

BUSITEMA UNIVERSITY
DEPARTMENT ECONMICS AND MANAGEMENT
FIELD ATTACHMENT REPORT CARRIED OUT AT
PALLISA TOWN COUNCIL UNDER FINANCE
DEPARTMENT.
PALLISA DISTRICT

NAME: AKUZANSI EMMANUEL
YEAR OF STUDY: ONE

FIELD ATTACHMENT REPORT SUBMITTED TO THE
FACULTY OF MANAGEMENT SCIENCES IN PARTIAL
FULFILLMENT OF THE REQUIREMENT FOR THE AWARD
OF A DIPLOMA IN BUSINESS ADMINISTRATION OF
BUSITEMA UNIVERSITY

AUGUST,2025

DECLARATION

DECLARATION

I AKUZANSI EMMANEUL of Registration Number BU/UP/2024/4797 declare that this work is of my original input and to the best of my knowledge and understanding has never been presented to any institution of higher learning for the award of a Diploma in Business Administration.

Sign..... *AMS*

AKUZANSI EMMANEUL

Date..... *15/08/2025*

APPROVAL

APPROVAL


We endorse that this internship report was carried out by MR Akuzansi Emmanuel Registration number BU/UP/2024/4797 from Pallisa Town Council under our supervision and is now ready for submission to Busitema University in partial fulfillment for the award of a Diploma in Business Administration of Busitema University.

Sign..... 

MR. WADAMBISHA BRIAN

Date..... 22/08/2025.....

(Academic supervisor)

Sign..... 

MR. MWASE JAMES

Date..... 15/08/2025.....

(Field supervisor)



ACKNOWLEDGMENTS

Before I acknowledge this report to any one, I do take this great opportunity to thank the ALMIGHTY GOD who has enabled me carry out my internship training and preparation of my report successfully because without HIM I would have not achieved anything.

I acknowledge this work to several people who worked hand in hand with me, guided me successfully in accomplishing my industrial training especially my mom and siblings for the support rendered to me throughout my internship training.

Deeply from the bottom of my heart I would like to extend my regards and sincere sense of gratitude to my field supervisor that is none other than Mr. Mwase James and Mr. Okiria Silvester from Pallisa Town Council for their great guidance, and the entire staff of Pallisa Town Council for being valuable for my internship study both theoretically and practically.

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Special dedication and thanks to my Dad Mr. Kyobe Titus and Mummy Apia Marry for the continuous support and guidance they rendered to me since I started my training towards enabling me achieve my goals.

Thanks a lot and May the Good Lord God bless them all!!!!!!

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ACRONYMS AND ABBREVIATIONS

LG FAR	Local Government Financial and Accounting Regulation
DDEG	Discretionary Development Equalization Grant
B/D	Brought down
C/D	Carried down
HOF	Head of finance
LC	Local council
SAA	Senior Accounts Assistant
TC	Town Clerk
P.T.C	Pallisa Town council
OWC	Operation Wealth Creation
PMVA	Pallisa Market Vendors Association
PBS	Program Budget System
Pps	Performance Planning System
FY	Financial year

EXECUTIVE SUMMARY

Internship training is a very important activity which is so beneficial to student since it helps to transform the knowledge acquired theoretically from class.

This report is prepared for an internship phase of Diploma in Business Studies at Busitema University. It has been prepared as a basis of experience gathered during the period of internship.

In the report, the intern was practically involved in brain storming on a number of issues, revenue mobilization, writing of payment voucher, writing of financial reports, typesetting, writing and reconciliation of books of accounts, formulating of budgets, making presentation on the roles of Accountant General, Finance Minister and Bank of Uganda amongst others.

During the interns internship the intern experienced a number of challenges and these include inadequate photocopying machines, inadequate computers for practice, and lack of lunch, transport, inadequate space for interns, inadequate seats, bad sanitation, and unfriendly staff.

In conclusion, this entire report will basically look at the composition of the place of internship, the purpose of internship and conclusions and recommendations made.

Section one: Introduction

Introduction

This section comprises of the objectives of the field attachment, background of the organization, mission, vision, goals and the structure of the organization

i) Location and Description of Pallisa Town Council

Pallisa Town Council is centrally located, serves a large hinterland and is a stop point for those travelling to Kumi, Mbale, Iganga, Jinja and Kampala. It is situated at 190km northeast of the capital city Kampala, 50kms west of the regional town Mbale. It is 5km North of lake Lemwa, 100kms Soroti international Airport. It lies astride latitudes 1 degree 45 minutes North and 1 degree 05 minutes south and between longitudes 33 degrees 47 minutes East and 34 degrees 05 minutes west. Its headquarters are just adjacent to the district offices. Once a small town, Pallisa town council has an area of 32.4 square kilometers as seen below on the map.(See Appendix 1)

Mission Statement of Pallisa Town Council

To achieve sustainable development through efficient provision of quality services to the men, women, children, PWDs in conformity with the National and local priorities and contribute to the quality of the life in Pallisa Town Council.

Vision of Pallisa Town Council

A prosperous community that is healthy, literate and productive for sustainable for sustainable development.

Overall goal:

To improve the status and development opportunities for men, women, children, PWDs in conformity with the national and local priorities and broaden its impact.

Demographic Characteristics

Pallisa Town Council Population and Housing Census August 2014 indicate a total population of 32,611 of which 15,425 were males and 17,186 were females. Total number of households was 6,506. Pallisa Town Council administratively has 5 Wards and 48 villages as shown in the table below

Text citations and references

The student's internship log book.

The budget 2024/2025

The Accounting manual

Pallisa town council five development plan manual 2020-2025

The local government finance and accounting manual