
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT
FIELD ATTACHMENT REPORT CONDUCTED AT KAMUGE HIGH SCHOOL
PALLISA DISTRICT.

BY
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BU/UP/2024/3296
2024/2025


**A FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES, DEPARTMENT OF ECONOMICS
AND MANAGEMENT IN PARTIAL FULFILLMENT OF THE
REQUIREMENT FOR THE AWARD OF BACHELORS
DEGREE IN BUSINESS ADMINISTRATION
BUSITEMA UNIVERSITY**

FROM 26TH MAY-1ST AUGUST 2025

DECLARATION

DECLARATION

I the undersigned, declare that this Internship report is my original work, except where due acknowledgement has been made therefore. I declare that the internship report has never been submitted to any University or to any other Institution for partial fulfillment for any award.

Sign.....

TAUTI ABISAI

Reg No BU/UP/2024/3296

Date .. 27/08/2025

APPROVAL

APPROVAL
This is to certify that this internship report was done by **TAUTI ABISAI** under my supervision and is now submitted to the department of Economics and Management for the award of a Bachelor's Degree in Business Administration from Busitema University.

Field Supervisor

Sign.....

HEADTEACHER
KAMUGE HIGH SCHOOL
P.O. Box 19, BULLISA
DATE: 28/08/2025

MR. OKAU ROBERT NELSON

Date... 28/08/2025

Academic Supervisor

Sign.....

MR. EMUSUGUT DESTERIO

Date... 28/8/2025

ACKNOWLEDGEMENT

I acknowledge my sincere appreciation to the Almighty God for the gift of life, wisdom, guidance, and protection that enabled me complete my internship training and also internship report.

It's with utmost appreciation that I thank the Administration of Kamuge High School for granting me the opportunity to carry out internship training in the school.

Special appreciation goes to those who contributed towards this work especially my Field supervisor and Academic supervisor for the assistance given during internship training and writing this internship report.

I also extend my deepest gratitude to the entire staff of Kamuge High School, my friends and all those who contributed through prayers to make this work successful

I also thank my parents for the financial support provided and their tireless support to make this work successful.

MAY THE ALMIGHTY GOD REWARD THEM ABUNDANTLY.

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Figure 1. Illustrates the school organizational chart of Kamuge High School.3

LIST OF ACRONYMS

KHS	:	KAMUGE HIGH SCHOOL
MoES	:	MINISTRY OF EDUCATION AND SPORTS
BOG	:	BOARD OF GOVERNORS
PTA	:	PARENTS TEACHERS' ASSOCIATION
DOS	:	DIRECTOR OF STUDIES
HOD	:	HEAD OF DEPARTMENT
SAA	:	SENIOR ASISTANT ACCOUNTANT

EXECUTIVE SUMMARY

Internship is a process through which university student under go as a partial fulfillment for the award at different levels. At this level students are sent out for attachment to different organizations to carry out internship.

Here students interact with the organizational staff to put in practice the theory part which is taught in the lectures at the university

This preliminary report describes activities carried out during the 10 weeks full time period, at Kamuge High School in Accounts department.

The report contains information about the organization and responsibilities performed throughout the period of 26th May - 1st August, 2025.

Section one gives location and description of the field attachment, objectives of the field attachment, structure of the organization, tasks carried out by the place of attachment, departments and responsibilities of each department.

Section two contains the description of work carried out, duties and responsibilities assigned and how they were carried out, which included fees collection, writing receipts, requisitions, payment vouchers, posting transactions in the analysis cash book, ledger books, vote books among others, new knowledge and skills gained, relationship with other staff and supervisor and problems experienced and how they were handled.

Section three gives a brief summary of knowledge gained as outlined in the objectives and Section four contains the recommendations.

The report also has references and appendices while undertaking internship training at the school, the techniques and methods I used to gather information and attain the necessary skills

SECTION ONE

INTRODUCTION

Under this chapter it gives details on the location of the school, mission, vision, and objectives of the internship, Organizational structure, tasks carried out by KHS, and Departments and responsibilities of each department.

1.1 Location and description of place of field attachment

Kamuge High School is found a long Pallisa-Mbale High way 6 kilometers away from Pallisa town in Kagoma village, Puti-puti parish, Puti-puti Sub County in Pallisa District.

Centre Number

U0519

Email Address

kamugehigh@gmail.com

Post office box number

19, Pallisa

School Motto

Discipline to rise and shine

Mission of the School

Produce God fearing and Holistic citizens for community transformation in a changing world

Vision of the school

A world class school that encourages hard work, quality life-long learning and God fearing citizens

Background of the Organization

Kamuge High School is a community founded school established in 1982 which later became a government Aided secondary school in 1989, running both 'A' and 'O' level mixed day.

1.2 Objectives of the field attachment

To gain practical financial management skills in a school setting.

To understand the structure and operations of the school's accounts department.

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