
FACULTY OF MANAGEMENT SCIENCES

**A FIELD ATTACHMENT REPORT DONE UNDER THE FINANCE AND PLANNING
DEPARTMENT AT OBUTET SUB COUNTY IN PALLISA DISTRICT LOCAL**

GOVERNMENT

BY

OPULE ANDREW

BU/UP/2024/4034

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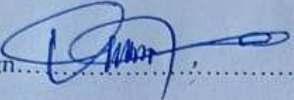
**A FIELD ATTACHMENT REPORT TO BE SUBMITTED TO THE DEPARTMENT OF
ECONOMICS AND MANAGEMENT SCIENCES IN PARTIAL FULFILMENT
OF THE REQUIREMENTS FOR AWARD OF A BACHELOR'S
DEGREE OF BUSINESS ADMINISTRATION OF
BUSITEMA UNIVERSITY**

MAY TO JULY, 2025

DECLARATION

DECLARATION

I **OPULE ANDREW** do declare that this internship report has been compiled and produced out of my personal exposure and findings from Obutet sub county in Pallisa district and it has never been submitted to any institution for academic award.

Sign..........Date.....02/09/2025

OPULE ANDREW

REG NO BU/UP/2024/4034

APPROVAL SHEET

APPROVAL SHEET

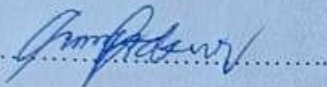
I certify that this internship report was compiled and produced by **OPULE ANDREW** Reg no **BU/UP/2024/4034** under supervision for partial fulfillment for the award of bachelors' degree in Business Administration. I recommend it to be submitted to the department of economics and management, Faculty of Management sciences.

Sign 

Date 4/05/2025

Mr. OKIROR ISMEAL

(Academic Supervisor)

Sign 

Date 01/02/2025

Mr. ADENGELEL GODFREY

(Field Supervisor)

DEDICATION

I dedicate this work to my lovely wife **Ms. Seeri Daphine** together with my children **Olupot James Walter** and **Ounai Innocent**. My parents **Mr. Ounai Daniel** and **Ms. Kulume Florence** for the marvelous and endless financial and non-financial support they have rendered towards my education.

I must not forget to dedicate this report to committed and dedicated academic supervisor **Mr. Okiror Ismael** and the work place supervisor **Mr. Adengelel Godfrey** for the guidance and support they rendered to me during the internship exercise.

May He who is above all, God reward you abundantly and His mercy be upon you forever and ever.

ACKNOWLEDGEMENT

I would like to register my sincere heart felt appreciation to various people that have worked with me, supported and guided me from the beginning to the end of my internship exercise.

I want to acknowledge the most grateful, almighty God, the most merciful for blessing me with patience and tenacity of mind to complete the internship which is a requirement for the award of the bachelor's degree at Busitema university.

Most importantly I thank my work place supervisor **Mr. Adengelel Godfrey** and the university supervisor **Mr. Okiror Ismael** for their effort; support and guidance they rendered to me before and during the writing of this report which has helped me complete the internship successfully with the greater change in life.

I would like to recognize the support and encouragement from my fellow intern mates who were with me at the work place because they shared with me the ideas and worked together as a team which eventually simplified the work.

Last but not least my appreciation goes to my family members for their moral, spiritual, and financial support and friends for their entire struggle towards my career development by supporting me in producing this work.

May the Almighty **God** bless you abundantly.

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ABBREVIATIONS

LC	Local Council
HOF	Head of Finance
LCIII	Local Council Three
DP	Development Plan
FY	Financial Year
HOD	Head of Department
URA	Uganda Revenue Authority
PDM	Parish Development Model
VR	Voucher
LPO	Local Purchase Order
LG	Local Government
PPDA	Public Procurement and Disposal of Public Asset Act, 2003
PWDS	People with Disabilities
VAT	Value Added Tax
PAYE	Pay As You Earn

Executive summary (Abstract)

This report presents the experiences and skills gained during my internship at Obutet sub county in the finance Department. The internship covered a period of ten (10) weeks, from 19th may 2025 to 27th July 2025. The report outlines the structure of the sub county, the roles of the finance Department, my assigned duties, and the competencies acquired. The internship provided a practical link to my academic learning and deepened my understanding of public financial management in a service setting.

So, bank reconciliation, writing and coding receipts, data collection, generating quarterly financial reports, updating accounts, typing various accounting transactions using excel, posting expenditures into vote books, extracting and analyzing data and preparing ledgers.

I Learnt on how to; Reconcile the cashbook, prepare financial reports, make entries into books of accounts like cashbook, writing vouchers, use computer applications like word and excel, post expenditures into vote books and itemizing expenditures using abstracts among others.

My experience was gained in areas which include; Writing payment vouchers, bank reconciliation, writing and coding receipts, preparing quarterly financial reports, budgetary controls by use of vote books, summarizing revenues and expenditures using abstracts, data collection, and using excel and word applications among others.

I acquired the following skills. Communication skills, office management skills human resource management skills, time management skill, financial management skills and computer skills.

As we continued learning we encountered some challenges for example Lack of alternative power source, inadequate computers and seats, inadequate human resource, some activities were not covered in theory and unfavorable weather condition.

In conclusion, the internship was a very interesting successful moment because it enabled me to learn many lessons, skills and experiences. Therefore, I urge the university to strongly consider internship as a very good step in the career development of the student and it should be monitored effectively. They should also develop a strong relationship with Obutet sub county for the training of more accountants for efficient and excellent performance.

SECTION ONE

1.0 Introduction

This chapter comprises of the background, content, objectives of the field attachment, location and description of the field attachment, mission, vision, goals, objectives, the structure of the organization, tasks carried out by the place attached and then the community. Therefore an Internship exercise simply refers to an opportunity given to interns by the employers of the organization to enable them to put the theoretical knowledge acquired during lectures into practical in a specific period of time. It is one of the requirements for one to qualify for the award of a bachelor's degree in Business Administration at any institution of higher learning, like at Busitema University. This internship exercise was carried out at Obutet sub county in the accounts department.

1.1 Background of the internship

Internships are work-related learning experiences that provide students with the chance to gain important knowledge and skills in a career related, that may or may not be directly related to their academic study. Internships should have clearly defined learning objectives related to the professional goals of the student's academic coursework. An internship provides exposure to career fields of interest without making a permanent commitment. It is compulsory to every second-year student pursuing any bachelor's degree in Business administration in the faculty of Management science, department of Economics and Management at Busitema University Pallisa Campus and it is carried out for a period of ten (10) weeks and this is two and a half months.

1.2 Content of the internship

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It's not simply an advance of the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learnt must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualification.

REFERENCES

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- Local government 2007, Financial and accounting regulations.
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- The student's internship log book.