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**FACULTY OF MANAGEMENT SCIENCES**

**REPORT ON FIELD ATTACHMENT CARRIED OUT AT**

**IKI- IKI TOWN COUNCIL IN BUDAKA DISTRICT LOCAL**

**GOVERNMENT**

**BY**

**MUGISU PETER**

**REG NO BU/UP/2021/2393**

**SUPERVISED BY**

**MR. WADAMBISHA BRIAN**

**INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF**

**MANAGEMENT SCIENCES IN PARTIAL FULFILMENT OF**

**THE AWARD OF BACHELORS DEGREE OF**

**BUSINESS ADMINISTRATION OF**

**BUSITEMA UNIVERSITY**

**March, 2023**

**DECLARATION**

I **MUGISU PETER** student of Busitema University solemnly declare that this Industrial Training Report is original and it has never been submitted to any Institution of Higher Learning for the award of any qualification.

Sign:  .....

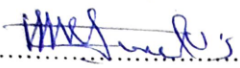
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**MUGISU PETER**

**BU/UP/2021/2393**

## APPROVAL

We the undersigned acknowledge that this internship report presented by **MUGISU PETER**, **REG NO. BU/UP/2021/2393** has been produced under our guidance and supervision and is now ready for submission to the Faculty of Management Sciences.

Signature.....

Date.....10<sup>th</sup>/03/2023

**MR. KINTU SIMON**

Senior Town Treasurer, Iki-Iki Town Council

**Field Supervisor**

Signature.....

Date.....16/03/2023

**MR. WADAMBISHA BRIAN**

**Academic Supervisor**

## **DEDICATION**

This internship report is dedicated to my parents, and all my friends for being with me and helping me in each and every difficulty I faced in the internship period and to my supervisors and all those who taught me, trained me and polished my abilities at Busitema University, Faculty of management sciences.

May the Almighty God reward you.

## ACKNOWLEDGMENTS

I wish to express my gratitude to a number of people who have contributed in various ways towards the successful completion of my internship. I start by thanking the Almighty God for the gift of life he gave me. His protection and also for the favor He clothed me with while at Iki-Iki Town Council, Glory be to His Name.

Special thanks go to my field supervisor Mr. Kintu Simon and University Supervisor Mr. Wadambisha Brian for their support and guidance during internship.

I also recognize the Town Clerk **Mr. Tabitya David** for having given me an opportunity to pursue my internship training at Iki-Iki Town Council. Last but not least, my appreciation goes to family members, not leaving other relatives and friends for the entire struggle towards my career development by supporting me in producing this work. Thank you very much may God bless you.

## **LIST OF ACRONYMS/ABBREVIATIONS**

|        |   |
|--------|---|
| FY     | Financial Year  |
| URF    | Uganda Road Fund  |
| UCG    | Unconditional Grants  |
| DDEG   | Discretionary Development Equalization Grant                |
| AIDS   | Acquired Immune Deficiency Syndrome                         |
| HIV    | Human Immune Virus  |
| GPC    | General Purpose Committee                                   |
| CAO    | Chief Administrative Officer                                |
| LG FAR | Local Government Financial and Accounting Regulations, 2007 |
| FAL    | Functional Adult Literacy                                   |
| PAF    | Poverty Alleviation Fund                                    |
| FBOs   | Faith Based Organizations                                   |
| CBOs   | Community Based Organizations                               |
| NGOs   | Non-Government Organizations                                |
| LLG    | Lower Local Government                                      |

## **EXECUTIVE SUMMARY/ABSTRACT**

The aim of field work training was to integrate theory to practical knowledge; attitude and experience so as to enable the Internee become effective and efficient in future work.

The field work training was carried out at Iki-Iki Town Council, Budaka District Local Government under the Finance Department.

During the internship period, the Internee participated in following activities; Preparation and update of various books of accounts, these included; cash book and bank reconciliation statements, ledgers, vote book, abstracts, revenue register, and assets registers. Preparation of quarterly progress reports, taking meeting minutes, source documents including the payment requisition forms, payment vouchers, issuing receipts, revenue assessment forms, filing URA Returns, Record keeping, local revenue mobilization and collection and assets management, The different skills acquired in fields of financial management, procurement, communication, computer.

The Internee was also able to learn the following; the major policy documents that guide the implementation of council operations is the Constitution of the Republic of Uganda 1995 as amended 2018 and the Local Government Financial and Accounting Regulations 2007, timely accountability is very important, and budgeting is participatory which all departmental efforts is required. Inadequate funding greatly affects service delivery in Iki-IKi Town council. The Internship exercise was faced with some challenges like lack of alternative source of power when Current power was off, unfavorable weather conditions, low university curriculum coverage. This was managed by; concentrating on the computer work whenever power was on, kept the mask on to avoid dust, and took advantage of the available procedure and policy documents in place. The Internee enjoyed his work due to the team work, respect by other staff, good cooperative supervisors, extra assignments and availability of policy documents. However, the Internee experienced some disappointments like lack of a computerized accounting system and hostility from some tax payers.

The internee made some recommendations to Organization, university, and policy makers; procure a computerized accounting software, increase funding to the Town council, continuous revenue mobilizations, procure alternative source of power, and timely allocation of supervisors by the university. However, the internship exercise was a success amidst the challenges and other limitations.

## **Table of Contents**

DECLARATION

**Error! Bookmark not de**

APPROVAL

**Error! Bookmark not de**

DEDICATION

ACKNOWLEDGMENTS:

LIST OF ACRONYMS/ABBREVIATIONS:

EXECUTIVE SUMMARY/ ABSTRACT

Table of Contents

LIST OF FIGURES

CHAPTER ONE

INTRODUCTION

1.0 Introduction of Internship

1.1 Background of the field attachment.

1.2 Objectives of the field attachment.

1.3 Benefits Expected.

1.3.1 To the Internee

1.3.2 To the Organization

1.3.3 To the University

1.4 Organizational profile

1.4.1 Name and Background of the Organization

1.4.2 Vision:

1.4.3 Mission:

1.4.4 Objectives of the organization:

1.4.5 Type of the Organization

1.4.6 Nature of Activities

1.4.7 Ownership and Management

1.4.8 Core values

1.4.9 Organizational Structure

1.5 Activities of the different departments of the organization of field attachment.

1.6 Major activities of the department of field attachment

CHAPTER TWO

ACTIVITIES UNDER TAKEN DURING FIELD ATTACHMENT



2.0 Introduction

2.1 Office attached to in the Organization

2.2 Activities, Tasks and Assignments

### CHAPTER THREE

#### LESSONS, EXPERIENCES AND SKILLS

3.0 Introduction

3.1 Lessons

3.2 Skills gained during internship

3.3 Experiences

### CHAPTER FOUR

#### CHALLENGES, AND LIMITATIONS, ENJOYMENT AND DISAPPOINTMENTS

4.0 Introduction

4.1 Challenges and limitations

4.1.1 To the organization

4.1.2 To Internee

4.1.3 To the University (Busitema University)

4.2 How challenges were managed.

4.3 Enjoyments

4.4 Disappointments.

### CHAPTER FIVE

#### RECOMMENDATIONS AND CONCLUSION

5.0 Introduction

5.1 Recommendations

5.1.1 To the Internee

5.1.2 To the University

5.1.3 To the Organization

5.1.4 To the policy makers/ Government

5.2 Conclusion:

Text citations

### REFERENCES

### APPENDICES

## LIST OF FIGURES

|  |        |
|--|--------|
| Figure 1 showing the Political structure ..... | Page 8 |
| Figure 2 showing the Technical Structure ..... | Page 9 |

# **CHAPTER ONE**

## **INTRODUCTION**

### **1.0 Introduction of Internship**

This chapter introduces the background of the field attachment, its objectives, expected benefits, organizational background, vision, mission, objectives of the organization, type of the organization, nature of activities, ownership and management, core values, organizational structure, activities of different departments of the organization of field attachment, and major activities of the department of field attachment.

### **1.1 Background of the field attachment.**

"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.

The purpose of this training is to expose students to real work environment experience and at the same time, to gain knowledge through hand on observation and job execution. From this internship exercise student will also develop skills in work ethics, communication, management, interpersonal and many other skills. This training program also allows students to relate theoretical knowledge with its application in the organization.

### **1.2 Objectives of the field attachment.**

The following are the objectives of the internship exercise;

- To develop skills and techniques directly applicable to their careers.
- To develop skills in the application of theory to practical work situations.
- 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.