
FACULTY OF MANAGEMENT SCIENCES

**A REPORT ON FIELD ATTACHMENT CARRIED OUT AT VICTORY
SECONDARY SCHOOL IN THE DEPARTMENT OF FINANCE AND ACCOUNTS**

BY

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BU/UP/2024/3302

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

JUNE – JULY, 2025

DECLARATION

DECLARATION

I NYABUKA ISAAC, REG. No. BU/UP/2024/3302 hereby declare that this report is written in partial fulfillment of the requirements of the award of Bachelor's degree of Business Administration of Busitema University and I confirm that it has never been submitted to any other institution.

Name, NYABUKA ISAAC

Signature 

Date. 29th/08/2025

APPROVAL:

APPROVAL:

I certify that the internship report at VICTORY SS in PALLISA TOWN CONCIL is unique and it identifies the real quality of the area. This report is submitted for the award of a Bachelor's degree in Business Administration from Busitema University. It is a document of research carried out by NYABUKA ISAAC; Reg. No: BU/UP/2024/3302 under my supervision.

Therefore, he is recommended to submit his internship report.

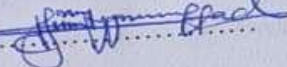
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Signature.....

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Date ...30/08/2025

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LISTS OF ABBREVIATIONS AND ACRONYMS

URA: Uganda Revenue Authority.

TIN: Tax Identification Number

ICT: Information Communication and Technology.

LPO: Local Purchase Order

HRM: Human Resource Manager

VAT: Value Added Tax

PAYE: Pay As You Earn

NSSF: National Social Security Fund

VSS: Victory Secondary School

BOG: Board Of Governors

ABSTRACT

Internship is a mandatory activity at Busitema University for every student before he/she is awarded a Bachelor's degree. Therefore, every student must find his/her convenient place for it. This internship was conducted at Victory Secondary School in Pallisa Town Council and the report is to be submitted to Busitema University faculty of management Sciences for the award of Bachelor's degree of Business Administration. During the internee's internship exercise, the internee was engaged in a number of activities. Which among others included; Reconciling cash books with bank balances, posting cash book, brainstorming on a number of issues, handled assignments, banking cheques for the school, preparation of income and expenditure, collecting fees, updating the ledger book and assisting in other activities. From which the internee benefited for example learnt new skills practically, met new people, exposure to real working environments among others.

Despite the benefits enjoyed from the exercise, the internee was also faced with a number of hardships and disappointments;

This report is divided into five chapters.

- **The first Section** of the report deals with introduction, organization background, objectives, location, vision, mission, overall Goal.
- **The second Section** of the report deals with the description of activities, tasks and assignments carried out by the internee and how they were carried out.
- **The third Section** comprises of the lessons learnt, experience gained, skills attained, during the internship training.
- **The fourth Section** explains the challenges and limitations, enjoyments and disappointments encountered during the field attachment.
- **The fifth Section** comprises of the conclusions.

SECTION ONE

INTRODUCTION

1.1 A BRIEF INTRODUCTION OF THE REPORT

This report presents the two-month field attachment I completed at Victory SS in Pallisa Town Council, Pallisa District, and Eastern Region of Uganda. At Busitema University, a field attachment is a structured program that enables students—typically after their second year—to apply classroom theory in a real work environment.

My placement ran from 19th May to 25 July 2025 in the Department of Accounts and Finance. Over the course of the attachment, I gained experience and skills in financial record-keeping, budget planning, bank reconciliation and stock control.

1.2 OBJECTIVES OF THE INTERNSHIP:

This includes the objectives which I formulated at the beginning of internship training to be achieved.

The overall Objective of the industrial training was to get practical experience and to apply what I have learnt in the lecture rooms in real work environment. And other objectives include the following;

- i. To investigate /evaluate how accounting is practically done both manually and computerized.
- ii. To access and find out the problems faced by employees while at their places of work, problems faced by organizations during the operation and knowing their future prospects.
- iii. To apply business concepts and theories to real-world businesses.
- iv. To assess business skills in communication, technology, quantitative reasoning and teamwork in business.

1:3 BENEFITS EXPECTED:

Internship has enabled me to acquire job experience whereby I gained exposure on how the organization chosen for field attachment do its activities, taking part in meetings, decision making and performing assigned tasks in areal-world setting.

Field attachment has helped me to meet professionals who might be the most valuable connection to the future jobs and expansion of the job network.

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