
**FACULTY OF MANAGEMENT SCIENCES
REPORT ON FIELD ATTACHMENT CARRIED OUT AT MALABA TOWN COUNCIL
FINANCE DEPARTMENT**

OMURON CUTHBERT

BU/ UP /2020/1566

**INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF MANAGEMENT
SCIENCES IN FULFILMENT OF THE REQUIREMENT FOR THE A WARD OF
BACHELORS DEGREE IN BUSINESS ADMINISTRATION**

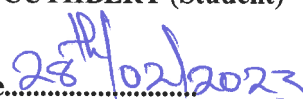
02TH JANUARY, 2022

DECLARATION

I **OMURON CUTHBERT** under registration number **BU/UP/2020/1566** declare that this field attachment report is my own work and has never been submitted to any university/institution of higher learning and is written in respect to the rules and guideline of Busitema university, with the aid of my supervisors (academic and field).

Sign 

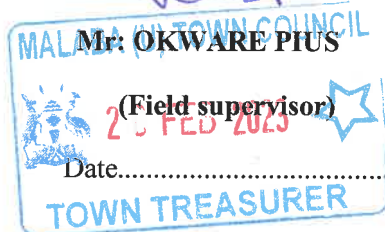
OMURON CUTHBERT (Student)

Date 

APPROVAL

This is to certify that this industrial report by **OMURON CUTHBERT** carried out at Malaba Town Council local government in Finance department, was under our supervision and is now ready for submission to Busitema University faculty of management science Pallisa campus with our approval.

Signature.....



Signature.....

Mr: Wejuli Joseph

(Academic supervisor)

Date.....14/03/2023

DEDICATION

I dedicate this report to my mother Ms. Aguti Grace for the tireless effort and support rendered to me during my industrial training and towards the accomplishment of my course “may the Almighty God bless her abundantly”.

ACKNOWLEDGEMENT

My humble and sincere appreciation goes to my beloved mother Ms. Aguti Grace for the support both financially, spiritually and morally towards my education may the almighty God bless you with his everlasting love.

I also extend my sincere thanks to my beloved friend Ekwamu Simon who supported me mentally and financially, may the Almighty God bless him abundantly.

I indeed acknowledge the contribution of my field supervisor Mr. Okware Pius and all the Staff of Malaba Town Council for the guidance they rendered to me , I also thank my university supervisor Mr. Wejuli Joseph for his guidance to ensure that I completed my training .

Am also indebted to my friends who always provided a shoulder for me to lean on whenever I needed help. Omonyokol Noah, Musibika Usaba Doreen may God bless you all.

TABLE OF CONTENTS

CONTENT	PAGES
Declaration.....	i
Approval.....	ii
Dedication.....	iii
Acknowledgement.....	IV
Table of contents.....	v
List of figures.....	vii
List of tables.....	viii
List of acronyms/abbreviation.....	ix
Executive summary/abstracts.....	x
CHAPTER ONE.....	1
1.0 Introduction.....	1
1.1 Objectives of Industrial training.....	1
1.2 location and description of the organization.....	2
1.3Mission, vision and goals	3
1.4 Organizational structure.....	4
15 Tasks carried out.....	5
CHAPTER TWO.....	6
2.0 Introduction.....	6

2.1 Description of activities carried out by the department.....	6
2.2 Duties and responsibilities.....	7
2.3 knowledge and skills gained	9
2.4 Work relationship between departments.....	10
2.5 challenges encountered during industrial training.....	15
2.5 Solutions to the challenges.....	15
CHAPTER THREE.....	16
3.0 Introduction.....	16
3.1 Conclusion.....	16
3.2 Recommendations for industrial training improvement.....	17

LISTS OF FIGURES

Figure 1.1 shows the organizational structure

Figure 1.2 shows the map of the organization

LIST OF TABLES

Table 1.1 shows the population of Malaba town council

LISTS OF ACRONYMES/ABBREVIATIONS

ACCTS.....	Accounts
ASST.....	Assistant
C.O.....	Commercial Officer.
CBOS.....	Community Based Organizations
CDO.....	Community Development Officer
F.O.....	Finance Officer
FAL.....	Functional Adult Literacy
FY.....	Financial Year
G.TAX.....	Graduated Tax
L.C.....	Local Council
LGMSD.....	Local Government Management Services Delivery
Mr.....	Mister
Mrs.....	Misses
MTC	Malaba Town Council
NAADS.....	National Agricultural Advisory Services
NGOS.....	Non- Government Organizations
SEN.....	Senior
SWOT.....	Strengths Weakness Opportunities and Threats
UBTEB.....	Uganda business and technical examination board

ABSTRACT

This section contains a brief description of the fieldwork report.

The report contains the background of Malaba Town Council, its location and services it renders to the public as a local government.

The report has also details of activities undertaken during the fieldwork attachment. It went ahead to give the lessons learnt experiences and skills.

Before concluding and making recommendations, the report gave the challenges, analyzed issues and limitations faced during the internship exercise.

Relevant texts and references have been cited and important appendices attached.

CHAPTER ONE

2.2.1 INTRODUCTION

This reflects the objectives of the field attachment, location and description of the organization, vision, Mission and goals of the organization, field organization structure and tasks carried out by the organization.

2.1 OBJECTIVES OF FIELD ATTACHMENT.

- To enable students get hands-on experience of real life situation they are expected to work in when they graduate.
- To develop students understanding of work ethics, employment demands, responsibilities and opportunities.
- To provide opportunities for students to apply the principles and techniques theoretically learnt into real life problem solving situations.
- To enable students gain experience and expertise in public services
- To provide opportunities for students and staff to interact with the stakeholders and potential employers to appreciate field situations that will also generate information for curricular improvements.
- To create confidence among students that they also have potential to work with people from different background and nationality.