
**FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT
INDUSTRIAL TRAINING REPORT CONDUCTED AT MULTI-COMMUNITY BASED
DEVELOPMENT INITIATIVE (MUCOBADI) IN THE FINANCE DEPARTMENT.**



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**INTERNSHIP REPORT SUBMITTED TO BUSITEMA UNIVERSITY FACULTY OF
MANAGEMENT SCIENCES, DEPARTMENT OF ECONOMICS AND MANAGEMENT
IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE AWARD OF A
BACHELOR'S DEGREE IN BUSSINESS ADMINISTRATION
OF BUSITEMA UNIVERSITY**

JUNE-AUGUST, 2023

DECLARATION.

I NKAYE RATIBU BU/UP/2021/1245 herebydo declare that this internship report is my own work and has never been submitted in any university or institution of higher learning for examination and was written in respect of the rules and regulation of Busitema University and Finance MUCOBADI with the aid of the field supervisor and University supervisor.

NKAYE RATIBU

BU/UP/2021/1245.

SIGNATURE.....*Nkaye*.....DATE.....*17/9/2023*.....

APPROVAL

With great honor and gratitude, we hereby approve that this internship report was prepared by NKAYE RATIBU REG.NO. BU/UP/2021/1245 a student of Busitema University, faculty of management sciences with MUCOBADI and the exercise was carried out smoothly under our supervision and it's now ready for examination.



FIELD SUPERVISOR
MR. TAHALA WILSON



SIGNATURE.....*[Signature]*..... DATE.....

UNIVERSITY SUPERVISOR
MR. EMUSUGUT DESTERIO

SIGNATURE.....*[Signature]*..... DATE.....*18/09/2023*.....

ACKNOWLEDGEMENTS

Firstly my internship was impactful especially as it offered me the much needed hands on experience in the day today duties of an accountant. I got the opportunity to put into practice the principles and theories of accountancy, office management and communication skills.

Secondly, I would like to sincerely express my gratitude to **the almighty God** who gifted me with life, protection, wisdom, patience and love. Deepest appreciation to all those who provided me the opportunity and guidance during my internship.

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I personally give special thanks to my field supervisor the senior accountant **Tahala Wilson** for his restless advisory, care, moral and the effort he has put in to ensure that I gain the required practical knowledge in my career plus supervision towards the completion of my internship at MUCOBADI.

Other great attitude goes to the organization's management and staff members and the entire management of MUCOBADI and Busitema University.

Special thanks also go to my fellow trainees at MUCOBADI for the knowledge shared, help they gave me and spirit of togetherness that they exhibited throughout the entire training period.

LIST OF ABBREVIATIONS

BIAs – Business Incubator Assistants
CBOs- Community Based Organisations.
CURAD- Consortium for Enhancing University Responsiveness to Agri-business Development
CSC- Community Score Card.
CBTs- Community Based Trainers
EFT –Electronic Funds Transfer.
LPO – Local Purchase Order.
MUCOBADI - Multi-Community Based Development Initiative.
MM- Mobile Money
NSSF –National Social Security Fund
PRF- Payment Request Forms
PVs- Payment Vouchers
RTGS – Real Time Gross Settlements
SDA – Safari Day Allowance
SPD- State Perdiem
TASO- The Aids Support Organisation
TDH- Terre Des Hommes
TASO- The Aids Support Organisation
TDH- Terre Des Hommes
URA – Uganda Revenue Authority.
USAID- United States Agency on International Development

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EXECUTIVE SUMMARRY

The aim of field work training is to integrate theory to practical knowledge; attitude and experience that will enable me become effective and efficient in future

The field work training was carried out at Multi-community based development initiative under the Finance department.

The aim of the field work training was to help the me attain new knowledge and practical experience, improve confidence in problem solving, gain opportunities to relate with different categories of people met in the real life situation, exposure to the demands and challenges of the work place, improve appreciation of the profession and better work, integrate theory to practical knowledge; attitude and experience.

During the period I participated in various activities of the organization while in the office.

In this period of attachment the internee prepared different books of accounts right away from the occurrence of financial transactions up to the financial reports. In the process the student prepared different documents such as the payment voucher/receipts and posted different books of accounts such as the cash book, the ledgers, the vote book, the abstracts, and the revenue register.

To crown it all, the internship period was a time of self-realization and getting to a new world. The different skills acquired in fields of financial management, development planning, contract management. Monitoring and evaluation, confidentiality accountability and the inter-personal skills gained were so great to note.

The student commended the leadership of Multi-community based development initiative for the continued support to students in terms of transport, breakfast, and others to the students in addition to the office equipment like papers and computer though more should be procured. He urged Busitema University to increase on the facilitation given to the students.

He finally commended students to have maximum respect for field supervisors and any other person they interact with though out the field attachment period regardless of their background, training, social and economic differences.

Work willingly whenever they are attached, adhere to the field attachment code of conduct and provide reports and other forms of feedback to the university and the host partner.

CHAPTER ONE: INTRODUCTION

1.0 Introduction of the internship

The report is one of the major tools required for the award of a bachelor's degree in business administration at Busitema University. It is of high Value in that it helps the student to translate lecture work to actual practical work, gain potential knowledge and exercise good relationship at the work place.

1.1 Location and description of place of field attachment.

Multi- Community Based Development Initiative (MUCOBADI) was founded in 2000 by community development volunteers to bring about development to communities but in particular to support populations affected by HIV and other adversities to be health, lively live productively and thrive. It was registered in 2008 by the National NGO Board as a Non-Government Organisation (REG.NO S.5914/7569) with the current intervention in more than 114 Of Uganda's districts. MUCOBADI is located in Ndeeba cell Ayazika road in Bugiri municipality.

MUCOBADI being an NGO, with multiple projects like ICARE, SHE LEADS, YOUNG AFRICA WORKS, TASO GLOBAL FUND, and BOCY among others, I was placed in the finance department under the TASO GLOBAL FUND project that seeks to identify and help people living with HIV/AIDS in communities. My role was to make accountabilities for the project funds and identification of the lists of direct beneficiaries of the project. I was in touch with the project accountant Mr. Tahala Wilson who was my full time supervisor throughout the internship period. Its current programs include USAID/ICARE, Young Africa Works funded by GOAL/ Master card foundation, building community health system funded by TASO/Global fund and she leads funded by Terre des Hommes. MUCOBADI is currently partnering with USAID, GOU, GOAL, TASO, TDH, BHF, CURAD, MJAP and UPMB

1.2 Vision

A self-sustaining healthy community.

1.3. Mission

To partner with communities to identify, analyse, and respond to socio-economic barriers of the most vulnerable.

1.4. Core values.

- > Transparency
- > Accountability