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FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT
A REPORT ON INTERNSHIP AT CITY PARENTS SCHOOL- LIRA
FROM 26TH MAY TO 18TH MAY 2025

BY

AKELLO JACKIE ANNA

REG.NO.BU/UP/2023/1210

YEAR TWO

**FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF THE DEGREE OF BACHELOR OF BUSINESS
ADMINISTRATION OF BUSITEMA UNIVERSITY**

Akello Jackie Anna (student)

Signature:

Mr. Esuku Joseph (academic supervisor)

Signature:

Mr. Otoo Ronald (field supervisor)

Signature:

DECLARATION

I, **AKELLO JACKIE ANNA, REG. NO. BU/UP/2023/1210**, hereby declare that this report is of my own original work conducted at City Parents School-Lira during the industrial training and has not been submitted to any university or any institution of training for any academic reward.

Name: AKELLO JACKIE ANNA

Signature: 

Date: 18th July, 2023

APPROVAL

I certify that **AKELLO JACKIE ANNA** carried out her internship training with City Parents School- Lira and has written her report under my supervision. I hereby declare her report ready to be submitted for the preparation of an award of a degree in Bachelors of Business Administration.

Academic Supervisor

Name: **Fsuke Joseph**
Signature: 
Date: **22/08/25**

Field Supervisor

Name: **Otoo Ronald**
Signature: 
Date:
.....



ACKNOWLEDGEMENTS

First and foremost, I would like to thank the Almighty God who helped me to successfully complete my internship. Secondly, I am thankful to the staff at city parents school lira for granting me the opportunity to work and learn within the organization and I am also grateful for their guidance and support. Special thanks goes to my academic supervisor, Mr. Esuku Joseph and my field supervisor, Mr. Otto Ronald for their advice that helped me to gain invaluable knowledge as an individual in my field work. To my beloved parents Mr. Otim Isaac and Mrs. Apio Eunice Otim and all my siblings and friends, I appreciate your support financially and thanks for your encouragement. May the almighty God bless you abundantly.

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LIST OF ACRONYMS AND ABBREVIATIONS

BBA Bachelor of Business Administration

CPS City Parents School

IT Information Technology

PTA Parents Teachers Association

SMC School Management Committee

EXECUTIVE SUMMARY

The field work was carried out for a period of 8 weeks from 26th July 2025 to 18th July 2025 at City Parents School- Lira aiming at developing a great future career and a practical knowledge in the field development.

I was actively involved in several financial and administrative tasks under the supervision of the school bursar, Mr. Otoo Ronald during my internship. The major activities included;

- Receiving and issuing receipts for school fees payment.
- Updating student's payment records and filing financial documents.
- Preparing cash books and assisting in balancing financial records
- Verifying bank deposits and compiling daily financial reports.

These tasks enable me to gain hands on experience in managing school finances and applying accounting principles practically.

However, I faced some challenges during my internship and this included;

- Long Distance from the place of work
- Difficulty in understanding the school's management system
- Difficulty in directing some parents who were arrogant when guiding them on how to pay school fees.

Conclusions

Despite the challenges that came my way, I still thank the almighty God who continued giving me good health and strength till the end of my training not forgetting the staff at City parents school who also played a great role in helping me train well.

SECTION ONE

1.0 Introduction

This section describes the organization of industrial training which includes the location of the place of field attachment, the objectives of field attachment, the structure of the organization and the tasks carried out by the organization.

1.1 Location of the place of field attachment

The school is located in Lira city at Jinja Camp B behind city division west headquarters (former ojwina division headquarters), at former Jack and Jill primary school.

1.2 Description of the place of field attachment

City Parents School- Lira is a newly established privately owned mixed day non-denominational Christian based school which strives for academic excellence, discipline and spirituality. They are dedicated to providing holistic curriculum to cater for the learner's proper growth and development needs. The school is owned by a team of experienced teachers, administered by a fully established school administration, school management committee (SMC) and parent's teachers' association (PTA).

References

- City Parents School. (2022). *School profile*. Lira City: City Parents School.
- Busitema University. (2023). *Field report guidelines: 2023/2024*. Busitema: Busitema University.