
DEPARTMENT OF ECONOMICS AND MANAGEMENT

**A REPORT ON FIELD ATTACHMENT CARRIED OUT AT PALLISA TOWN
COUNCIL, PALLISA DISTRICT.**

BY

ASINAI PEACE

2023/2024

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

JULY 2025

DECLARATION

I ASINAI PEACE do affirm that I did this report on my own and it has never been submitted to any other higher institution of learning for the award of Bachelor's Degree in Business Administration.

Signed.....ASINAI PEACE.....

ASINAI PEACE

Date.....15th 10/8/2025.....

APPROVAL

We approve that this internship report was under our supervision in partial fulfillment of the requirement for the award of Bachelors degree of business administration and is now ready for submission with my approval

Signed.....
Mr. MUYASE JAMES
Field Supervisor
Date.....



Signed.....
MR. ORINGO JONAH
Academic Supervisor
Date...15th/AUG/2025.....

ACKNOWLEDGEMENT.

I want to thank the Almighty God for the gift of life and good health He gave me during the whole time of my internship, am really grateful.

I also want to express my deepest appreciation to my Dad Aogon Silver Emudong and my Mum Isenyi Lydia Emudong for their endless support, encouragement, and understanding throughout this period of internship.

Not forgetting to thank the entire staff of Pallisa Town Council for welcoming me and accepting me to do my internship in your organization.

Special thanks to Mr. Mwase James, Head of the Accounts Department, for your mentorship and for offering me the opportunity to gain practical skills and experience into financial management within a local government context and guiding me through until I complete my report.

I also want to thank my friends like Chepkwemoi Winny for your continued support when I was doing my report and others, I can't name you all.

I am also thankful to my fellow interns and colleagues at Pallisa Town Council. Working alongside such a dedicated and enthusiastic team made my internship experience both enjoyable and educational. Your camaraderie/sociability and collaborative spirit significantly enhanced my time at the Council.

I am also grateful to my academic supervisors of Busitema University for giving me the guide line and format of writing my report which has helped me to write my report well.

Lastly, I would like to express my sincere gratitude to all those who have supported and guided me through my internship at Pallisa Town Council. This experience has been invaluable, and it would not have been possible without the help and encouragement of many individuals.

May the almighty God bless and protect you in Jesus name.

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ABBREVIATIONS AND ACRONYMS

AIDS:	Acquired Immune Deficiency Syndrome
CAO:	Chief Executive Office
DP:	Development plan
FY:	Financial Year
HIV:	Human Immune Virus
HOF:	Head of Finance
IT:	Information Technology
LC:	Local Council
LCIII:	Local Council 3
LGA:	Local Government Act
LLG:	Lower Local Government
LPO:	Local Purchase Order
NCHE:	National council for higher education
PPDA:	Public Procurement and Disposal of Public Asset Act, 200
Prog:	Program
PTC:	Pallisa Town Council
URA:	Uganda Revenue Authority
VR:	Voucher

EXCUTIVE SUMMARY OR ABSRACT

Internship training is a very important activity which is so beneficial to student since it helps to transform the knowledge acquired theoretically from class.

During internship there are a lot of practical works that the intern carried out during the internship training, I participated in filling of a bank deposit slip, writing payment voucher, reconciling the cash book and bank statement, issuing out receipts, budgeting and preparation of a cash budget which enabled me to get skills practically.

In the course of internship, the intern also experienced some challenges during her time of internship which include, limited computers, limited space for the intern students, hunger problems since lunch is not provided, poor hygiene in the places of convenience.

In conclusion, the practical work the intern carried out was more of great value this is because of skills gained regarding her profession

SECTION ONE

INTRODUCTION

This section comprises of the location and description of place of field attachment, objectives of field attachment, structure of the organization, tasks carried out by the place attached to and the description of its role in the society,

i) Location and Description of Pallisa Town Council

Location of Pallisa Town Council

Pallisa town council is situated at 190km north east of Kampala capital city, 50km west of regional town Mable. It lies astride latitudes 1 degree 45 minutes north and 1degree 05 minutes south and between longitudes 33 degrees 47 minutes east and 34 degrees 05 minutes west. Its headquarters are just adjacent to the district offices

Description of Pallisa Town Council

Pallisa Town Council provides a framework for proper land management in the community. This is through land application and land registration with the council, submission of plans for building, and building inspections and land survey by the office of works at Pallisa Town Council.

The organization (Pallisa Town Council) ensures good public health in the community; this is through encouraging competent and experienced personnel at health centers, encouraging sanitation among the public and distribution of water throughout Pallisa Town Council.

The organization improves upon road infrastructure; this has been done through rehabilitation of roads, road inspection. These roads have linked local farmers and been done by office of works engineering sector of Pallisa Town Council.

Pallisa Town Council creates a frame work for communication; this supports information flow within the organization and external clients of Pallisa Town Council.

The organization promotes household income generating activities to the community, this has been through government programs such as NSAF, Pallisa Town Council has extended financial

REFERENCES:

Pallisa Town Council 2015/2016- 2019/2020, five-year development plan

Pallisa Town Council 2017/18 Approved recurrent and capital Budget

Citizen's handbook on law and administration of justice in Uganda third edition

Local Government, Financial and Accounting manual 2007.

Land Regulation 2004