

**FACULTY OF MANAGEMENT SCIENCES  
DEPARTMENT OF ECONOMICS AND MANAGEMENT**

**A REPORT ON FIELD ATTACHMENT CARRIED OUT IN NABIGANDA TOWN  
COUNCIL**

**BUTALEJA DISTRICT**

**YEAR : TWO**

**PERIOD : 19<sup>th</sup> MAY - 6<sup>th</sup> JULY 2025**

**BY**

**NAMUDIRA PAULINE**

**BU/UP/2023/1208**

**INDUSTRIAL TRAINING REPORT SUBMITTED TO BUSITEMA UNIVERSITY  
FACULTY OF MANAGEMENT SCIENCES IN PARTIAL FULFILMENT OF THE  
REQUIREMENT FOR THE AWARD OF BACHELOR'S DEGREE IN BUSINESS  
ADMINISTRATION.**

**25<sup>TH</sup> AUGUST 2025**

**DECLARATIONS**

I NAMUDIRA PAULINE student of Busitema University solemnly declare that this report is of my own effort and has never been submitted to any university or institution of higher learning and has been written in respect of Busitema University Rules and guidelines for the award of Bachelor’s Degree in Business Administration.

Signature.....*Namudira Pauline*.....

NAMUDIRA PAULINE

Date.....*25<sup>th</sup>/08/2025*.....

**APPROVAL**

This is to certify that this internship report by NAMUDIRA PAULINE at Nabiganda town council was done under my supervision and now it is ready to submission of partial fulfillment of the requirement of Award for Bachelor’s Degree of Business Administration at Faculty of Management sciences, Busitema University.

*[Handwritten signature of Mr. Kawere Thomas]*

Signature.....

(Field supervisor)

MR KAWERE THOMAS



Date.....

*[Handwritten signature of Mr. Emusugut Desterio]*

Signature.....

MR. EMUSUGUT DESTERIO

(Academic Supervisor)

..Date..... 21/8/2025

## **ACKNOWLEDGEMENT**

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## **LIST OF ACRONYMS.**

LCIII.....	Local Council Three
NTC.....	Nabiganda Town Council
CC.....	Commercial Officer
CBO.....	Community Based Organisation
<b>CDO.....</b>	<b>Community Development Officer</b>
FAL.....	Functional Adult Literacy
FY.....	Financial year
LC.....	Local Council
LGMSD.....	Local Government Management Service Delivery
NAADS.....	National Agricultural Advisory Services
NGO.....	Non-Government Organization
URA.....	Uganda Revenue Authority
VAT.....	Value Added Tax
TC.....	Town Clerk
H/A.....	Health assistant
PDM.....	Parish Development model

## **EXECUTIVE SUMMARY**

This internship report has been developed after the intern went through internship training from Nabiganda Town Council the intern was exposed to a number of day to day practical works carried out in Accounting and Finance department.

The intern was involved in preparing bank reconciliation statement, Generating and filling of payment vouchers, filling requisitions and Recording monthly transactions into the cashbook among others.

During the intern's industrial training in Nabiganda Town Council, the intern learnt a lot of new things which the intern had not acquired in class like revenue assessment, budgeting in local government and many more.

As much as there were a lot of new things learnt, there were also some challenges the intern faced like: Rampant power failure, lack of lunch, inadequate facilities of information technology system, inadequate safe drinking water facilities and poor sanitation at the place of convenience which were solved by hiring personal laptops, providing lunch and drinking water to ourselves and personal cleaning of the different places at Nabiganda town council.

However, internship is a very educative exercise especially when the training is done in Nabiganda Town Council. This is therefore to encourage Busitema University to always advise students to apply for their internship to Nabiganda Town Council.



## **SECTION ONE**

### **INTRODUCTION**

This section consists of the location, description of Nabiganda town council, objectives and the organisational structure of NTC.

#### **i.a) Location of Nabiganda Town Council**

Nabiganda Town Council is located in Eastern Uganda in Bunyole East Butaleja District, 24km from Mbale city, 8km East of the District Headquarters Nabiganda Town Council was formed on 12th August 2018 after being carved out of Kachonga and Mazimasa Sub-counties. It is also located along Mbale-Busolwe Road.

It is bordered by Bufuja-Kachonga T/C in East ,Kachonga sub-county in the North,Naweyo sub-county in the North East,Butaleja T/C in the West and Mazimasa Sub-county in south.

It has a total land area of 31 square kilometers according to the 2014 census. It has 6 wards and 39 cells .According to the 2020 population projections based on (UBOS CENSUS 2014),The total population of Nabiganda T/C is at 14,832 persons of which men constitute 7120 while women 7713 with a total 22966 households.

#### **b. Description of Nabiganda Town Council**

Below is the description of Nabiganda Town Council

The existence of Nabiganda Town Council started in 2018, after being carved from Kachonga and mazimasa sub-county It is bordered by Bufuja-Kachonga T/C in East Kachonga sub-county in the North,Naweyo sub-county in the North East,Butaleja T/C in the West and Mazimasa Sub-county in south.

It has a total land area of 31 square kilometers according to the 2014 census. It has 6 wards and 39 cells .According to the 2020 population projections based on (UBOS CENSUS 2014),The total population of Nabiganda T/C is at 14,832 persons of which men constitute 7120 while women 7713 with a total 22966 households.

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Financial and accounting Regulations, 2007

Accounting manual

Frank Wood (1996) Business Accounting 1, 7th edition, Pitman Publishing Company

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Kakuru Julius (2005) Finance Decisions and the Business Publishing Group, Kampala Uganda.

Chart of Accounts

Public Finance Management Act