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

**A REPORT ON FIELD ATTACHMENT CARRIED OUT AT NABIGANDATOWN COUNCIL
BUTALEJA DISTRICT LOCAL GOVERNMENT**

YEAR : TWO

PERIOD: 26THMAY - 18THJULY 2025

BY

GONASA ALEX

BU/UP/2023/1227

**INDUSTRIAL TRAINING REPORT SUBMITTED TO BUSITEMA UNIVERSITY FACULTY OF
MANAGEMENT SCIENCES IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
AWARD OF BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION.**

30 AUGUST 2025

DECLARATION

DECLARATION

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

Signature.....

Date.....10/08/2025

NAME : GONASA ALEX

REG. NO: BU/UP/2023/1227

APPROVAL

APPROVAL

This is to certify that this internship report by GONASA ALEX at Nabiganda town council was done under my supervision and now it is ready to submission of partial fulfillment of the requirement of Award for Bachelor's Degree of Business Administration at Faculty of Management sciences, Busitema University.

Signature.....
Date.....
(Field supervisor.....
P.O.BOX 1, BUTALEJA



MR KAWERE THOMAS

Signature.....
Date.....



MR. EMUSUGUT DESTERIO

(Academic Supervisor)

..Date..... 24/8/2025

ACKNOWLEDGEMENT

I would like to acknowledge and give my warmest thanks to my field supervisors Mr. KAWERE THOMAS and my Academic supervisor Mr. EMUSUGUT DESTERIO who made this work possible, their expertise and encouragement helped me to complete this report.

I would also like to thank my Mum NAMUNGO JANET, and my Dad GONASA DAVID for their financial support towards my academic development without them this journey would not have been possible

Not forgetting my best friends AJAMBO KETTYAND NAMUDIRA PAULINE for their encouragement and advice towards my academics and lifestyle which has enabled me be focused in life and academics.

Finally I would like to thank all my fellow interns KYAMBOGO University in Uganda, MAKERERE University, and Busitema University for their time and willingness to share their knowledge and experiences during my field training.

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LIST OF ACRONYMS.

NTC.....	Nabiganda Town Council
CC.....	Commercial Officer
CBO.....	Community Based Organisation
CDO.....	Community Development Officer
FAL.....	Functional Adult Literacy
FY.....	Financial year
LC.....	Local Council
LGMSD.....	Local Government Management Service Delivery
NGO.....	Non-Government Organization
URA.....	Uganda Revenue Authority
VAT.....	Value Added Tax
TC.....	Town Clerk
H/A.....	Health assistant
PDM.....	Parish Development model

EXECUTIVE SUMMARY

This internship report has been developed after the intern went through internship training from Nabiganda Town Council the intern was exposed to a number of day to day practical works carried out in Accounting and Finance department.

The intern was involved in preparing bank reconciliation statement, Generating and filling of payment vouchers, filling requisitions and Recording monthly transactions into the cashbook among others.

During the intern's industrial training in Nabiganda Town Council, the intern learnt a lot of new things which the intern had not acquired in class like revenue assessment, budgeting in local government and many more.

As much as there were a lot of new things learnt, there were also some challenges the intern faced like: Rampant power failure, lack of lunch, inadequate facilities of information technology system, inadequate safe drinking water facilities and poor sanitation at the place of convenience which were solved by hiring personal laptops, providing lunch and drinking water to ourselves and personal cleaning of the different places at Nabiganda town council.

However, internship is a very educative exercise especially when the training is done in Nabiganda Town Council. This is therefore to encourage Busitema University to always advise students to apply for their internship to Nabiganda Town Council.

SECTION ONE

INTRODUCTION

This section consists of the location, description of Nabiganda town council, objectives and the organisational structure of NTC.

i Location of Nabiganda Town Council

Nabiganda Town Council is located in Eastern Uganda in Bunyole East Butaleja District, 24km from Mbale city, 8km East of the District Headquarters Nabiganda Town Council was formed on 12th August 2018 after being carved out of Kachonga and Mazimasa Sub-counties. It is also located along Mbale-Busolwe Road.

It is bordered by Bufuja-Kachonga T/C in East, Kachonga sub-county in the North, Naweyo sub-county in the North East, Butaleja T/C in the West and Mazimasa Sub-county in south.

It has a total land area of 31 square kilometers according to the 2014 census. It has 6 wards and 39 cells. According to the 2020 population projections based on (UBOS CENSUS 2014), The total population of Nabiganda T/C is at 14,832 persons of which men constitute 7120 while women 7713 with a total 22966 households.

b. Description of Nabiganda Town Council

Below is the description of Nabiganda Town Council

The existence of Nabiganda Town Council started in 2018, after being carved from Kachonga and Mazimasa sub-county. It is bordered by Bufuja-Kachonga T/C in East, Kachonga sub-county in the North, Naweyo sub-county in the North East, Butaleja T/C in the West and Mazimasa Sub-county in south.

It has a total land area of 31 square kilometers according to the 2014 census. It has 6 wards and 39 cells. According to the 2020 population projections based on (UBOS CENSUS 2014), The total population of Nabiganda T/C is at 14,832 persons of which men constitute 7120 while women 7713 with a total 22966 households.

Nabiganda Town Council being a rural town, the main activity is Agriculture with 90% of the population engaged in agricultural activities, the perennial crops in the town council include cassava, and the annual crops include rice, maize, beans, sweet potatoes and