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**FIELD ATTACHMENT CONDUCTED AT KAPCHORWA DISTRICT LOCAL GOVERNMENT  
UNDER ACCOUNTING AND FINANCE DEPARTMENT.**

**BY**

**CHEMUSTO ABIGAEL**

**BU/UP/2021/1218**

**YEAR TWO**

**INDUSTRIAL TRAINING REPORT SUBMITTED TO THE FACULTY OF  
MANAGEMENT SCIENCES FOR PARTIAL FULFILLMENT OF THE  
REQUIREMENTS FOR THE AWARD OF BACHELORS DEGREE IN BUSINESS  
ADMINISTRATION AT BUSITEMA UNIVERSITY**

**FROM 12<sup>TH</sup> JUNE TO 04<sup>TH</sup> AUGUST 2023**


**DECLARATION**

I CHEMUSTO ABIGAEL hereby affirm to the best of my knowledge that this internship report is my original work for a period of two month while at Kapchorwa District Local Government under Accounting and Finance in production department and has never been submitted to any institution of higher learning for any academic qualification.

Registration number

BU/UP/2021/1218

CHEMUSTO ABIGAEL

Signature..........

**APPROVAL**

This is to approve that this internship report was done by CHEMUSTO ABIGAEL in Kapchorwa District Local Government (KDLG) for the period of two month, June to August 2023 under my supervision and it was written under my guidance. It is now ready for submission to the faculty of management sciences Busitema University Pallisa

**FIELD SUPERVISOR**

NAME: CHEBUTEK JONATHAN

SIGN: [Signature]

DATE: 4-8-2023

**ACADEMIC SUPERVISOR**

NAME: WEJULI JOSEPH

SIGN: [Signature]

DATE: 04/09/23

## **DEDICATION**

I dedicate this report to my Academic supervisor and other lecturers, my parents , my beloved sisters and brothers Deborah,Joan,Ronnie and Emmanuel, my friends Sande Emma , Chepkwemoi Ivon , Chebet Atif and not forgetting my beloved relatives Isabella, Norah, Keziah and my fellow students Winny ,Sylvia and Teddy. I dedicate to them due to the love and also as assign to motivate them to progress in their studies well.

## **ACKNOWLEDGEMENT**

I would like to take this opportunity to thank the Almighty God for the might protection, strength, and courage that he granted to me throughout this internship period.

Special thanks go to my beloved parents **MR. CHELANGAT ALFRED** and **MISS CHEBET SOPHY** for the financial support they rendered to me to enable me to continue with my studies.

I would also wish to extend my sincere appreciation to my field supervisor **MR. CHEBUTEK JONATHAN** for his guidance and knowledge that he gave during the internship training to equip me with practical skills of what I learnt in class.

Great thanks to my academic supervisor **MR. WEJULI JOSEPH** for the knowledge that he added to me on how to make a report and continue working hard to come up with more experience and skills from the field.

I acknowledge my fellow internees from various institutions during the internship training at KDLG for the teamwork, advice, encouragement and cooperation that enabled me to complete my internship training very well and equipped with practical skills from the field.

Lastly I thank the administration of **BUSITEMA UNIVERSITY** for allowing us to go for internship trainings that helped us in transforming classwork into practical knowledge.

**MAY THE ALMIGHTY GOD BLESS YOU.**

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## **LIST OF ACYRONYMS**

CAO	Chief Administrative Officer
CFO	Chief Finance Officer
DDP	District Development plan
EFT	Electronic Fund Transfer
IFMS	Integrated Financial Management System.
LC	Local Council
LPO	Local Purchase Order
KDGL	Kapchorwa District Local Government
SA	Senior Accountant
PDM	Parish Development Model
PRN	Payment Revenue Number

## **EXECUTIVE SUMMARY**

This report is comprised of activities undertaken during my internship training at Kapchorwa District Local Government (KDLG). Under production department Offices. The internee was able to gain practical skills, experience and ability to transform theory learnt in class into practice.

Chapter one covers the background of the field attachment, objectives of the field attachment, KDLG background, mission statement, vision statement, main activities of the organization, Organizational Structure, Operations of the organization, Organizational culture and Gender in the organization.

Chapter two basically consists of the Position occupied in an organization, Duties and responsibilities, Supervision levels and relationship with the supervisor, Work team and its composition, working relationship among team members, and Authority levels to the student.

Chapter three consists of the practicability of the theories learnt at school or Relatedness of university's taught programs to the field work, experiences and the skills acquired.

Chapter four consists of the Conclusions and Recommendations to students, University and Organization.

### **Challenges of the field attachment.**

Irregularities in the cash book figures and bank statement figures could make balancing of the financial book more difficult and as well accountability became difficult.

Learning how to use the Integrated Financial Management System (IFMS) took much more time since it was not taught in school.

There was also power plug out which delayed the accomplishment of the activities that were assigned to be done.

## **1.0 CHAPTER ONE: INTRODUCTION**

### **1.1 Introduction**

A report on field attachment at kapchorwa district local government for a period of two month from 12<sup>th</sup> June 2023 to 04<sup>th</sup> august 2023.

This chapter covers the historical background of the organization, the vision statement, mission statement objectives of the organization, gender in the organization, population of KDLG, organizational culture location of the organization structure of the organization and objectives of the field attachment.

### **1.2 location of the project**

Kapchorwa district is a district found in eastern Uganda .it is boarded by sironko and Bulambuli districts to the west and Kween and Bukwo to the east.

The district comprises of various sub counties for example chema, kaptanya, kaserem, sipi, Tegeres and Kawowo.The district has 2 town councils, 39 parishes and 329 villages.

The district comprises of tribes like the sabiny being the majority and other tribes like the Bagisu, pakot, Nandi and the Turkana.

The major economic activities include subsistence farming, semi-intensive farming, agroforestry, trade and commerce, transportation, stone quarrying and tourism.

The main physical features in the district are water bodies like River Cheptui, Sipi, and chebonet features like Sipi falls, slopes of Mt .Elgon forest reserve.

#### **1.2.1 Vision statement**

Prosperous people, harmonious kapchorwa beautiful and attractive environment.

#### **1.2.2 Mission statement**

Building a modern, transparent, and accountable kapchorwa through sustainable service delivery.

#### **1.2.3 Population of kapchorwa district**

Tabular representation of population by sex based on provisional results of national population.