

BUSITEMA UNIVERSITY
DEPARTMENT OF ECONOMICS AND MANAGEMENT
NAME: BYOMUHANGI DEVIS
YEAR OF STUDY: ONE

**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 A DIPLOMA
IN BUSINESS ADMINISTRATION
OF BUSITEMA UNIVERSITY**

AUGUST, 2025

DECLARATION.


I, **BYOMUHANGI DEVIS** solemnly swear that the information presented in this report is a result of my industrial and internship training, and has never been presented in any institution of higher learning for the award of a Diploma in Business Administration.

Signature: *BY*

Date: *15th August, 2025*

APPROVAL.

We hereby approve that **BYOMUHANGI DEVIS** registration number **BU/UP/2024/1955** carried his internship report under our supervision in partial fulfillment of the requirement for the award of a Diploma in Business Administration, Busitema University.

Sign.....

MIS. KALEMBE DOREEN

Date.....*18th / 08 / 2025*

Academic Supervisor

Sign.....

MR. MWASE JAMES

Date.....
TOWN TREASURER
PALLISA TOWN COUNCIL
18/08/2025

Field Supervisor
P.O. BOX 60
PALLISA-UGANDA

ACKNOWLEDGEMENT.

All greatest thanks to God Almighty, it has always been his grace that has enabled me to complete my internship.

I express my deepest appreciation to my Dad **Mr. Ngambirano Deus** and Mum **Mrs. Arainatwe Mackline** for their endless support, encouragement, and understanding throughout this period of my internship.

I am profoundly grateful to the entire staff of Pallisa Town Council for welcoming me and providing an enriching learning environment. 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. Your patience, encouragement, and willingness to share your vast knowledge have been invaluable during my field training and report making.

My gratitude extends to the community members of Pallisa, who participated in the financial literacy programs and provided valuable feedback. Your engagement and cooperation were essential in understanding the real-world impact of our initiatives.

I am also thankful to my fellow interns, friends and colleagues at Pallisa Town Council. Working alongside with them they were such a dedicated and enthusiastic team that made my internship experience both enjoyable and educational.

I owe a debt of gratitude to Busitema University for providing me with the academic foundation and the opportunity to undertake this field attachment where I have acquired knowledge and skills during my studies that has been crucial in navigating my successfully journey in internship.

Lastly, I would like to express my sincere gratitude to all those that I have not mentioned above who supported and guided me through my internship at Pallisa Town Council. Thanks so much your contribution has made me experience invaluable and it would not have been possible without your help and encouragement.

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LIST OF ACROYMNS AND ABBREVIATIONS.

Etc.	And many more/ among others
FY	Financial Year
GBV	Gender Based Violence
HOF	Head of Finance
ICT	Information and Communication Technology
IRAS	Integrated Revenue Administrative Systems.
LCIII	Local Council 3
LGA	Local Government Act
LLG	Lower Local Government
LPO	Local Purchase Order
PPE	Property Plant and Equipment
PPDA	Public Procurement and Disposal of Public Asset Act
PPS	Public Procurement System
PRN	Permanent Reference Number
PTC	Pallisa Town Council
PTC	Pallisa Town Council
TC	Town Clerk
UBOS	Uganda Bearue of statistics
URA	Uganda Revenue Authority

EXECUTIVE SUMMARY.

This executive summary/ Abstract consists the statement of the most practical work carried out, challenges and conclusion.

The internship was undertaken as part of the requirements for the Diploma of Business Administration program at Busitema University where the key practical work included preparation of cash budget, costed work plan, budgeting, entering financial data using Excel, writing payment vouchers, making a bank reconciliation, presentation on the arms of government and evolution of gomesi, report typing , license assessments and others that helped me bridge the gap between academic learning and real-world financial procedures.

The challenges faced were poor sanitation, lack of transport, lunch, power shortages, large number of interns in the office, less computers and printers.

In conclusion, this report talks about the organization where the intern did the internship, what the intern did while at internship and recommendation for improvement on internship and place of internship with a closing conclusion.

SECTION ONE: INTRODUCTION.

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

i) Description and location of the place of field attachment.

i)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

ii) Description of the place of field attachment.

In early 19s the place was a forest which had trees called apalis where Pallisa was named.

Pallisa Town council started in 1937 as a linear settlement of Indians and Arabs who were the cotton traders. In 1984, Pallisa trading Centre got elevated to the status of the Town Board headed by the town clerk.

By 1994 the town board was transformed from non self –accounting to self- accounting status which is currently Pallisa town council.

Pallisa Town Council is divided into three parts; The political part headed by the LCIII (Mayor) and the technical part headed by the town clerk.

Pallisa Town council is a lower local government, where the Town clerk is the accounting officer. It is composed of different department namely; Finance and planning, management and support services, education and sport, work and technical services, production, health environment and natural resources, administrative and statutory bodies.

Pallisa Town Council is made up five wards and forty-three cells with 41108 people which was conducted on May 10, 2024 as shown below.

REFERENCES

Table 5 showing design standards and guideline used during training

DETAILS	ACTIVITIES	RESPONSIBILITIES	OUTPUT
DAILY ACTIVITIES	Oath taking Budgeting Bank reconciliations Issuing licenses	Field supervisor	Log book signing
SUPERVISION	stamping and signing fully endorsed logbook and assessment	Academic supervisor	Signing the report
REPORT	Report typing and documentation	Intern, field and academic supervisor	Report made

Standard/guideline	description	importance
Time management	Reporting at work place at exactly 8:00am and leave at 5:00pm	To respect the workplace rules and regulations.
Dress code	Dressing in an appropriate attire as office norms	To show professionalism and respect.
Logbook filling	Record daily activities	To be used as a reference and assessment during time of supervision
Reporting difficulties	Reporting to the field supervisor in advance	To solve issues immediately

Local Government, Financial and Accounting manual 2007.

Statutory instruments supplement 2007

Pallisa Town Council five-year development plan

Pallisa Town Council 2024/2025 & 2025/2026 Approved recurrent and capital Budget

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