

DEPARTMENT OF ECONOMICS AND MANAGEMENT
A REPORT CONDUCTED AT PALLISA TOWN COUNCIL,
PALLISA DISTRICT

NAME: GENO GRACE


YEAR OF STUDY : 2nd YEAR

INDUSTRIAL TRAINING REPORT SUBMITTED TO BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES IN
PARTIAL FULFIMENT OF THE REQUIREMENT
FOR THE AWARD OF A DEGREE IN
BUSINESS ADMINISTRATION

JULY 2025

DECLARATION

I **GENO GRACE** declare that this report is of my own knowledge and that its contents are original based on the activities that I have carried out at Pallisa Town Council and that it has never been submitted to any institution of higher learning for a Bachelor's degree in Business Administration.

Signed..........

GENO GRACE

Date. *14th / 08 / 2025*.....

APPROVAL

We certify that **GENO GRACE** of registration number **BU/UP/2023/1215** of Busitema University, carried out her internship report from Pallisa Town Council and is now ready for submission to Busitema University in partial fulfillment for the award of a Bachelor's degree in Business Administration.

ACADEMIC SUPERVISOR

Signed: 

Mr. EMUSUGUT DESTERIO

Date: 14/8/2025

FIELD SUPERVISOR

Signed: 

MR MWASE JAMES

DATE: 14/08/2025



ACKNOWLEDGEMENT

My deepest appreciation and honor goes to the Almighty God who has enabled me have life, strength, knowledge and wisdom to persevere on this journey of academic excellence. He has guided my paths and enabled me to overcome challenges.

My heart felt gratitude goes to my parents, **Mr. OCHIENG CHRISTOPHER** and **Mrs. ADIKI NI ROSEMARY** for supporting me financially, allowed me to do this internship and also given unconditional love and encouragement.

A lot of thanks to Head Of Finance **Mr. OKIRIA SILVESTER** for his love, support and encouragement that has motivated me to remember to always work hard and read intentionally

My special thanks to my field supervisor **Mr. MWASE JAMES** for accepting the responsibility of training, guiding and mentoring me, it's all that I needed to be able to compile this report. May the Almighty God bless you.

My sincere appreciation to Pallisa Town Council staff members for accepting to offer me a place to carry out my industrial training and also showed me love and allowed me share the working environment with them.

I also extend my sincere gratitude to my academic supervisor **Mr. EMUSUGUT DESTERO** for the academic support towards accomplishing this industrial training by supervising the intern and providing her with the report guideline on how to write a report.

Finally, I really appreciate my fellow interns for their assistance, comfort, inspiration during this internship training.

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LIST OF ACRONYMS/ABBREVIATIONS

| | | |
|------|---|---|
| CBS | - | Community Based Services |
| FY | - | Financial Year |
| GROW | - | Generational Wealth for Opportunities and Wealth Creation |
| IRAS | - | Integrated Revenue Administrative System |
| LC | - | Local Council |
| LPO | - | Local Purchase Order |
| PDM | - | Parish Development Model |
| PRN | - | Payment Reference Number |
| PTC | - | Pallisa Town Council |
| PWD | - | People with Disabilities |
| TC | - | Town Clerk |
| UBOS | - | Uganda Bureau of Statistics |

EXECUTIVE SUMMARY/ABSTRACT

The report represents all the knowledge, skills, experiences, activities and challenges acquired during the intern's industrial training at the accounts department in Pallisa Town Council, conducted from May to July 2025.

The training was based on the ability to provide practical exposure to a hands on experience and also to be able to apply the principles and techniques learnt theoretically so as to put in practice in solving real life challenges.

During the internship, the intern was actively involved in several key activities, including assisting in licensing, processing payment vouchers, writing receipts, assisting in bank reconciliations, drafting a work plan, practical on budgeting, attended budgeting meetings and also did assignments on preparation of cashbooks. These activities provided me with a hands on experience in handling daily accounting operations and also helped the intern get exposed to improving technical competence and the understanding of the workplace procedures.

Despite the fact that learning took place, the intern faced a number of challenges includi

ng, being introduced to totally new knowledge that wasn't yet taught at school, the limited access to equipment's like the computers, limited space to properly accommodate interns. Language barrier, poor hygiene at places of convenience, long distance and hunger but with time the challenges gradually became areas to learn, grow and protect myself better.

This internship report talks about the organization in section one, section two talks about activities done by the intern, the report also provides a summary of knowledge gained and lastly recommendations for improvement of internship and place of internship in section four.

SECTION ONE: INTRODUCTION

The section covers the location and description of Pallisa Town Council, objectives of field attachment, the structure and tasks carried out at Pallisa Town Council.

i) Location and description of Pallisa Town Council

Location of Pallisa Town Council

Pallisa Town Council is positioned in the eastern region of Uganda in Pallisa district; its headquarters lies adjacent to the district offices. It is positioned 190km northeast of the capital city Kampala, 50kms west of the Regional Town Mbale. It is bordered by Serere and Kumi districts in the North East, Ngora in the North, Butebo, Kibuku and Budaka Districts in the east. It lies astride latitudes 1:45°N and 1:05°S and between longitudes 33:47°E and 34:05°W with an area coverage of 32.4 square kilometers.

Description of Pallisa Town Council

Pallisa Town Council is governed by two organs that is the political organ which is headed by the chairman LCIII and technical organ headed by the town clerk.

Pallisa Town Council is an urban lower Local Government whose main objective is to give services to the public. Pallisa Town Council gives services after raising funds from collection of local revenues, getting funds from Central Government Transfers and sometimes from donors.

According to the national population census and household survey, Pallisa has a population of 32,681 people but in 2020, UBOS estimated the mid-year population of the town at 42,300 people.

Pallisa Town Council has 5 wards and 43 villages or cells as shown below.