

**INDUSTRIAL TRAINING CARRIED OUT AT KAPCHORWA DISTRICT LOCAL
GOVERNMENT UNDER THE ACCOUNTING AND FINANCE DEPARTMENT IN THE
DISTRICT HEALTH SECTOR**



BY

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YEAR: TWO

**INDUSTRIAL TRAINING REPORT SUBMITTED TO THE FACULTY OF MANAGEMENT
SCIENCES FOR PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
AWARD OF A BACHELORS DEGREE IN BUSINESS ADMINISTRATION AT BUSITEMA
UNIVERSITY**

MAY-AUG 2025

DECLARATION

DECLARATION

I declare that this field report is entirely my findings which is original upon undertaking internship exercise at Kapchorwa district local government and has never been presented by any other student of higher institution of learning /university for any academic award.

NAME: BIRYOMUMISHO LIVING

REG NO: BU/UP/2023/3942

SIGNATURE..... *[Handwritten Signature]*

DATE..... *22nd AUG 2025*


APPROVAL

APPROVAL

Mr. Biryomumeisho Living is known to be one of the student 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.

ACADEMIC SUPERVISOR.


MS TAAKA HOPE

SIGNATURE.....

DATE 22-08-2025.....

FIELD SUPERVISOR

MR CHEROTICH NASTER

SIGNATURE..... DATE 18th July 2025.....



DEDICATION

I dedicate this report to my beloved parents Mr. BATARIGAYA GORIATH and Mrs. MBABAZI SHARON for their parental heart, love and care they have given me from the day they brought me on earth till date. Other special dedications to my grandparents, uncles and aunts plus all my brothers and sisters who make my life full of happiness while I'm at home.

On the other hand dedications to all family members, relatives, family friends, well-wishers and also bad wishers because where I'm it's because of their efforts.

ACKNOWLEDGEMENT

With heartfelt appreciation and gratitude, I am thankful to the almighty God for his protection, grace and gift of the life granted to unto me to enable me reach and achieve such a milestone in my life. He has protected me from any problem while in my internship journey and without any bad crush with my supervisor or any person I found at a place of work.

With all due respect, I would like to appreciate Kapchorwa District Local Government for granting me a chance to do my intern with them. I thank the CAO and the chief finance officer plus other departments I worked with during my stay at KDLG, it was a great interaction and experience . Great thanks goes to finance department in health sector Mr. CHEBUTEK JONATHAN The senior accountant and, CHEROTICH NASTER the accountant who was my immediate supervisor may GOD grant them for real for the great work done unto me and many others for granting me an opportunity to train under their DEPARTMENTS during my field attachment. Am thankful to my field supervisor Ms. Cherotich Naster and all the staff members of Kapchorwa district local government and fellow internees for the kindness, guidance, encouragement, support and willingness to share the knowledge throughout my training. In you I found mentors and friends from whom I have learnt a lot. Thanks for making my training a worthwhile experience.

I would like to thank my lecturers for all the knowledge passed on to me which I have been able to apply during the training period that will act as an inspiration throughout my career pursuit. I acknowledge my academic supervisor Ms. TAAKA HOPE .for offering his time to supervise me during my field work.

On the other hand I acknowledge Busitema University more so faculty of management sciences for being the best of the best universities in Uganda it has shaped me to be somebody else.

Am forever grateful indebted to you my beloved parents for all that you have done most especially facilitating me throughout the field attachment period and providing me with the necessary requirements while at the university.

May the Almighty God bless you always

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LIST OF ABBREVIATIONS

AA.....	Assistant Accountant
ADHO.....	Assistant District Health Officer
CAO.....	Chief Administrative Office
CBS.....	Community Base Community
CFO.....	Chief Finance Officer
DEO.....	District education officer
DHE.....	District Health Educator
DHO.....	District Health Office
HISP.....	House health support project
IFMS.....	Integrated Financial Management System
KDLG.....	Kapchorwa District Local Government
LG.....	Local government
LGA.....	Local Government Act
MOLG.....	Ministry of local government
NGOs	Non-governmental organizations.
OA.....	Office Assistant
PHC.....	Primary health care
PO.....	Procurement Officer
SA.....	Stores Assistant
SAA.....	Senior Accounts Assistant
SEO.....	Senior Environment Officer

ABSTRACT

The Report is about the training that was conducted at Kapchorwa local government for a period of Ten weeks (19th may 2025-1st Aug 2025) and it covers four chapters.

Chapter one of this report covers the introduction ,objectives ,Location, vision, mission and the Organizational structures ,activities ,and goals of the organization.

Chapter Two covers the activities done by the internee during the field attachment exercise at Kapchorwa local government. For example arranging files , balancing books accounts and challenges experienced and encountered by the trainee or internee .For example long distance ,inadequate computers,, power was ever off that delayed the working process and unfavorable climate.

Chapter three covers the introduction, management of the internship, comments of findings,

Chapter four covers conclusion and recommendation for industrial training improvements usually derived for the challenges experience

SECTION ONE: INTRODUCTION

1.0 Introduction

Internship is an exercise carried out in the fulfillment of the university requirements. As a student of Busitema university, internship enabled me gain professional experience and general practical skills. Generally, the internship worked as an exchange of services for experience between me the internee and the employer. Internship can be work experience or research. This has helped me to gain experience in the field of study.

1.1 Objectives of the internship

1.1.1 General objective

To enable the internee integrate the practical part of their study with the theories learnt in class.

1.1.2 Specific objectives

- To give the student an opportunity to appreciate theories studied in class by applying them practically.
- To gain an early understanding and appreciation of the practical real-life situation challenges associated with the application of the theoretical knowledge acquired.
- To obtain enhanced development and acquisition of critical skills needed to proactively observe and analyze challenges encountered while executing career duties & responsibilities.
- To interact with and learn from experienced professionals in a work environment.
- To participate and acquire early exposure to a range of professional activities associated with the career focus and work place setting.
- To develop expedited professional self-awareness, internalization of career job requirements and experience.