



**BUSITEMA
UNIVERSITY**
Pursuing Excellence

P.O. Box 236, Tororo, Uganda
Gen. +256 45 444 8510
Fax +256 45 4436517
Email: info@adm.busitema.ac.ug

www.busitema.ac.ug

FACULTY OF MANAGEMENT SCIENCES

**FIELD ATTACHMENT CARRIED OUT AT BUSIA DISTRICT LOCAL
GOVERNMENT FINANCE DEPARTMENT.**

BY

SIKUKU DERICK OUMA

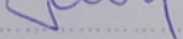
BU/UP/2020/1295

**AN INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF
ECONOMICS AND MANAGEMENT IN PARTIAL FULFILLMENT OF THE
REQUIREMENT FOR THE AWARD OF A BACHELORS DEGREE OF BUSINESS
ADMINISTRATION OF BUSITEMA UNIVERSITY.**

02nd JANUARY-24th FEBRUARY 2023

DECLARATION

I **SIKUKU DERICK OUMA** to the best of my knowledge declare that this internship report is as a result of my own efforts after the internship training at **BUSIA DISTRICT LOCAL GOVERNEMENT** under finance department and this report has not been produced in any institution of higher education for the award of a degree, diploma or certificate.

Signature: 

Date: 07/03/2023

SIKUKU DERICK OUMA

APPROVAL

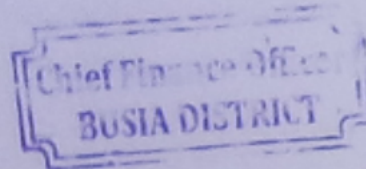
With great honor and pleasure, I hereby approve that this field attachment report was prepared by **SIKUKU DERICK OUMA, REG.NO BU/UP/2020/1295**, a student of Busitema University, Pallisa Campus, during his Internship period at Busia District Local Government and the exercise was carried out smoothly.

FIELD SUPERVISOR

MR. EGESSA JAMES

SIGNATURE.....

DATE.....



ACADEMIC SUPERVISOR

MR. WEJULI JOSEPH

SIGNATURE.....

DATE.....

DEDICATION

I dedicate this report to my Beloved Mother Taabu Beatrice, My Aunt Misanya Magreat, My sister Nabwire Lillian and all my beloved brothers. My field supervisor **MR. Egessa James** (Accountant) and University supervisor **MR Wejuli Joseph**, also to my friends, **Wanyama Doricus, Mayanja Cyrus, Kibumba Jonathan, Amali Brenda** for their efforts rendered to me during my internship training. May the almighty God bless them for their support towards my internship?

Thank you so much.

ACKNOWLEDGMENTS:

I acknowledge my sincere appreciation to almighty God for the gift of life, courage, wisdom, guidance, care and protection to reach up this level, helping me to complete my internship training and also enabled me to do my piece of work hence a completion of my internship report.

I would like to express my special thanks of gratitude to the office BDLG at large especially my field supervisor Mr. Egessa James for the parental effort, love and support through the skills and knowledge he equipped me with during the study.

Am also grateful to my academic supervisor Mr. Wejuli Joseph who gave me guidance and this helped me while writing my internship report.

With great honor, I wish to appreciate the work and effort of my family members, friends and colleagues for their support financially and socially during my internship.

I also extend my thanks to the administration of Busitema University faculty of management Science for giving me the opportunity to participate and explore myself practically in the field hence putting theory into practice. May God bless you

Table of Contents

Declaration.....	ii
Approval.....	iii
Dedication.....	iv
Acknowledgement.....	v
Abbreviations.....	vi
Abstract.....	x
CHAPTER ONE: INTRODUCTION	
1.0 Introduction.....	1
1.1 Background of the internship Exercise.....	1
1.2 Objectives of the field attachments.....	2
1.3Expected benefits.....	3
1.4 Name of the organization.....	3
1.5 Background of the organization.....	3
1.6 Location of the organization.....	4
1.7 Type of the organization.....	5
1.8 Nature of the Organization.....	5
1.9 Ownership of the organization.....	6
1.10 Volume of the business and departments.....	6
1.11 Main source beneficiaries.....	7
1.12a Organizational structure.....	8
1.12b Administration setup.....	9
1.12c Brief Explanation.....	9
CHAPTER TWO: DISCUSS OF THE FIELD ACTIVITIES	
2.0 Introduction.....	11
2.1 Description of work carried out in finance department.....	11
2.2 Duties and responsibilities to the internee.....	12

2.3 Tasks carried out.....	14
----------------------------	----

CHAPTER THREE: LESSONS, EXPERIENCE AND SKILLS

3.0 Introduction.....	15
-----------------------	----

3.1 Skills gained.....	15
------------------------	----

3.2 Lessons to the internee.....	18
----------------------------------	----

3.3 Experience to the internee.....	19
-------------------------------------	----

CHAPTER FOUR: CHALLENGES, LIMITATIONS, ENJOYMENTS AND DISAPPOINTMENTS

4.0 Introduction.....	20
-----------------------	----

4.1 Challenges experienced.....	20
---------------------------------	----

4.2 Solutions to the challenges.....	21
--------------------------------------	----

4.3 limitations.....	22
----------------------	----

4.4 Enjoyments.....	22
---------------------	----

4.5 Disappointments.....	24
--------------------------	----

CHAPTER FIVE: RECOMMEDATION AND CONCLUSION

5.0 Introduction.....	25
-----------------------	----

5.1 Conclusion.....	25
---------------------	----

5.2Recommendation.....	26
------------------------	----

CITATIONS AND REFEREENCES

6.0 Introduction.....	28
-----------------------	----

6.1 Reference.....	28
--------------------	----

6.2 Appendices.....	29
---------------------	----

ACRONYMS

CAO	Chief Administrative Officer
BU	Busitema University
CDO	Community Development Officer
NGOs	Non Government Organization
DLSP	District Livelihood Support Program
URA	Uganda Revenue Authority
LST	Local Service Tax
TIN	Tax Identification Number
BDLG	Busia District Local Government
DEO	District Education Officer
CFO	Chief Finance Officer
DHO	District Health Officer
CIA	Chief Internal Auditor
SAS	Senior Assistant Secretary
DNRO	District Natural Resource Officer
GCD	Gender and Community Development
MSIP	Micro Scale Irrigation Program
DDEG Grant	Development Discretionary Equalizations Grant
URF	Uganda Road Fund
DCDO	District Community Development Officer

SDA	Safari Day Allowance
TIN	Tax Identification Number
GISO	Gombolola Internal Security Officer
DISO	District Internal Security Officer
PDM	Parish Development Model
CB	Cash Book
PV	payment Voucher
GPC	General Purpose committee
PWDS	People with disability

ABSTRACT.

This report contains internship information that was carried out from 2nd January to 24th February, 2023. The internship training was carried out at Busia District Local government (finance department)

The report clearly gives information about the student's position that is to say responsibilities, daily tasks performed level of supervision, authority given, most practical work carried out like posting ledgers, abstracts, cash books etc.

It also evaluates the experience the student gained from the internship placement like posting data from vouchers to cash books and abstracts, payment of revenue and collection

The internee faced a number of challenges during the training process such as limited computers and space in the office long distances, limited period for internship among others and how the internee coped up with them.

This report further gives recommendation for both the organization and the college towards facilitation of industrial training and other activities that took place alongside the internship.