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**BUSITEMA UNIVERSITY**

**FACULTY OF MANAGEMENT SCIENCE**

**PALLISA CAMPUS**

**BY**

**AJAMBO KETTY JANE**

**BU/UP/2023/1202**

**2024/2025**

**REPORT ON FIELD ATTACHMENT CARRIED OUT AT**

**BUSIA DISTRICT LOCAL GOVERNMENT**

**FINANCE DEPARTMENT**

**BACHELORS DEGREE IN BUSINESS**

**ADMINISTRATION**

**ACADEMIC SUPERVISOR :TAAKA IRENE PRISCA**

**JUNE-JULY 2025**

**DECLARATION**

I **AJAMBO KETTY JANE** to the best of my knowledge declare that this internship report is as a result of my own efforts after the internship training at **BUSIA DISTRICT LOCAL GOVERNMENT** under finance department and this report has not been produced in any institution of higher education for the award of a degree, diploma or certificate.

Name: AJAMBO KETTY JANE

Signature: 

Date: 25TH / 08 / 2025

**APPROVAL**

This is to certify that the internship was carried out by **AJAMBO KETTY JANE** at **BUSIA DISTRICT LOCAL GOVERNMENT** under my supervision and guidance to the internee and it is now ready for submission to **FACULTY OF MANAGEMENT SCIENCE (BU)** with our approval.

**ACADEMIC SUPERVISOR**

**NAME OF SUPERVISOR:**

..... *Mr. Taaka Irene Njira* .....

**SIGNATURE:** ..... *[Signature]* .....

**DATE:** ..... *26/08/2024* .....

**FIELD SUPERVISOR**

**NAME OF SUPERVISOR**

..... *[Signature]* .....

**SIGNATURE:** ..... *[Signature]* .....

**DATE:** ..... *[Signature]* .....



## ACKNOWLEDGEMENT

I would like to acknowledge and give my warmest thanks to my field supervisors Mr. Egessa James and my Academic supervisor Mrs. Taaka Irene Prisca Who made this work possible, their expertise and encouragement helped me to complete this report.

In particular, I wish to extend appreciations to Busitema University and Busia District Local Government for their continued support in terms of Education, material and spiritual welfare granted upon me may God bless you all.

I would also like to thank my parents Mr. Ojambo Francis and Mrs. Lyaka Grace for their financial and moral support towards my academic development without them this journey would not have been possible.

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I would like to thank all my fellow internees from Kyambongo University, Makerere University Business School, Uganda College of Commerce Tororo and Busitema University for their time and willingness to share their knowledge and experiences during my field training.

Lastly all my thanks goes to the almighty God for the Mercy, Grace, love, wisdom and power during the course for without God i wouldn't have made it to where I am today.

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Table 1. Showing of cash book

Table 2. showing relatedness of university's taught program to field

## **LIST OF ACRONYMS OR ABBREVIATIONS**

<b>BDLG</b>	Busia District Local Government
<b>IRAS</b>	Integrated Revenue Administration System
<b>PRNs</b>	Payment Reference Numbers
<b>CAO</b>	Chief Administrative Officer
<b>BU</b>	Busitema University
<b>CDO</b>	Community Development Officer
<b>NGOs</b>	Non-Government Organization
<b>URA</b>	Uganda Revenue Authority
<b>LST</b>	Local Service Tax
<b>TIN</b>	Tax Identification Number
<b>DEO</b>	District Education Officer
<b>CFO</b>	Chief Finance Officer
<b>DHO</b>	District Health Officer
<b>CIA</b>	Chief Internal Auditor
<b>SAS</b>	Senior Assistant Secretary
<b>DNRO</b>	District Natural Resource Officer
<b>GCD</b>	Gender and Community Development
<b>MSIP</b>	Micro Scale Irrigation Program
<b>URF</b>	Uganda Road Fund

## **EXECUTIVE SUMMARY**

This internship report has been developed after the intern went through internship training from Busia District Local Government from the month of June to July 2025, the intern was exposed to a number of day to day practical works carried out in Finance and accounting department.

During the intern's industrial training at Busia District Local Government, the intern was involved in preparing bank reconciliation statement, Generating and filling of payment vouchers, mobilization of revenue, Recording of expenditures in the vote book and Recording monthly transactions into the cashbook among others.

It also evaluates the experience the student gained from the internship placement like posting data from vouchers to cash book and abstracts, payment of revenue and collection.

The internee faced a number of challenges during the training process such as limited computes and space in the office, long distances, among others and how the internee coped with them.

This report further gives recommendation for the organization, policy makers and the university towards facilitation of industrial training and other activities that took place alongside the internship.

However, internship is a very educative exercise especially when the training is done at Busia District Local Government. This is therefore to encourage Busitema University to always advise students to apply for their internship at Busia District Local Government.

## **REFERENCES**

### **Introduction**

This gives the references to the report and some Acts used while in the internship training.

Local Government Finance Act (Cap 243)

Busia District Local Government (2020). Five year development plan (2020/21-2024/25)

Local Government Financial and Accounting Manual, (2007)

Public Finance Management Act, (2015)

Constitution of the Republic of Uganda (1995)