
**FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT**

**AN INTERNSHIP REPORT CARRIED OUT AT PALLISA
TOWN COUNCIL, PALLISA DISTRICT**

BY:

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BU/UP/2021/1210

**AN INTERNSHIP REPORT SUBMITTED TO THE FACULTY
OF MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE AWARD OF A
BACHELOR'S DEGREE OF BUSINESS
ADMIMISTRATION OF BUSITEMA**

UNIVERSITY

AUGUST, 2023

DECLARATION

I **AKUMU TEDDY** do declare that all work in this report is based on my original works and it has never been presented to any institution of higher learning for the award of Bachelor's Degree in Business Administration.

AKUMU TEDDY

Signature.....*AK*.....

Date.....12/09/2023.....

APPROVAL

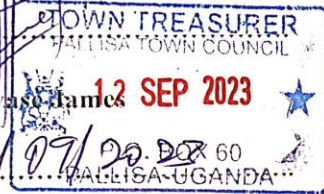
This is to certify that **AKUMU TEDDY** of Reg. No **BU/UP/2021/1210** has solely compiled this report as partial fulfillment of requirement from Busitema University for the award of Bachelor's Degree in Business Administration. We therefore recommend that this report be submitted to the University for the Award of Bachelors' Degree in Business Administration.

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ACKNOWLEDGEMENT

I wish to register my heartfelt gratitude to the following for their constructive contributions and assistance in having this report complete.

My parents Mr. Odoi John Martin and Mrs. Nyachwo Constantine Odoi for their endless Counseling, guidance and financial support towards my academics struggle.

My training supervisor Mr. Mwase James who has been ensuring that I get the benefits in my training.

To Mr. Kalenzi Abbey my academic supervisor for his guidance and technical skills imparted onto me.

To my brother and sisters, Bogere Moses, Awori Topisita and Akumu Christine for their tireless financial contribution without resistance

To my fellow interns like Okhun Ross Tukei, Tukei Innocent, Muwanguzi Sarah, Asio Sandra, Koowa Adam Nkaye Ratibu, Nandera Winifrida and many others for their support and advice.

Finally I would also like to extend my appreciation to staff members of Pallisa town council and Busitema University who have been instrumental in providing me knowledge and skills in my academic growth may the Almighty God reward them.

TABLE OF CONTENT

DECLARATION	Error! Bookmark not defined.
APPROVAL	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENT	v
LIST OF FIGURES	vii
DETAIL	PAGE
LIST OF TABLES	viii
DETAIL	PAGE
LIST OF ACRONYMS OR ABSTRACT	viii
EXECUTIVE SUMMARY	x
SECTION ONE: INTRODUCTION	11
i) Location and description of place of field attachment	11
ii) Objectives of field attachment.	12
iii) Organizational structure	13
iv) Tasks carried out by Pallisa Town Council	14
SECTION TWO: MAIN BODY OF THE REPORT.	16
i) Description of work carried out during Internship	16
ii) Duties and responsibilities assigned and how they were carried out.	19
New knowledge and skills gained	20
a) Knowledge gained.	20
b. Skills gained	21
iii) Relationship with other staff and supervisor	22
iv) Problems experienced during intern and how they were handled.	22

b) How the above challenges were handled.....	24
SECTION THREE: CONCLUSIONS.....	25
SECTION FOUR: RECOMMENDATIONS.....	26
i) For improving industrial training.....	26
ii) For improvement of work output at Pallisa Town Council.....	26
REFERENCES.....	27
APPENDICES.....	28
Appendix 1: Map of pallisa showing the location of Pallisa Town Council (PTC).	28
Appendix 3: Photo showing the intern doing office work.	28
Appendix 4: Official Oath and Oath of secrecy letter.....	28
Appendix 5: Internship acceptance letter.	28
Appendix 6: Internship letter of completion.	28
.....	28
Appendix 1:Map of allisa showing the location of Pallisa Town Council (PTC).	29
Appendix 2: A photo showing a cash book analysis.....	30
Appendix 3: Showing an intern doing office work.....	31
Appendix 4: Showing official oath and oath of scerecy	32
Appendix 5 : Internship acceptance letter	33
Internship 6: letter of completion.	34

LIST OF FIGURES

DETAIL

PAGE

Figure 1.0: Showing the organizational structure of Pallisa Town Council.....13

LIST OF TABLES

DETAIL

PAGE

Table 1:1 showing population of Pallisa Town Council..... 1

LIST OF ACRONYMS OR ABSTRACT

AIDS.....	Acquired Immune Deficiency Syndrome
PTC.....	Pallisa Town Council
PWDs.....	People with Disabilities
TC.....	Town Clerk
LG.....	Local Government
PPE.....	Property plant and machinery
F/Y.....	Financial Year
LC III.....	Local Council Three
HIV.....	Human Immunodeficiency Virus
SWOT.....	Strengths, Weaknesses, Opportunities and Threats
RTGs.....	Real Time Gross Settlements
UNEB.....	Uganda National Examinations Board
C.V.....	Curriculum Vitae
PPDA.....	Public Procurement and Disposal of Public Asset Act
LPO.....	Local Purchase Order
H.O.D.....	Head of Department

EXECUTIVE SUMMARY

The internship training was carried out at Pallisa Town Council for the period of two months with references to Busitema University since it is part of their curriculum setting.

Internship is a professional learning experience offered by an organization to the intern for a limited period of time. Internship exercise is an opportunity to integrate career related experience into under graduated education by participating in planned supervised work and it also helps students to gain hands on knowledge, training, skills and experience. Internship is part of Busitema University curriculum, and a requirement for students to undergo before they are awarded a Bachelors' Degree in Business Administration.

Pallisa Town Council objectives, organization structure and its main activities indicated, dedicated and committed organization in delivering quality services to the community.

During my internship I got to know a number of practical works carried out at Pallisa Town Council in Finance and Planning department which include; recording of expenditures in the vote book, generating and filling of payment vouchers, preparing bank reconciliation statement, banking of the revenue and cash received from the clients to centenary bank, recording monthly transactions into the cash book, preparing of budgets and revenue assessment.

Despite the fact that I did the above work, there are number of challenges I encountered and these included rampant power failure, inadequate computers, lack of lunch, conflicts among staff members, inadequate toilet, poor sanitation, inadequate safe drinking water facilities, and inadequate seats.

In conclusion internship, exercise gave me a lot of knowledge, skills and experience that enabled me to improve on my career for example writing of minutes, writing of a voucher, and writing of a curriculum vital, communication skills, management skills, and typing skills among others. Therefore Busitema University should always find ways of inspiring interns to do their internship in Pallisa Town Council

SECTION ONE: INTRODUCTION

1.0 Introduction

This section contains the following, location and description of place of field attachment objectives of field attachment, organization structure; and other main activities carried out by the organization

1.1 Location and description of place of field attachment

1.1 Location of Pallisa town council

PTC is positioned in the Eastern region of Uganda in Pallisa district; its headquarters lies adjacent to the Pallisa district Local Government offices. It is positioned 190km Northeast of the Capital City Kampala, 50kms West of the Regional city Mbale. It is 5km North of Lake Lemwa, 100kms South of Soroti International Airport. It is bordered by Serere and Kumi districts in the NorthEast, Ngora in the North, Butebo, Kibuku and Budaka Districts in the East. It lies astride latitudes 1:45°N and 1:05°S and between longitudes 33:47°E and 34:05°W with an area coverage of 32.4 square kilometers. (**Appendix 1**)

1.1 Description of place of field attachment

Pallisa Town Council is headed politically by the LC III (Mayor) this is followed by the Town Clerk (TC) who is the Senior Accounting Officer of Pallisa Town Council. It is composed of ten programs that to say management and support service, finance and planning, education and sports, works and technical service, statutory bodies, production, health and environment natural resources gender and community services and internal audit and it is also assisted by sixteen sub programs that help it on its performance. Pallisa town council is composed of five wards and thirty eight cells with a population of thirty five people and 4,717 households as seen in the table below.