local Council
LCIII	Local Council Three
LLG	Lower Local Government
LGA	Local Government Act
LPO	Local Purchase Order
URA	Uganda Revenue Authority
VR	Voucher
Prog.	Program
PPDA	Public Procurement and Disposal of Public Asset Act, 200
PTC	Pallisa Town Council
PWDS	People with Disabilities
TC	Town Clerk

EXECUTIVE SUMMERY

This report is intended to review and document activities carried out by the intern during the internship training which ran from 1st march to 22nd April 2022 at Pallisa Town Council under the finance department. This document generally encompasses a brief introduction of the report by outlining the content, shows the background of the field attachment and objectives of the field attachment including the benefits expected out of the field attachment. On the same note, it also covers the organization background, its name and nature, ownership location details, mission, vision, values, general set up and the organization structure of the place of field attachment, all activities of different departments of Pallisa Town Council (PTC),

In this report the intern explains all the activities, tasks and assignments done and some of the activities include writing payment vouchers, revenue collection, posting items in a cash book, bank reconciliation statement, writing demand notes etc. it also presents an evaluation on field attachment. It explains the lessons learnt, experiences gained and new knowledge and skills gained in each of the duties and responsibilities, most interesting experiences, relatedness of University's taught programs to the Field of work.

In the report, challenges and limitations encountered by the intern are categorized as personal, organizational, community, work group related and lastly as teamwork related. Some of the challenges include: limited internship period, few computers, lack of enough seats, limited storage space for documents etc.

The report explains the enjoyments the intern went through for example discussions, teamwork and farewell party. However the intern experienced some disappointments which included failure to cover computerized accounting and public sector accounting.

Lastly the document presents conclusions and recommendations of the intern. The intern's remarks on the strengths and weaknesses are given in the conclusion. The intern also gives recommendations to P.T.C, Fellow interns and the University on how to improve the field attachment program (Prog). Then the intern ends with references and appendices as source and proof

CHAPTER ONE: INTRODUCTION

1.0 INTRODUCTION

This chapter presents brief background of the field attachment, the objectives, benefits expected, organization background indicating the names, ownership, the nature of the organization, location details, vision, mission, values, general set up of Pallisa Town Council and its organizational structure.

1.1 BRIEF BACKGROUND OF THE FIELD ATTACHMENT

Field attachment is mandatory for all universities and it's consistent with a minimum requirements set by National Council for Higher Education (NCHE). The guidelines for attachment were approved by Busitema University senate, for all courses approved on the program structure. The term field attachment was adopted for all the teaching units at Busitema University and it means any approved field based practical work carried out by staff and students for the purpose of teaching and research in places outside the university control but where the university is responsible for the safety of its staff, students and others exposed to their activities. It's therefore a requirement for whereby all taught units make and have arrangements for the students to seek or be helped to get placed in different forms of work in the course of their study programs they study to actual work setting and thus appreciate their applicability

1.1.1 OBJECTIVES OF THE FIELD ATTACHMENT

To enable the student get hands on experience in real-life situation they are expected to work in when they graduate and this is because employers are more interested in work experience than the Qualifications and this can be acquired only through internship.

To provide an opportunity for students to apply the principles and techniques theoretically learnt into real-life problem solving situations.

To provide an opportunity to students and academic staff to interact with stakeholders and potential employers to appreciate field situations that will also generate information for curriculum review and improvement.

To develop student understanding of work ethics, employment demands, responsibilities and opportunities.