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**BUSITEMA UNIVERSITY DEPARTMENT OF ECONOMICS AND  
MANAGEMENT**

**FACULTY OF MANAGEMENT SCIENCE**

**INTERNSHIP STUDY CONDUCTED AT TORORO MUNICIPAL  
COUNCIL WESTERN DIVISION IN THE OFFICE OF THE FINANCE  
DEPARTMENT**

**BY**

**AMALI BRENDA**

**BU/UP/20202375**

**SUPERVISED BY;**

**FIELD SUPERVISOR : MR. OCHIENG JAMES**

**ACADEMIC SUPERVISOR : MR. EMOJOG RONALD**

**A REPORT SUBMITTED IN PARTIAL FULFILLMENT OF THE  
REQUIREMENT FOR THE AWARD OF THE BACHELOR OF BUSINESS  
ADMINISTRATION, DEPARTMENT OF ECONOMICS**

**AND MANAGEMENT, FACULTY OF**


**MANGEMENT SCIENCES**

**February, 2023**

**DECLARATION:**

**DECLARATION:**

I AMALI BRENDA student of Busitema University hereby declare with the high degree of sincerity that this internship report is out of my effort: hard work obtained after the completion for almost two months and has never submitted to any institution of higher learning for any academic reward.

Sign  ..... date 10<sup>th</sup> . 03 . 2023  
AMALI BRENDA

## APPROVAL

### APPROVAL

I the undersigned acknowledge that this internship report presented by AMALI BRENDA, REG NO. BU/UP/2020/2375 has been produced under our guidance and supervision and is ready for submission to the faculty of management sciences.

This work has been submitted with the approval of:

ACADEMIC SUPERVISOR  
BUSITEMA UNIVERSITY

Mr. EMOJOG RONALD

Signature  .....

Date 3/3/23 .....

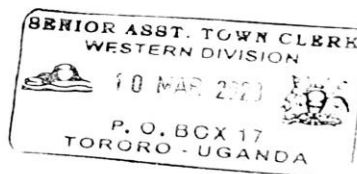
FIELD SUPERVISOR  
TORORO MUNICIPAL COUNCIL  
WESTERN DIVISION

Mr. OCHIENG JAMES

Signature  .....

Ochieng James

Date 10/03/2022 .....



## **DEDICATION:**

With much pleasure I take this opportunity to dedicate this piece of work to my beloved family members, my father Ochieng Peter my mother miss Mary Ochieng and my brothers and sisters

I dedicate this report to my academic supervisor Mr. Emojog Ronald and field supervisor Mr. Ochieng James (the senior accounts Assistant) at Tororo western division for their guidance and support, great love and encouragement as I was doing my piece of work.

I thank and appreciate my lecturers for whatever they have done through their great efforts in giving me knowledge towards my success

**May almighty God bless you all**

### **ACKNOWLEDGMENTS:**

I acknowledge my sincere appreciation to almighty God for the gift of life, courage, wisdom, guidance, care and protection to reach up to 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 at Tororo western division (TWD) at large especially my field supervisor Mr. Ochieng 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. Enojog Ronald 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, their wonderful lectures I was as a research tool made reference easier.

A great thanks goes to the management of Tororo Western Division for granting me the opportunity to carry out internship training in the organization.

I also extend my thanks to the administration of Busitema University faculty of management Science for giving the opportunity to participate and explore myself practically in the field

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## **LIST OF ACRONYMS/ABBREVIATIONS**

CBS	Community Based Services
CPA	Certified Public Accountants
CDO	Community Development Officer
CDD	Community Driven Development
FD	Finance Department
HRM	Human Resource Manager
TMC	Tororo Municipal Council
TMCWD	Tororo Municipal Council western Division
TWD	Tororo western Division
IFWE	Internship Field Work Experience
IPF	Indicative Planning Figures
LCs	Local Councils
NGOs	Non-Government Organizations
SATC	Senior Assistant Town Clerk
TC	Town Clerk
SAA	Senior Accounts Assistant
CAO	Chief Administrative Officer
LGFAM	Local Government Financial and Accounting Manual, 2007
TA	Town Agent    PWDS    People with disability

**LIST OF FIGURES:**

Figure 1 shows the organizational structure of TMC.....

## **EXECUTIVE SUMMARY/ABSTRACT:**

The aim of field work training is to integrate theory to practical knowledge; attitude and experience that will enable me become effective and efficient in future.

The field work training was carried out at Tororo municipal council Local Government under the Finance and Accounts Section.

The aim of the field work training was to help the student attain new knowledge and practical experience, improve confidence in problem solving, gain opportunities to relate with different categories of people met in the real life situation, exposure to the demands and challenges of the work place, improve appreciation of the profession and better work, integrate theory to practical knowledge; attitude and experience.

During the period I participated in various activities of the organization while in the office.

In this period of attachment the intern prepared different books of accounts right away from the occurrence of financial transactions up to the financial reports. In the process the student prepared different documents such as the payment voucher/receipts and posted different books of accounts such as the cash book, the ledgers, the vote book, the abstracts, and the revenue register.

To crown it all, the internship period was a time of self-realization and getting to a new world. The different skills acquired in fields of financial management, development planning, contract management. Monitoring and evaluation, confidentiality accountability and the inter-personal skills gained were so great to note.

The student commended the leadership of TMC for the continued support to students in terms of transport, breakfast, and others to the students in addition to the office equipment like papers and computer though more should be procured. He urged Busitema University to increase on the facilitation given to the students.

He finally commended students to have maximum respect for field supervisors and any other person they interact with though out the field attachment period regardless of their background, training, social and economic differences.

Work willingly whenever they are attached, adhere to the field attachment code of conduct and provide reports and other forms of feedback to the university and the host partner.

**LIST OF TABLES**

Table 1: departments and their heads in TWD.....

## **CHAPTER ONE**

### **INTRODUCTION**

#### **1.0 Introduction of Internship**

"Internship" definition: Refers to an opportunity given to interns by the employers of the organization to enable them to put the theoretical knowledge acquired during lectures into practices in specific period of time.

This chapter contains the objectives of the organization, location and description of the organization, mission, vision, and goals of the organization, field organization structure and activities performed by Tororo Western Division.

#### **1.1 Background of the Internship Exercise.**

Internships

#### **1.2 Objectives of the Internship Exercise**

Tororo Western Division being a local government establish under the Act of Parliament has set up objectives that is mandated to fulfill.

- To provide students the opportunity to test their interest in particular career before Permanent commitments are made.
- To provide room to students to interact with workers at the work place and this helps them to get used to the work environment.
- To enable the student to learn and gain the skills and knowledge that may not be acquired theoretically.
- To build the strength, teamwork spirit and self-confidence in student life.
- To provide students with the chance to know the challenges associated with their respective fields of specialization, this is learnt while at the work place during internship exercise.
- To enable students acquire experience in their respective areas of specialization. This is through the day today activities assigned to an intern at the work place.
- To build a good communication skills with group of workers and learn to learn proper behavior of corporate life in organization.