

**FIELD ATTACHMENT CONDUCTED AT NANSANA MUNICIPAL COUNCIL WAKISO
DISTRICT, CENTRAL UGANDA UNDER THE ACCOUNTS DEPARTMENT**

FROM 4th JUNE, 2025 TO 7th AUGUST, 2025

BY

STUDENT NAME: ZAWEDDE AGNES

REG. NUMBER: BU/UP/2024/5312

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

AUGUST, 2025

DECLARATION

DECLARATION

I ZAWEDDE AGNES hereby affirm to the best of my knowledge that this internship report is my original work for a period of two months while at Nansana Municipal Council and has never been submitted to any institution of higher learning for any academic qualification.

Signature.....

Date.....20th August, 2025.....

NAME: ZAWEDDE AGNES

REG.NO: BU/UP/2024/5312

APPROVAL

APPROVAL

This is to approve that this internship report was done by **ZAWEDDE AGNES** at Nansana Municipal Council for the period of two months, June 4th to August 7th, 2025 under my supervision and it was written under my guidance. It is now ready for submission to the faculty of management sciences Busitema University Pallisa

FIELD SUPERVISOR

NAME: Nobirya Sika

SIGN: [Signature]

DATE: 15 Aug 2025

ACADEMIC SUPERVISOR

NAME: Adango Gorret

SIGN: [Signature]

DATE: 27/08/2025

DEDICATION

I dedicate this report to my Academic supervisor **Ms. Adong Goreti** together with my workplace supervisor **Mrs. Nabirye Sylvia** and other lecturers, my beloved sisters and brothers, my friends and not forgetting my beloved parents **Ms. Namagembe Proscovia** and **Mr. Lubwama Gerald** and my fellow students , I dedicate to them due to the love and also as assign to motivate them to progress in their studies well.

I must not forget my grandmother **Ms. Namala Peninah** for the financial and non-financial support she has provided towards my education journey.

May the highest God bless and reward you abundantly and may his mercy follow whenever.

ACKNOWLEDGEMENT

I would like to take this opportunity to thank the Almighty God for the might protection, strength, and courage that he granted to me throughout this internship period.

Special thanks go to my beloved mother **Ms. Namagembe Proscovia** and grandmother **Ms. Namala Peninah** for the financial support they rendered to me to enable me to continue with my studies.

I would also wish to extend my sincere appreciation to my field supervisor **Mrs. Nabirye Sylvia** for her guidance and knowledge that she gave during the internship training to equip me with practical skills of what I learnt in class.

Great thanks to my academic supervisor **Ms. Adong Goreti** for the knowledge that she added to me on how to make a report and continue working hard to come up with more experience and skills from the field.

I acknowledge my fellow internees from various institutions during the internship training at Nansana Municipal Council for the teamwork, advice, encouragement and cooperation that enabled me to complete my internship training very well and equipped with practical skills from the field.

Lastly I thank the administration of **BUSITEMA UNIVERSITY** for allowing us to go for internship trainings that helped us in transforming classwork into practical knowledge.

MAY THE ALMIGHTY GOD BLESS YOU.

TABLE OF CONTENTS

DECLARATION	I
APPROVAL	II
DEDICATION	III
ACKNOWLEDGEMENT	IV
LIST OF TABLES	VII
LIST OF FIGURES	VIII
LIST OF ACYRONYMS	IX
ABSTRACT	X
1.0 CHAPTER ONE: INTRODUCTION	1
1.1 INTRODUCTION	1
1.2 LOCATION AND BACKGROUND OF THE NANSANA MUNICIPAL COUNCIL	1
1.2.1 VISION STATEMENT	1
1.2.2 MISSION STATEMENT	2
1.3 OBJECTIVES OF THE ORGANIZATION	2
1.3.1 OPERATIONS OF NANSANA MUNICIPAL COUNCIL	3
1.3.2 ORGANIZATION CULTURE	4
1.3.3 GENDER IN THE ORGANIZATION	4
1.4 TARGET GROUPS	5
1.5 TASKS OF NANSANA MUNICIPAL COUNCIL	6
1.6 STRUCTURE OF THE ORGANIZATION	7
1.7 OBJECTIVES OF THE FIELD ATTACHMENT	7
2.0 CHAPTER TWO: MAIN BODY OF THE REPORT	8
2.1 DESCRIPTION OF WORK CARRIED OUT	8
2.2 DUTIES AND RESPONSIBILITIES.	8
2.3 NEW KNOWLEDGE	11
2.4 SKILLS GAINED.	12
2.5 RELATIONSHIP WITH OTHER STAFF AND THE SUPERVISOR	13

2.6 PROBLEMS EXPERIENCED	14
2.7 SOLUTIONS TO THE PROBLEMS.....	15
3.0 CHAPTER THREE: CONCLUSIONS	16
3.1 INTRODUCTION	16
3.2 CONCLUSIONS.	16
4.0 CHAPTER FOUR: RECOMMENDATIONS.....	17
4.1 INTRODUCTION.....	17
4.2 RECOMMENDATION.	17
4.2.1 TO THE ORGANIZATION.	17
4.2.2 TO THE UNIVERSITY.	17
4.2.3 TO THE STUDENTS.	18
REFERENCES.....	19
APPENDICES.	20
APPENDIX 1: AN EVIDENCE OF ME PREPARING THE PAYMENT VOUCHERS.	20
APPENDIX 2: INTERNSHIP PLACEMENT LETTER	21

LIST OF TABLES

Table 1 population of Nansana Municipal Council.....2

Table 2 Tabular presentation of gender at NMC.....4

LIST OF FIGURES

Figure 1: organizational structure of NMC.....6

LIST OF ACYRONYMS

CFO	Chief Finance Officer
DP	Deputy Mayor
EFT	Electronic Fund Transfer
IFMS	Integrated Financial Management System.
LC	Local Council
LPO	Local Purchase Order
MP	Member of Parliament
MTC	Municipal Town Clerk
NMC	Nansana Municipal Council
PDM	Parish Development Model
PRN	Payment Revenue Number
SA	Senior Accountant
TC	Town Clerk

ABSTRACT

This report is comprised of activities undertaken during my internship training at Nansana Municipal Council. Under finance and Accounts department Offices. The internee was able to gain practical skills, experience and ability to transform theory learnt in class into practice. Chapter one covers the background of the field attachment, objectives of the field attachment, NMC background, mission statement, vision statement, main activities of the organization, Organizational Structure, Operations of the organization, Organizational culture and Gender in the organization. Chapter two basically consists of the Position occupied in an organization, Duties and responsibilities, Supervision levels and relationship with the supervisor, Work team and its composition, working relationship among team members, and Authority levels to the student. Chapter three consists of the practicability of the theories learnt at school or Relatedness of university's taught programs to the field work, experiences and the skills acquired. Chapter four consists of the Conclusions and Recommendations to students, University and Organization. Irregularities in the cash book figures and bank statement figures could make balancing of the financial book more difficult and as well accountability became difficult. Learning how to use the Integrated Financial Management System (IFMS) took much more time since it was not taught in school. There was also power plug out which delayed the accomplishment of the activities that were assigned to be done.

1.0 CHAPTER ONE: INTRODUCTION

1.1 Introduction

A report on field attachment at Nansana Municipal Council for a period of two month from 4th June, 2025 to 7th August, 2025.

This chapter covers the historical background of the organization, the vision statement, mission statement objectives of the organization, gender in the organization, population of NMC, organizational culture location of the organization structure of the organization and objectives of the field attachment.

1.2 location and background of the Nansana Municipal Council

Nansana Municipal Council is located in the Central Region of Uganda, within Wakiso District. It lies along the Kampala–Hoima highway, about 9.6 kilometers northwest of Kampala city and approximately 8 kilometers south of Wakiso, the district headquarters. The municipality sits at an elevation of about 1,191 meters above sea level and covers an area of roughly 295.3 square kilometers.

Nansana Municipal Council was officially established on 9th September 2015 through Statutory Instrument No. 47. It was formed by expanding the former Nansana Town Council and incorporating the sub-counties of Nabweru, Gombe, and Busukuma. Today, the municipality comprises four administrative divisions—Nansana, Nabweru, Gombe, and Busukuma—containing a total of 29 wards and 130 cells.

1.2.1 Vision statement

“A transformed and livable municipality with sustainable urban development by 2040.”

This vision reflects the council’s commitment to creating a well-planned, inclusive, and environmentally sustainable urban area that offers quality services and improved livelihoods for its growing population.

REFERENCES

GOU (1997). *The Local Government Act*.

NMC Development Plan 2024/2025

The Public Finance Management Act, 2015

The Public Finance Management Regulations, 2016