



**BUSITEMA
UNIVERSITY**

Pursuing Excellence

FACULTY OF MANAGEMENT SCIENCES

**A FIELD ATTACHMENT REPORT DONE UNDER THE ACCOUNTS DEPARTMENT
AT PALLISA GENERAL HOSPITAL IN PALLISA DISTRICT LOCAL
GOVERNMENT**

BY

WEERE YASIN

BU/UP/2023/1262

2300401262

weereyasin01@gmail.com

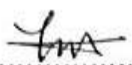
**A FIELD ATTACHMENT REPORT TO BE SUBMITTED TO THE DEPARTMENT OF
ECONOMICS AND MANAGEMENT SCIENCES IN PARTIAL FULFILMENT
OF THE REQUIREMENTS FOR AWARD OF A BACHELOR'S
DEGREE OF BUSINESS ADMINISTRATION OF
BUSITEMA UNIVERSITY**

MAY TO JULY, 2025

DECLARATION

DECLARATION

I **WEERE YASIN** do declare that this internship report has been compiled and produced out of my personal exposure and findings from Pallisa General Hospital in Pallisa district and it has never been submitted to any institution for academic award.

Sign.......... Date..... 18/08/2025

WEERE YASIN

REG NO BU/UP/2023/1262

APPROVAL SHEET

APPROVAL SHEET

I certify that this internship report was compiled and produced by **WEERE YASIN** Reg no **BU/UP/2023/1262** 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 *P.P. Abbey*

Date *27/08/2025*

Mr. Kalenzi Abbey

(Academic Supervisor)

Sign *Ms. Okwajja Julius*

Date *18/08/2025*

Ms. Okwajja Julius

(Field Supervisor)

Sign

Date

Dr. Okoth David

(Medical Superintendent)



DEDICATION

I dedicate this work to my lovely Wife **Ms. Achola Mwajuma** together with my mother **Ms. Namugwere Luba** and father **Mr. Wanyerere Isa** 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. Kalenzi Abbey** and the work place supervisor **Mr. Okwajja Julius** 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.

My appreciation goes to the Medical Superintendent, **Dr. Okoth David**, the hospital administrator **Mr. Elwana Micheal** for providing me with the relevant information which enabled me finish my internship successfully.

Most importantly I thank my work place supervisor **Mr. Okwajja Julius** and the university supervisor **Mr. Kalenzi Abbey** 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.

Table of content

Contents

DECLARATION	ii
APPROVAL SHEET	iii
DEDICATION.....	iv
ACKNOWLEDGEMENT.....	v
Table of content	vi
LIST OF ABBREVIATION	viii
LIST OF FIGURES	ix
Executive summary (Abstract).....	x
CHAPTER ONE	1
1.0 Introduction	1
1.1 Background of the internship	1
1.2 Content of the internship	1
1.3 Objectives of the internship exercise	2
1.4 Benefits expected during the field attachment.....	2
1.5 Scope of the internship	3
1.5.1 Geographical scope	3
1.5.2 Content scope	3
1.5.3 Time scope.....	4
1.6 Organizational profile	4
1.6.1 Background of the organization	4
1.6.2 VISION	5
1.6.3 MISSION	5
1.6.4 GOAL:	5
1.6.5 Objectives of the organization	5
1.6.6 What the organization does.....	6
1.6.7 The clients of the organization	6
1.7 Activities of the department to which I was assigned	6
1.8 Activities of different departments of the organization	7
1.8.1 Administration department.	7

1.8.2 Laboratory department.	7
1.8.3 Inpatient department.	7
1.9 ORGANIZATION STRUCTURE OF PALLISA GENERAL HOSPITAL	8
CHAPTER TWO	9
2.0 Introduction	9
2.1 Activities and tasks done.....	9
2.2 Description of each responsibility I was assigned	9
2.3 Lessons learnt.....	10
2.4 Skills gained during internship.....	11
2.5 Experience gained.....	11
2.6 Challenges and limitations noticed during the Internship that are affecting.....	12
2.6.1 The organization.....	12
2.6.2 The workers	12
2.6.3 The intern	13
2.7 Enjoyments	13
2.8 Disappointments	14
2.9 How Challenges were solved	14
CHAPTER THREE	15
3.0 Introduction	15
3.1 A brief summery on lessons learnt, experience and skills gained.....	15
3.2 Lessons Learnt	15
3.3 Skills Gained	16
3.4 Experience Acquired	17
3.5 CONCLUSION	17
CHAPTER FOUR	18
4.0 Introduction	18
4.1 Recommendations	18
4.2 To intern	18
4.3 To the university (Busitema University)	19
4.4 To the organization (PGH):	19
REFERENCES	20
APPENDICES	21

LIST OF ABBREVIATION

HOF	Head of Finance
SAA	Senior Accounts Assistant
B/D	Brought Down
C/D	Carried Down
FY	Financial year
NCDs	Non-Communicable Diseases
HIV	Human Immune Virus
STIs	Sexually Transmitted Infections
PGH	Pallisa General Hospital
Dr.	Doctor
EPI	Expanded Program on Immunization
LGs	Local Governments
MPED	Ministry of Finance Planning and Economic Development
LLG	Local Lower Government
CAO	Chief Administrative Officer
LGFAM	Local Government Financial and Accounting Manual, 2007
LGFAR	Local Government Financial and Accounting Regulations, 2003
PFMA	Public Finance Management Act, 2015
VAT	Value Added Tax
PAYE	Pay As You Earn

LIST OF FIGURES

Figure 1: Shows the organizational structure of PGH.....pg.8

Executive summary (Abstract)

This report presents the experiences and skills gained during my internship at Pallisa General Hospital in the Accounts 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 hospital, the roles of the Accounts 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 health 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 Pallisa General Hospital for the training of more accountants for efficient and excellent performance.

CHAPTER 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 clients of the hospital. 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 Pallisa General Hospital 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

- Pallisa town council 2024/2025- 2029/2030, five-year development plan
- Guidelines in the application of the local government internal Audit manual
- Pallisa town council 2024/25 Approved recurrent and capital Budget
- Republic of Uganda, Citizen's handbook on law and administration of justice, judicial service commission, Kampala (3rd)
- Local government 2007, Financial and accounting regulations.
- Local government finance and accounting manual, 2007
- The student's internship log book.