

BUSITEMA UNIVERSITY

DEPARTMENT OF ECONOMICS AND MANAGEMENT

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YEAR OF STUDY: 2024/2025

A REPORT FOR FIELD ATTACHMENT CARRIED OUT

AT PALLISA TOWN CONCIL,

PALLISA DISTRICT

INTERNSHIP REPORT FOR MY INDUSTRIAL TRAINING

SUBMITTED TO THE FACULTY OF MANAGEMENT

SCIENCES

IN PARTAL FOR FULFILLMENT OF

THE REQUIREMENT FOR THE A WARD OF

A DIPLOMA IN BUSINESS ADMINISTRATION

JULY, 202

DECLARATION

I **AMUGE LOYCE MERAB** do declare that all work in this report is of my own works and this report has never been presented to any institution of higher learning for the ward of a Diploma in Business Administration.

Signature.....

Date *21st - 08 - 2025*.....

APPROVAL

This is to certify that **AMUGE LOYCE MERAB**, Reg no **BU/UP/2024/3322** has solely compiled this report as partial fulfillment of the requirement from Busitema University for the award of Diploma in Business Administration. We therefore recommend that this report be submitted to the University for the Award of Diploma in Business Administration

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LIST OF ACRONYMS OR ABSTRACT

AIDS.....	Acquired Immune Deficiency Syndrome
PTC.....	Pallisa Town Council
PWDs.....	People with Disabilities
TC.....	Town Clerk
LG.....	Local Government
PPE.....	Property plant and machinery
F/Y.....	Financial Year
LC III.....	Local Council Three
HIV.....	Human Immunodeficiency Virus
SWOT.....	Strengths, Weaknesses, Opportunities and Threats
RTGs.....	Real Time Gross Settlements
UNEB.....	Uganda National Examinations Board
C.V.....	Curriculum Vitae
PPDA.....	Public Procurement and Disposal of Public Asset Act
LPO.....	Local Purchase Order
H.O.D.....	Head of Department

EXECUTIVE SUMMARY

The internship training was carried out at Pallisa Town Council for the period of two months with references to Busitema University since it is part of their curriculum setting.

The main aim of the internship was to help the internee attain knowledge, skills and practical experience, improve confidence in problem solving, gain opportunities to relate with different categories of people, exposure to the demands and challenges of the work, improve appreciation of the profession is and better work, integrate theory to practical knowledge, attitude and experience.

During my internship I got to know a number of practical works carried out at Pallisa Town Council in Finance and Planning department which include; filling of payment vouchers, preparing bank reconciliation statement, preparing cash book, preparing of cash budgets, preparing organizational work plan

Despite the fact that I did the above work, there are number of challenges I encountered and these included rampant power failure, inadequate computers, lack of lunch, conflicts among staff members, inadequate toilet, poor sanitation, inadequate safe drinking water facilities, and inadequate seats.

In conclusion this report provides information about the place of internship, another section gives how the intern acquired knowledge, skills and experience that enabled me to improve on my career development for example writing of a voucher, communication skills, management skills, and typing skills among others and lastly the report gives conclusion and recommendations to the improvement of internship and improvement of the operations of Pallisa Town Council

SECTION ONE: INTRODUCTION

Introduction

This section contains the following, location and description of place of field attachment objectives of field attachment, organization structure; and other main activities carried out by the organization

Location and description of place of field attachment

i) Location of Pallisa Town Council

PTC is positioned in the Eastern region of Uganda in Pallisa district; its headquarters lies adjacent to the Pallisa district Local Government offices. It is positioned 190km Northeast of the Capital City Kampala, 50kms West of the Regional city Mbale. It is 5km North of Lake Lemwa, 100kms South of Soroti International Airport. It is bordered by Serere and Kumi districts in the North East, Ngora in the North, Butebo, Kibuku and Budaka Districts in the East. It lies astride latitudes 1:45°N and 1:05°S and between longitudes 33:47°E and 34:05°W with an area coverage of 32.4 square kilometers. (Appendix 1)

i) Description of place of field attachment.

Pallisa Town Council is headed politically by the LC III (Mayor) this is followed by the Town Clerk (TC) who is the Senior Accounting Officer of Pallisa Town Council. It is composed of ten programs that to say management and support service, finance and planning, education and sports, works and technical service, statutory bodies, production, health and environment natural resources gender and community services and internal audit and it is also assisted by sixteen sub programs that help it on its performance. Pallisa Town Council is composed of five wards and their population as shown in the tables below.

REFERENCES

Pallisa Town Council 5 Year Development Plan 2025/2026-2029/2030

Pallisa Town Council approved capital and recurrent budget estimates 2022/2023 as council sitting on 31th may 2022.

Local Government, Financial and Accounting manual 2007.

iii) Harvard style of referencing