

BUSTIMA UNIVERSITY

DEPARTMENT OF ECONOMICS AND MANAGEMENT

NAME: ARAPSIMOTWO ERIC

YEAR OF STUDY: TWO

A REPORT FOR FIRLD ATTACHMENT CARRIED OUT AT KAPCHORWA

LOCAL GOVERNMENT

INTERSHIP REPORT FOR MY INDUSTRIAL TRAINING AT KAPCHORWA LOCAL

GOVERNMENTSUBMITTED TO THE FACULTY OF MANAGEMENT

SCIENCES IN PARRTIAL

FULFILLMENT OF THE REQUIEREMENT FOR

THE AWARD OF A BACHELOR DEGREE

IN BUSINESS ADMINISTRATION

AUGUST.2025

DECLARATION.

I Arapsimtwo Eric hereby declare to the best of my knowledge that this internship report is my original work out of my internship training for a period of two months while at Kapchorwa District Local Government in the finance department and has never been submitted to any institution of higher learning for any academic qualification.

ARAPSIMOTWO ERIC

Registration number

BU/UP/2023 /1232

Signature..........

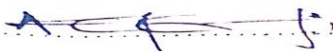
APPROVAL

APPROVALS

Mr. Arapsimotwo Eric is known to be one of the students who carried out her field attachment at Kapchorwa District Local Government. We approve that this work was under supervision and guidance as well as activities assigned to the student. We therefore confirm that it is now for submission to Busitema University Faculty of Management sciences.

FIELD SUPERVISOR

MR.CHEMARUM AUGUSTINE

Signature: 

Date: 24th - 07 - 2025



ACADEMIC SUPERVISOR

MS TAAKA HOPE

Signature: 

Date: 02nd, 09, 2025

ACKNOWLEDGEMENT

I thank the Almighty God for his love, protection, and guidance that he granted me through this internship exercise.

Special thanks go to my beloved parent **Mr. Sukuku Julius** and **Miss. chesha Janet** and my brother **cherotich job** for their unconditional love, courage and financial support.

I would also wish to extend my sincere appreciation to my field supervisor **Mr. Chemarum Augustine** for his guidance and knowledge given to me during my internship exercise.

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I acknowledge my fellow internees **Chelangat Joy**, **chepkwemai Hilda** and **Chemutai derick** and **Kiprop Godwin** whom I underwent this internship training with at KDLG for the advice, encouragement and co-operation towards accomplishing my internship training.

Lastly, I thank the administration of Busitema University for this program of internship training that has always helped students to transform classwork into practical knowledge.

GOD BLESS YOU ALL

TABLE OF CONTENTS

Table of Contents

DECLARATION.....	Error! Bookmark not defined.
APPROVAL	ii
ACKNOWLEDGEMENT.....	iii
TABLE OF CONTENTS	iv
LIST OF FIGURES	vi
LIST OF TABLES.....	vii
LIST OF ACRONYMS AND ABBREVIATIONS.	viii
EXECUTIVE SUMMARY	ix
1.0 SECTION ONE.....	1
1.1 Introduction.....	1
1.2 Location of the project area and its population.....	1
1.2.1 Vision Statement.....	1
1.2.2 Mission statement.....	2
1.2.3 Population of Kapchorwa District.....	2
Table 1: Population of Kapchorwa District	2
1.3 Objectives of the organization.....	3
1.3.1 Operations of Kapchorwa District Local Government.....	3
1.3.2 Organizational culture.....	3
1.3.3 Gender in the organization.....	4
Table 2: Tabular Presentation of gender at KDLG.....	4
1.4 Target groups.....	5
1.5 Organizational activities.....	5
1.6 Structure of the organization.....	6
1.7 Tasks carried out by Kapchorwa local government.....	6
1.8 Justification of your fieldwork placement.....	7
1.9 Objectives of your attachment.....	7
2.0 SECTION TWO.....	9
2.1 Introduction.....	9
2.2 Activities or Duties and responsibilities	9

2.3 New knowledge and skills gained.....	11
2.4. Relationship with the staff and the supervisor	12
2.5. Problems experienced	12
2.6 How they were handled.....	12
3.0 SECTION THREE	14
3.1. This chapter consists of the summary of the knowledge gained.....	14
4.0 SECTION FOUR	15
4.1 Recommendation.	15
4.1.1 To the Organization	15
4.2.2 To the university.	15
4.2.3 To the students.	15
5.0. REFERENCES	16
6.0. APENDICES	17
6.1.Appendix 1: internship logbook.....	17
6.2. Appendix.2 Me Preparing voucher payments.	18
6.3.Appendix.3 internship acceptance letter	19

LIST OF FIGURES

Figure1: Organizational Structure of Kapchorwa District Local Government.

LIST OF TABLES

Table1: Population of Kapchorwa district

Table2: Tabular Presentation of Gender at KDLG

LIST OF ACRONYMS AND ABBREVIATIONS.

- CAO - Chief Administrative Officer
- CBS - Community Based Services
- CFO - Chief Finance Officer
- DDP - District Development Plan
- EFT - Electronic Fund Transfer
- IFMS - Integrated Financial Management System
- LC - Local Council
- LPO - Local Purchase Orders
- KDLG - Kapchorwa District Local Government
- PAYE - Pay As You Earn
- PDU - Productions Department Unit
- SA - Senior Accountant
- NAAD - National Agricultural and Advisory Services
- CBOs - Community Based Organizations
- CDO - Community Development Office
- URF - Uganda Roads Fund
- VSLA - Village Saving and Loan Association
- IGA - Income Generating Activities
- USWM - Urban Solid Waste Management
- IRAS.....Integrated revenue administration system

EXECUTIVE SUMMARY

This report is comprised of activities undertaken during my internship training at KDLG under the finance department

I was able to gain practical skills, experience and ability to transform theory learnt in class into practical work.

Chapter one covers the background of the field attachment, objectives of the field attachment, KDLG background, mission statement, vision statement, main activities of the organization, Organizational Structure, Operations of the organization, Organizational culture and Gender in the organization.

Chapter two basically consists of the Positions occupied in an organization, Duties and responsibilities, Supervision levels and relationship with the supervisor, Work team and its composition, working relationship among team members, and Authority levels to the student.

Chapter three consists of the practicability of the theories learnt at school or Relatedness of university's taught programs to the field work, experiences and the skills acquired.

Chapter four consists of the Conclusions and Recommendations to students, University and Organization.

This report also consists of the References and Appendices.

1.0 SECTION ONE

1.1 Introduction

A report on field attachment at Kapchorwa District Local Government for the period of two month

This report covers the historical background of the organization, the vision and mission statement, objectives of the organization, structure of the organization, gender in the organization, duties and responsibilities of the internee, position occupied in the organization during internship, experiences, skills gained, New knowledge acquired, recommendations and conclusions.

1.2 Location of the project area and its population.

Kapchorwa district is a district found in the Eastern part of Uganda. It was started in the year 1962 by the act of parliament. It is bordered by Sironko and Bulambuli districts to the west, south and north respectively and Kween district to the East.

The district comprises of various sub-counties for example; Chema, Kaptanya, Kaserem, Sipi, Tegeres and Kawawo. The district has 2 town councils, 39 parishes and 329 villages.

The district has a total population of 126,938 people with majorities being Sabiny and other tribes include the Bagisu and the Pakot

The major economic activities include; subsistence farming, semi-intensive agriculture, agroforestry, trade and commerce, transport, stone quarrying and tourism.

The main physical features of the district include; Water bodies such as River Cheptui, Sipi, Kaptekwoi and Chebonet features like Elgon forest, Mount Elgon national park and sipi falls.

1.2.1 Vision Statement.

Prosperous people, harmonious Kapchorwa, beautiful and productive environment.

5.0. REFERENCES

KDLG Development Plan 2015/2016-2020

Busitema University Student's Fieldwork Reports 2018

Local Government Financial and Accounting Manual, 2007

The Public Finance Management Act, 2015

The Public Finance Management Regulations, 2016

KDLG Work Plan