
**BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT
INTERNSHIP TRAINING REPORT CARRIED OUT AT
NAMAYINGO DISTRICT LOCAL GOVERNMENT.**

HADUDU TRYPEANA

BU/UP/2023/3736

YEAR TWO

12TH MAY -11TH JULY 2025

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

AUGUST 2025

DECLARATION

I Hadudu Trypheana do declare that I have written this internship report and has been compiled and produced out of my personal exposure and findings from Namayingo District Local Government. And I am sure this report has never been submitted to any institution of higher learning for the award of Bachelors Degree of Business Administration.

Signature 

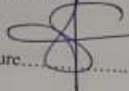
HADUDU TRYPHEANA

Date ^{1st} 27/08/2025

APPROVAL

This is to clarify that **HADUDU TRYPENEANA** of Registration **BU/UP/2023/3736** student of Busitema University was attached to Namayingo District Local Government and has successfully completed a two months industrial training. We have carefully read the content of this report and we recommend this report be submitted to Busitema University for assessment and award of marks.

Field Supervisor

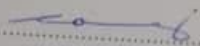
Signature.....



Name: MR. MUKISA TOM

Date and Stamp. 27/8/25

Academic Supervisor.

Signature.....

Name: MR. KALEZI ABBEY

Date..... 27/8/25

DEDICATIONS

I would like to sincerely express my gratitude to the almighty God who gifted me with life, protection, wisdom, patience and the ability to do and complete my internship.

I dedicate this piece of work to all my parents Mr. Wandera Willies Ochimi and Ms. Nerima Masline for their moral and financial support towards my academic journey. I do also dedicate it to my sister Anyango Joan and my brother Mukaga Humphrey for her persistent support not forgetting my beloved husband Mr. Senyonga Denis

I also dedicate this work to all people whom I worked hand in hand with and to those who gave me inspiration throughout my training and academic life.

ACKNOWLEDGEMENT

Acknowledgement for assistance during field training

Firstly, thank the Almighty God for his mercy and favor that has enabled me complete my internship safely without facing several challenges.

I would also like to extend my gratitude to both my academic supervisor madam Taaka Hope and field supervisor Mr.Mukisa Tom for the support and encouragement and guidance during my internship not forgetting the Administration of Namayingo district especially the office of the Chief Administration Officer , the office of Human Resource Management and the office of Accounting and Finance Office for having admitted me to carry out internship from the organization

Secondly I continue to acknowledge the staff of NDLG especially all the finance department members like Mr. Mukisa Tom, Mr.Waiswa Enock,Ms Anyango Susan, Mr. Wafula Walter among others for the moral support and guidance toward my internship practices and report writing not forgetting the Human Resource department for offering me a vacancy

I conclude by appreciating all Namayingo District Local Government staff members for their grateful support toward my internship process.

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LIST OF ACRONYMS

ACC	Accountant
BFP	Budget Fame Work Paper
CAO	Chief Administrative Officer
CFO	Chief Finance Officer
DC	District Council
DTPC	District Technical Planning Committee
F/Y	Finance Year
FO	Finance Officer
LG	Local Government
LGFAM	Local Government Financial and Accounting Manual
LGMSDP	Local Government Management Service Development Program
LST	Local Service Tax
NDLG	Namayingo District Local Government
PAYE	Pay As You Earn
PFMA	Public Financial Management Act
PPDA	Public Procurement and Disposal Act

SFO	Senior Finance Officer
TIN	Tax Indication Number
URA	Uganda Revenue Authority
WHT	Withholding tax

EXEECTIVE SUMMAY

This report avails internship information that was carried out at Namayingo district local government. My internship report therefore comprises of the introduction of the report with a brief description and location of place of attachment, its objectives as well as activities done by the organization.

The internship report will also explain the activities, tasks and responsibilities assigned during the internship period such as attending meeting, printing among others.

The report will further discuss the challenges and limitations which I went through and experienced during my internship period with Namayingo District Local Government such as lack of transport, slow internet network, lack of lunch, strict dressing code, making mistakes, shortage of computers.

In Conclusion, NDLG is a place full of opportunities for internship exercise and of a great importance for the interns. The internship in the finance department of NDLG has provided an valuable experience, equipping me with a robust set of technical and soft skills essential for a successful career in business administration. Through hands-on involvement in financial analysis, budgeting, document management, and internal controls, I have gained practical knowledge that complements my academic studies.

The report will also have a summary of key issues during intern as well as the recommendations for both the university and NDLG Lastly the report will also have references and Appendices.

CHAPTER ONE: INTRODUCTION

1.0. Location and description NDLG

1.1 Description of field attachment

A report is document summarizing the basic events that occurred during internship period. It explains the nature of the organization, the organization profile and its objectives.

The report also serves to introduce the objectives of internship, lessons and skills attained as well as the challenges and limitations.

The internship was carried out from Namayingo District Busoga region in eastern Uganda within a period of two and a half month, starting from 12th may, 2025 to 11th July, 2025

An internship is a temporary work experience program typically offered by companies and organizations to students.

Internships provide individuals with the opportunity to gain practical work experience, apply theoretical knowledge in a real-world setting, and develop skills relevant to their field of study. Interns are usually supervised by experienced professionals and may work on specific projects or tasks to support the organization's goals and objectives.

1.2 Location details

Namayingo district is located along Musita - Busia highway and in the south eastern part of Uganda and it was nominated as a district in July 2010 from a mother Bugiri. The district also extends to the Uganda Kenya border in the south east in the waters of Lake Victoria of Uganda and finally Tanzania in the south.

The postal address for NDLG is Po Box 64, Uganda.

Namayingo District is subdivided into three constituencies namely; Boboli islands, Namayingo south, and Bukooli South. Bukooli Islands is subdivided into three sub-counties namely Sigulu, Bukana, and Lolwe islands. Bukooli south mainland constituency has two sub-counties and one town council namely Buyinja, Buswale and Namayingo town council while Namayingo south constituency has three sub-counties and two town councils namely Mutumba, Banda, Buhemba, Banda town council, and Mutumba town council. The newly created town councils of Mutumba and Banda have so far received start-ups and are waiting for operational funds. There are 50 parishes with a total of 306 villages

Namayingo District has eight rural sub counties and two town council, 43 parishes and 250 villages with 31,560 as the estimated number of households with a total population of 287,734 people (males 132,934 representing 46.2% and females 154,800, representing 53.8% respectively as projected by the district planning unit)

References

- i) **Designed standards and guideline used during industrial training**
- ii) **Books and internet**
- iii) Namayingo district local government client act 2022
- iv) Namayingo district local government vote 904
- v) Public financial Management act 2015
- Vi) Local government act cap 243(as at 31st December, 2017) by Uganda law forum