

BUSITEMA UNIVERSITY

DEPARTMENT OF ECONOMICS AND MANAGEMENT

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YEAR OF STUDY: 2024/2025

A REPORT FOR FIELD ATTACHMENT CARRIED

OUT AT PALLISA TOWN COUNCIL, PALLISA DISTRICT.

**INTERSHIP REPORT FOR MY INDUSTRIAL TRAINING AT PALLISA
TOWN COUNCIL SUBMITTED TO THE FACULTY OF MANAGEMENT
SCIENCES IN PARTIAL**

FULFILMENT OF THE REQUIREMENT FOR

THE AWARD OF DIPLOMA


IN BUSINESS ADMINISTRATION

OF BUSITEMA UNIVERSITY

July, 2025

DECLARATION.

I **AKECH SHARON OWILLI** of Registration Number **BU/UP/2024/3428** declare that this work is of my original input and to the best my knowledge and understanding has never been presented to any institution of higher learning for the award of Diploma In Business Administration.

Sign.....

AKECH SHARON OWILLI

Date... 15th/08/2025.....

APPROVAL.

We endorse that this internship report was carried out by Miss. **AKECH SHARON OWILLI** Registration number BU/UP/2024/3428 from Pallisa Town Council under our supervision and is now ready for submission to Busitema University in partial fulfillment for the award of Diploma in Business Administration of Busitema University.

Sign 

MR. MWASE JAMES.
P.O. BOX 60
PALLISA-UGANDA
Date 15/08/2025

(Field supervisor)

Sign 

MIS. KALEMBE DOREEN.

Date 18th / 08 / 2025

(Academic supervisor)

ACKNOWLEDGEMENT.

I owe all my thanks and gratitude to the Almighty God for the wisdom and intelligence which enabled me reach this far and to be able to complete this internship report. I thank you God for all favors bestowed on me.

I extend my special appreciation to my beloved parents for moral and financial support accorded to me in my studies.

Special thanks go to my university the supervisor; Madam KALEMBE DOREEN, her constructive guidance.

I also extend my sincere thanks to my work place supervisor MR. MWASE JAMES for his guidelines during my internship program.

I do send my regards to my fellow student from different universities like Kampala International University, Makerere University Business School, Soroti University, St Peter's University, who shared their knowledge with me and the community of Pallisa Town Council for enabling the smooth running throughout my internship.

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LG FAR	Local Government Financial and Accounting Regulation
DDEG	Discretionary Development Equalization Grant
B/D	Brought down
C/D	Carried down
HOF	Head of finance
LC	Local council
SAA	Senior Accounts Assistant
TC	Town Clerk
P.T.C	Pallisa Town council
NUSAF	Northern Uganda Social Action Fund
OWC	Operation Wealth Creation
PMVA	Pallisa Market Vendors Association
LLGs	Lower local Governments
CAO	Chief Administrative Officer
FY	Financial Year

EXECUTIVE SUMMARY.

The intent of internship is interns link between classroom theory to practical knowledge that is imparting the right attitude and experience to the intern that will enable the intern(s) become effective and efficient in future.

The internship was carried out at Pallisa Town Council under the Finance Department. The aim of the internship was to help the intern(s) attain new knowledge, skills and practical experience, improve confidence in problem solving, gain opportunities to relate with different categories of people, exposure to the demands and challenges of the work, improve appreciation of the profession and better work, integrate theory to practical knowledge; attitude and experience.

During the period the intern participated in various practical work of the organization while in the finance department offices for example, the intern(s) prepared different books of accounts, the intern(s) prepared different documents such as the payment voucher/receipts and posted different books of accounts such as the cash book, the ledgers, the vote book, the abstracts, the revenue register, property register to mention but a few.

In the period of learning the intern interfaced with a number of challenges hence there were limited computers to do the work practically for example it was only one computer yet we were very many interns in number, many intern under one supervisor, dirty toilets, shortages of power, few seats and many more.

In conclusion, this report consists of the introduction, main body of the report, conclusions and recommendations.

SECTION ONE: INTRODUCTION

This section contains the location and description of place of field attachment, objectives of field attachment, structure of the organization and the tasks carried out by Pallisa Town Council Local Government.

I) LOCATION AND DESCRIPTION OF THE ORGANIZATION

LOCATION OF PALLISA TOWN COUNCIL.

Pallisa Town Council is centrally located, serves a large hinterland and is a stop point for those travelling to Kumi, Mbale, Iganga, Jinja and Kampala. It is situated at 190km northeast of the capital city Kampala, 50kms west of the regional town Mbale. It is 5km north of Lake Lemwa, 100kms Soroti international Airport. It lies astride latitudes 1 degree 45 minutes North and 1 degree 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. Once a small town, Pallisa town council has an area of 32.4 square kilometers as seen below on the map. (See Appendix 1)

II) DESCRIPTION OF THE ORGANIZATION

The existence of Pallisa Town council dates back to early 1937. It started as a distribution and collection Centre for cotton. This was mainly done by Indian and Arab cotton traders who formed the initial linear settlements.

In 1957, the linear settlement was designed as a trading Centre with minor settlements at Supa and Akadot where Ginneries existed for cotton. By 1984, Pallisa trading Centre got elevated to the status of a town Board headed by a Town clerk with a skeleton staff.

In 1994, the Town Board was upgraded from a non-self-accounting to a self-accounting status of a town council. This can be attributed to the increased commercial administrative activities culminating into increased revenue base. Above all the good will of the NRM Government cannot be ignored.

Pallisa Town Council is headed politically by the LCIII followed by the Town Clerk (TC) who is the accounting officer of the organization.

REFERENCES

Pallisa Town Council 5 Year Development Plan 2025/2026-2029/2030

The student's internship log book.

The budget 2024/2025

The Accounting manual

Pallisa town council five development plan manual 2015-2020

The local government finance and accounting manual