



**BUSITEMA  
UNIVERSITY**  
*Pursuing Excellence*

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

**INTERNSHIP EXERCISE CONDUCTED AT SOROTI DISTRICT LOCAL  
GOVERNMENT- SOROTI CITY**

**BY  
CHEKWEMBOI BRIDGET  
BU/UP/2024/5406**

**SUPERVISED BY  
EDHOIT ROBERT (FIELD SUPERVISOR)  
ESUKU JOSEPH (ACADEMIC SUPERVISOR)**

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

**JULY, 2025**

**DECLARATION**

I **Bridget Chekwemboi, BU/UP/2024/5406** do hereby declare to the best of my knowledge that the information contained in this internship report is a result of my personal effort and it has never been submitted to any institution of learning for any academic award of either a diploma, degree or certificate.

Signature: ..... *Bridget C* .....

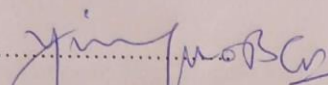
Date: ..... *11/ sept/ 2025* .....

**CHEKWEMBOI BRIDGET**

**BU/UP/2024/5406**

**APPROVAL**

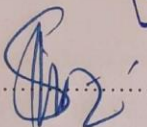
This is to certify that this internship report by **CHEKWEMBOI BRIDGET** carried out in Soroti District Local Government was under our supervision and is now ready for submission to the Faculty of management sciences, Department of economics and management of Busitema University for examination with our approval.

Sign: .....  ..... Date: ..... 11/sep/2025 .....

**MR. EDHIOT ROBERT**

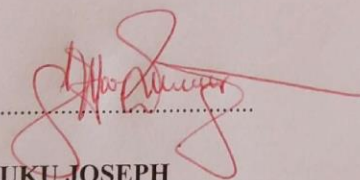
**Field Supervisor**



Sign: .....  ..... Date: ..... 11/9/2025 .....

**MR. KWEMBOI ROBERT**

**Field Supervisor**

Sign: .....  ..... Date: ..... 22/9/25 .....

**MR. ESUKU JOSEPH**

**Academic Supervisor**

## **ACKNOWLEDGMENT**

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My sincere gratitude goes to my field Supervisors Mr. Edhiot Robert and Kwemboi Robert for their tireless efforts offered to me during the Internship and also my Academic supervisor Mr. Esuku Joseph

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May the Almighty bless you!!!

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## LIST OF ACRONYMS

LGFAM	:	Local Governments Financial and Accounting Manual
PFMA	:	Public Finance Management Act
IPSASB	:	International Public Sector Accounting Standards Board
MoFPED	:	Ministry of Finance, Planning and Economic Development
LCV	:	Local Council Five
IFMS	:	Integrated Financial Management System
UGIFT	:	Uganda Intergovernmental Fiscal Transfer
IRAS	:	Integrated Revenue Administration System
VAT	:	Value Added Tax
PAYE	:	Pay as you Earn
NIN	:	National Identification Number
GPS	:	Global Positioning System
HRM	:	Human Resource Management
DEPT	:	Department

## **EXECUTIVE SUMMARY**

This report presents an account of the intern's industrial training conducted at Soroti District Local Government Finance Department for the period of May to August 2025. The training was aimed at bridging the gap between academic knowledge and practical experience, while equipping the intern with relevant skills in financial management, public administration, and service delivery.

During the internship, the intern was attached to the Finance Department, where she actively participated in various activities such as revenue management, preparation of financial statements, vote book management, budgeting, and filing of Uganda Revenue Authority (URA) returns. She also assisted in bank reconciliations, processing payments, and maintaining key accounting records. Through these tasks, she gained hands-on skills in financial reporting, public expenditure control, and computerized accounting systems, which enhanced her professional competence.

The training experience was not without challenges. Limited office equipment, high workload during peak financial periods, and inadequate internet connectivity occasionally slowed down the completion of tasks. However, with the support of supervisors and staff, she was able to adapt quickly and overcome these difficulties by embracing teamwork, seeking guidance, and utilizing alternative resources where possible.

Overall, the industrial training was highly beneficial as it enabled the intern to apply classroom knowledge in a real working environment, strengthened her problem-solving skills, and built confidence in handling finance-related assignments in public institutions. It also improved her interpersonal skills through collaboration with staff and supervisors.

In conclusion, the training was a valuable experience that deepened the intern's understanding of financial management in local government, and it has prepared her to contribute effectively to both academic and professional fields

## SECTION I

### LOCATION AND DESCRIPTION OF SOROTI DISTRICT LOCAL GOVERNMENT

#### 1.0 Introduction

The section consists of the location, description, objectives of field attachment, objectives of Soroti district local government, structure and tasks carried out by Soroti district local government.

#### 1.1 Location of Soroti district local government

Soroti District Local Government is a district located in Eastern Uganda, specifically in the Teso sub-region having the following features;

Location: Eastern Uganda, Teso sub-region

District Headquarters: Soroti City

Population: diverse population with various ethnic groups, including Iteso and Kumam

Language: Ateso, Kumam, and Swahili are spoken

Economy: primarily agrarian, with agriculture being the main economic activity

Infrastructure: includes roads, schools, health centers, and markets

Governance: led by a district council and various departments, including education, health, Finance, planning, community based, procurement, internal auand works

**Mandate:** The district's mandate includes;

**Service delivery:** providing essential services, such as healthcare, education, and infrastructure

**Economic development:** promoting economic growth and development

**Social welfare:** supporting vulnerable populations, including children, youth, and people with disabilities

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