

**FACULTY OF MANAGEMENT SCIENCES**  
**A REPORT ON FIELD ATTACHMENT CARRIED OUT**  
**AT NAMASAGALI SUBCOUNTY IN**  
**THE DEPARTMENT OF FINANCE AND ACCOUNTS**

**BY**

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**BU/UP/2024/3304**

**INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF MANAGEMENT  
SCIENCES IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE  
AWARD OF THE BACHELOR'S DEGREE IN BUSINESSADMINISTRATIONOF  
BUSITEMA UNIVERSITY.JUNE – JULY, 2025**

## DECLARATION

### DECLARATION

I OKELLO MARTIN, REG. No. BU/UP/2024/3304 hereby declare that this report written in partial fulfillment of the requirements of the award of Bachelor's degree of Business Administration of Busitema University and I confirm that this report has never been submitted to any institution.

Name, OKELLO MARTIN

Signature .....

Date.....

11/18/2025

## APPROVAL PAGE.

### APPROVAL PAGE.

I certify that the internship report at Namasagali sub-county is unique to identify the real quality of the area. This report is submitted for the award of a Bachelor's degree in Business Administration from Busitema University. It is a document of research carried out by **OKELLO MARTIN** Reg. No: BU/UP/2024/3304 under my supervision.

Therefore, he is recommended to submit his internship report. I wish him the best upon his life.

MR EMOJONG RONALD

Signature.....

Date ..11/08/2025..

(Academic supervisor)

MR. AKOYO PAUL

Signature.....

Date ..11<sup>th</sup>/08/2025-

(Field supervisor)

## **ACKNOWLEDGEMENT**

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## **LISTS OF ABBREVIATIONS AND ACRONYMS**

URA: Uganda Revenue Authority.

TIN: Tax Identification Number

EFRIS: Electronic Fiscal Receipting and Invoicing Solution

ICT: Information Communication and Technology.

LPO: Local Purchase Order

OTM: Organization Theory Management.

HRM: Human Resource Manager

VAT: Value Added Tax

PAYE: Pay As You Earn

## ABSTRACT

Internship is a mandatory activity at Busitema University for every student before he/she is awarded a Bachelor's degree. Therefore, every student must find his/her convenient place for it. This internship was conducted at Namasagali subcounty and the report is to be submitted to Busitema University faculty of management Sciences for the award of Bachelor's degree of Business Administration. During the internee's internship exercise, the internee was engaged in a number of activities. which among others included; creating delivery notes/ invoices, reconciling cash books with bank balances, posting cash book, brainstorming on a number of issues, handled assignments, banking cheques for the subcounty, and assisting in other activities. From which the internee benefited for example learnt new skills practically, met new people, exposure to real working environments among others.

Despite the benefits enjoyed from the exercise, the internee was also faced with a number of hardships and disappointments

This report is divided into five chapters.

- **The first chapter** of the report deals with introduction, organization background, objectives, location, vision, mission, overall Goal.
- **The second chapter** of the report deals with the description of activities, tasks and assignments carried out by the internee and how they were carried out.
- **The third chapter** comprises of the lessons learnt, experience gained, skills attained, during the internship training.
- **The fourth chapter** explains the challenges and limitations, enjoyments and disappointments encountered during the field attachment.
- **The fifth chapter** comprises of the conclusions.

## CHAPTER ONE

### **1:0 INTRODUCTION**

#### **1.1 A BRIEF INTRODUCTION OF THE REPORT**

This report presents the two-month field attachment I completed at Namasagali Subcounty in Kamuli District, Eastern Region of Uganda. At Busitema University, a field attachment is a structured program that enables students—typically after their second year—to apply classroom theory in a real work environment.

My placement ran from 12 June to 31 July 2025 in the Department of Accounts and Finance. Over the course of the attachment, I also rotated through the procurement, planning and inventory management sections. These experiences developed my skills in financial record-keeping, budget planning and stock control.

#### **1:2. OBJECTIVES OF THE INTERNSHIP**

This includes the objectives which I formulated at the beginning of internship training to be achieved.

Firstly, the overall Objective of the industrial training was to get practical experience and to apply what I have learnt in the lecture rooms in real work environment. And the other objectives include the following;

- i. To investigate /evaluate how accounting is practically done both manually and computerized.
- ii. To access and find out the problems faced by employees while at their places of work, problems faced by organizations during the operation and knowing their future prospects.
- iii. To apply business concepts and theories to real-world businesses.
- iv. To assess business skills in communication, technology, quantitative reasoning and teamwork in business.

## 6.0. References

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