
**INDUSTRIAL TRAINING CARRIED OUT AT BUSITEMA UNIVERSITY
MAIN CAMPUS**

IN

FINANCE DEPARTMENT

BY

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BU/UP/2021/2864

**INTERNSHIP REPORT SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE AWARD OF BACHELOR OF BUSINESS
ADMINISTRATION DEGREE OF BUSITEMA UNIVERSITY**

AUGUST, 2023

DECLARATION

DECLARATION

I hereby declare that this is my original work made personally during internship and has never been submitted to any institution of higher learning for any award.

Signature..... 

Date..... 4/9/2023

NAME: MUHEGWA BETTY

REG. NO: BU/UP/2021/2864

APPROVAL

APPROVAL

This is to certify that this internship report by Muhegwa Betty at Busitema University, was done under my supervision and now is ready for submission as partial fulfillment of the requirement for the award of Bachelor of Business Administration Degree of Busitema University at Faculty of Management Sciences.

Signature 

Date..... 04/07/23

MR. EMONJON RONALD
(ACADEMIC SUPERVISOR)

Signature 

Date..... 04/09/2023

MR. GAFA PATRICK
(FIELD SUPERVISOR)

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DEDICATION

I dedicate this report to my beloved husband, Mr. Kiprotich Alex and our children, Alishama and Abigail, who kept on encouraging me to study; to my mother, Rebecca Musimbi who gave me spiritual support through prayers, my siblings, especially my sister Sophy who supported me morally and financially. Last but not least, my academic supervisor, Mr. Emojong Ronald for guiding me on how to write a report.

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I wish to also register my heartfelt gratitude to the following for their constructive contributions and assistance for without them, this report would not have been successful. My field Supervisor, Mr. Gafa Patrick who guided, encouraged and supported me throughout the training. The Stores Assistant, Mr. Ochom Samuel for continuous guidance.

Last but not least, I wish to extend my appreciation to all Lecturers of Busitema University Faculty of Management Sciences Pallisa Campus, especially Mr. Emojong Ronald for the knowledge imparted on me that has enabled me to complete this report. May the Almighty God reward you all abundantly.

ABBREVIATIONS

VR	-	Voucher
VC	-	Vice Chancellor
VB	-	Vote Book
US/AO	-	University Secretary/Accounting Officer
US	-	University Secretary,
UOTIA	-	Universities and Other Tertiary Institutions Act
UL	-	University Librarian
UB	-	University Bursar
SMART	-	Specific, Measurable, Achievable, Realistic and Time bound.
RN	-	Requisition Note
NTR	-	Non-Tax Revenue
NSSF	-	National Social Security Fund
NCHE	-	National Council for Higher Education
MTN	-	Material Transfer Note
MRN	-	Material Return Note
MFPED	-	Ministry of Finance, Planning and Economic Development
IGF	-	Internally Generated Fund
IFMS	-	Integrated Financial Management System
GRN	-	Goods Received Note
FSE	-	Faculty of Science and Education
FNRES	-	Faculty of Natural Resources and Environmental Sciences
FMS	-	Faculty of Management Sciences
FHS	-	Faculty of Health Sciences
FE	-	Faculty of Engineering
FAAS	-	Faculty of Agriculture and Animal Sciences
F/Y	-	Financial Year
BU	-	Busitema University
AR	-	Academic Registrar
AR	-	Asset Register

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ABSTRACT

The field attachment was conducted in Busitema University within a period of two months. The main services provided by the Busitema University included registration of business enterprise, community development work in terms of sensitization about malaria, parish development model data gathering 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 task assigned to me out of many others was entering payments in the Integrated Financial Management System (IFMS), which made me to learn how to use the system and also update it. In terms of accountancy, tasks revolved around source documents filling in, transferring the information into the vote book and analyzing how they were spending in regards to the votes.

A key challenge which I encountered was when there were power load shedding which interrupted processing of payments using the IFMS. Lack of electricity caused delays in sanctioning payments.

The recommendations to students doing internship is that they should read about key aspects of government accounting prior to going to the field, 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 reports using the IFMS which is now being widely used.

CHAPTER ONE

INTRODUCTION

1.0 Introduction

This chapter contains the background of internship exercise, objectives, scope, organizational profile which has the organizational structure, background of the organization, what the organization does and clients of the organization

Internship is a professional learning experience that offers meaningful, practical work related to a student's field of study. An internship gives a student the opportunity for career exploration, development and to learn new skills.

Field attachment is a mandatory 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.

The internship report was made after having internship with Busitema University located along Tororo-Jinja highway.

Objectives of field attachment

General objectives

The training had the general objectives of transforming the theoretical knowledge got in class into practical ideas.

Specific objectives

The internship training had the following specific objectives;

1. To help the students develop employer-valued skills like leadership, client service, teamwork, communication, organization skills that is attained from the workplace.
2. To provide students with the opportunity to apply the principles and techniques theoretically learnt at school to real life situations.
3. To expose students to the environment and expectation of performance on the part of accountants in professional accounting practices, private/public companies or government entities.