
**BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCE
REPORT ON FIELD ATTACHMENT CARRIED OUT AT
MBALE CITY COUNCIL**

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**SUBMITTED TO THE FACULTY OF MANAGAMENT SCIENCES IN PARTIAL
FULFILMENT FOR THE AWARD OF BACHELOR'S DEGREE IN BUSINESS
ADMINISTRATION**

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DECLARATION

I **NALUGO JANE FRANCES** a 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 two months and has never been submitted to any institution of higher learning for any academic reward.

NALUGO JANE FRANCES

Signature.....*Jane Frances*.....

Date.....*23/09/23*.....

APPROVAL

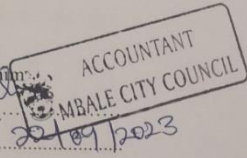
this is to certify that this internship report has been prepared and submitted by Nalugo Jane Frances, upon completion of her field attachment period at Mbale City Council under my supervision and guidance. It meets the Academic Examiner's requirements for the Bachelor's Degree of Business Administration of Busitema University as approved by;

Field supervisor

Name: Mr. Khaukha Akhlu

Signature.....

Date.....



Academic supervisor

Name: Mr. Emojong Ronald

Signature.....

Date..... 30 / Aug / 23

DEDICATION

DEDICATION

With much pleasure I take this opportunity to dedicate this piece of work to my field supervisor Mr. KhaukhaAkhim who helped me throughout my internship training. I am also grateful to my beloved family members for their financial support rendered towards my training, guidance, 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

ACKNOWLEDGMENT

I acknowledge my sincere appreciation to almighty God for the gift of life, courage, wisdom, guidance, care and protection to read 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 at Mbale City Council at large especially my field supervisor 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 who gave me guidance and this helped me while writing my internship report.

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 ACRONYM

| Abbreviation | Full form |
|---------------------|--------------------------------------|
| MCC | Mbale City Council |
| BU | Busitema University |
| REG.NO. | Registration Number |
| BBA | Bachelors of Business Administration |
| CFO | Chief Finance Officer |

EXECUTIVE SUMMARY

The field attachment was conducted in Mbale City in a period of two months. The main service provided by the government entity includes; registration of business enterprise, community development work in terms of sensitization about malaria, parish and revenue collection. As an internee, I had to participate in all these critical activities. In the first week of arrival, the main activity was Induction or Orientation to the workplace and to fellow interns. This allowed me to understand the nature of the team members I had to work with but it also fostered better cohesion. As team members we became accustomed to accomplishing our assigned tasks for the week but also in conducting simple administrative duties.

The key tasks assigned were writing meetings, these entailed attending community stakeholder meetings and being able to listen, take note of different views with resolutions agreed upon. Management information system integration was an area of active tasks, I really learnt how to use the system and also update it. In terms of accountancy tasks revolved around source document filling in, transferring the information into the vote book and analyzing how we were spending in regards to the votes.

A key challenge that I encountered was the heat whilst conducting field work. The limited presence of desktop computers was also a key challenge, an addition they were moments when the pressure from community members was too much especially when distributing mosquito nets. The recommendations to students doing internship is that they should read about key aspects of government accounting prior to arriving, this will help them acclimatize to the records much faster, and to the university , in particular the lecturers who teach accounting there is need to train students also on how to prepare government accounts and the entire vote system.

CHAPTER ONE INTRODUCTION

1.0 Introduction

This chapter contains the following background of internship; background of the organization; location; mission; vision, core values type of the business; organization structure; and other main activities carried out by the organization.

1.1 Brief background of the field attachment

Field attachment is a compulsory requirement at Busitema University whereby it was designed to equip students with exposure, skills and training, work ethics and experience in a working environment of various organizations.

Field internship for the researchers runs for 8 weeks to its completion. It is where a student is allocated a field and academic supervisor, field supervisor from whom he/she can learn the practical work skills and academic supervisor who ensures effective monitoring and evaluations on the learning process and progress of the internees. After this, the internee is expected to submit a report to his /her supervisor as part of the requirement for the award of a bachelor's degree at Busitema University.

1.2 Objectives of the field attachment

The objectives of the field attachment include the following;

To the internee;

- ❖ Gain early understanding and appreciation of the practical real-life situations, challenges associated with application of the theoretical knowledge acquired.
- ❖ Develop expected professional self-awareness, internalization of career job requirements and experience.
- ❖ Develop and acquire critical skills needed to proactively observe, analyze problems/challenges encountered while executing career duties and responsibilities at work.
- ❖ Student gain knowledge about practical aspects of functioning of an organization.
- ❖ Student gain knowledge about practical aspects of functioning of an organization on the domestic and foreign markets with a special emphasis on Audit/ accounting management in public administration, private sector, non-governmental organizations, self-employment and other.