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**FACULTY OF MANAGEMENT SCIENCES  
DEPARTMENT OF ECONOMICS AND MANAGEMENT  
KILEGO AHAMADA  
2023/2024**

**AN INTERNSHIP REPORT CARRIED OUT AT PALLISA  
TOWN COUNCIL, PALLISA DISTRICT**

**AN INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF  
MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT OF THE  
REQUIREMENTS FOR THE AWARD OF A BACHELOR'S  
DEGREE OF BUSINESS ADMINISTRATION OF  
BUSITEMA UNIVERSITY**

**JULY 2025**

**DECLARATION**

I, **Kilego Ahamada**, I do declare that this internship report is my original work and has not been submitted anywhere for any academic award. All information and data presented are based on my personal experience during the internship at Pallisa Town Council.

Signature KAC.....

KILEGO AHAMADA

Date 30<sup>th</sup> / 07 / 2025.....

## APPROVAL

This is to certify that **Kilego Ahamada** of registration number **BU/UP/2023/1238** .Has solely compiled this report as partial fulfillment of the requirement from Busitema University for the ward of bachelor's degree in business administration. We therefore recommend that this report be submitted to the University for the Award of bachelors in business administration.

**FIELD SUPERVISOR**

Signature.....

Name: Mr. Mwase James

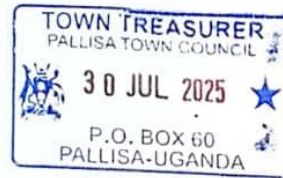
Date:..... 30/07/2025

**Academic Supervisor**

Signature :.....

Name: Ms. Kalembe Doreen

Date:..... 13/08/25



## **ACKNOWLEDGEMENT**

I would like to express my sincere gratitude to everyone who contributed to the success of my internship training at Pallisa town council.

First and foremost, I thank the supervisor Mr. Mwase James for the valuable guidance, support and encouragement throughout the training period. Your mentorship helped me understand various departmental functions and how they contribute to the overall goals of the town council. My heartfelt appreciation also goes to the staff members of Pallisa Town Council in engineering, finance, administration, health and community development units for their warm welcome, cooperation and the knowledge they shared with me.

I also extend my thanks to my lecturers especially Madam Kalembe Doreen from Busitema University for preparing me and facilitating this program which has greatly enhanced my practical skills and understanding of public sector operations.

Many thanks goes to my fellow interns like Geno grace, Achienge Emmanuelle, Emuron AbdulKeri, Emuron Lawrence , Chemonge Hamidu and many others for their corporation ,support and advice.

I thank my dearest dad Mr. Kilego idi and mom Namaganda Hajira for their continued support during my internship period that has been a vital part of my professional and personal development and I am truly grateful.

Lastly, I would like to thank the Almighty Allah for protection and life to have enabled me to complete my internship.

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## LIST OF ACRONYMS OR ABSTRACT

PTC.....	Pallisa Town Council
TC.....	Town Clerk
LC111.....	Local Council Three
PPE.....	Personal protective equipment
F/Y.....	Financial Year
PAC.....	Public Accountants Committee
LG.....	Local Government
H.O.D.....	Head Of Department
IRAS.....	Integrated Revenue Administrative Systems
PBS.....	Program budgeting system
UBOS.....	Uganda bureau of statistics
UGX.....	Uganda shillings
BAL b/f.....	balance brought forward
Dr.....	debit
Cr.....	credit
Bal b/c.....	balance carried down

## **EXECUTIVE SUMMARY OR ABSTRACT**

This report breaks down the internship training carried out at Pallisa Town Council in a period of two months as part of academic requirements for the a ward of degree in Business Administration at Busitema University since it is part of their curriculum setting.

During my internships period I got to know a number of practical works carried out at Pallisa Town Council in Finance and planning department which include budget discussions, auditing, revenue mobilization, ground rent reminding, community ceremonies was both important and eye opening, preparing of cash budgets, work plan using Microsoft excel, participating in handing over of construction contracts to contractor, attending budget approval meeting, taxation and procurement discussions and preparing some documents used at PTC like payment vouchers of local revenue to the lower councils.

Despite the fact that I did the above work, there are a lot of challenges I faced and these included rampant power failure, few computers, lack of lunch, inadequate toilet, few safe drinking water facilities, unstable WIFI network and poor sanitation.

Internship is a professional learning experience offered by an organization to the intern for a specific period of time. Internship exercise is an opportunity to integrate career related experience into under graduated education by participating in planned supervised work and it also helps students to gain knowledge, training, skills and experience. Internship is part of Busitema University curriculum and a requirement for students to undergo before they are a warded a Bachelor's Degree in Business Administration.

## SECTION ONE (I): INTRODUCTION

### 1.0 Introduction

This chapter contains the following, location and description of place of the field attachment objectives of field attachment, organization structure and other main services offered by the organization units.

### 1.0 Location and description of place of field attachment

#### 1.1 Location of Pallisa Town Council

PTC is located in the Eastern region of Uganda in Pallisa District; its headquarters lies next to the Pallisa district Local Government offices. It is positioned 190km northeast of the Capital city Kampala, 56kms west of the Regional city Mbale. It is 5km North of Lake Lemwa, 120kms south of soroti International Airport. It lies along latitude 1 degree 45 minutes north and 1 degree 05 minutes south and longitude 33 degree 47 minutes east and 34 degree 05 minutes west . It is bordered by Serere and Kumi districts in the Northeast, Ngora in the north, Butebo, Kibuku and Budaka Districts in the East. Once a small town, Pallisa Town Council has an area of 32.4 square kilometers as seen (**Appendix 1**)

#### 1.2 Description of place of field attachment

Pallisa Town Council is headed politically by the LCIII this is followed by the Town Clerk (TC) who is the senior Accounting Officer of Pallisa Town Council. It is composed of 9 programs that to say management and support service, finance and planning, education and sports, works and technical services, statutory bodies, production, health and environment natural resources, community based development and internal audit and the side of administrative , it is headed by the Town Clerk followed by assistant Town Clerk. Pallisa town council is composed of five wards and forty three cells with 41108 people as seen below.

**Table 1.2. 1 showing wards and cells of Pallisa Town Council**

Wards	No of villages / cell
East Ward Supa	7
West ward odwarat	9
Kagwese	10
Hospital	8
Kaicho	9
<b>Total</b>	<b>43</b>

**Source:** Pallisa Town Council Report and Financial statement for the year ended on 30<sup>th</sup> June 2022

## REFERENCES

**Tables showing Design Standards and guidelines during training**

Details	Activities	Responsible	Outputs
<b>Daily activities</b>	Preparing cash books and cash budgets Discussions about taxation, assets and procurement Revenue mobilization Ground rent reminding Brainstorming about ecommerce, creativity and innovation	Supervisor & intern	Log book signing
<b>Supervision</b>	Signing fully endorsed log book Assessment of intern	Academic supervisor & intern ( <b>appendix 6</b> )	Signing reports & look books
<b>Reports</b>	Report typing and documentation	Intern & field supervisor	Report made

Standard/ guideline	Description	Importance
Time management	Reporting at workplace at exactly 8:00am and leave at 5:00pm	To respect the workplace rules and guidelines
Dress code	Wearing decent proper attire as per office norms	To show professionalism & good personal grooming
Daily log book filling	Record activities each day	To be used as a reference and assessment during the time of supervision
Reporting difficulties	Reporting to the field supervisor in advance	To solve the issues immediately

### **Books and internet materials.**

- I. Pallisa Town Council approved capital and recurrent budget estimates 2025/2026 as council sitting on 28th may 2025.
- II. Local Government, Financial and Accounting manual 2007.
- III. Pallisa Town Council report and financial statement for the year ended on 30<sup>th</sup> June 2022
- IV. Uganda Bureau of statistics of 2024.