

BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF ECONOMICS AND MANAGEMENT

**FIELD ATTACHMENT REPORT CONDUCTED AT BUSIA DISTRICT
LOCAL GOVERNMENT HEAD QUARTERS.**

BY

NABWIRE PATIENCE FAITH

BU/UP/2024/3301

2024/2025

**A FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY
OF MANAGEMENT SCIENCES, DEPARTMENT OF ECONOMICS
AND MANAGEMENT IN PARTIAL FULFILLMENT OF THE
REQUIREMENT FOR THE AWARD OF BACHELORS
DEGREE IN BUSINESS ADMINISTRATION**

JUNE-AUGUST 2025

DECLARATION

I NABWIRE PATIENCE FAITH, declare that this internship report has been written and compiled by myself. It has never been submitted to any university or any other institution of higher learning for any academic qualification or award.

Thank you

Signature: 

Date: 19/08/2025

NABWIRE PATIENCE FAITH

BU/UP/2024/3301

APPROVAL

This report by NABWIRE PATIENCE FAITH on internship training that was conducted from BUSIA DISTRICT LOCAL GOVERNMENT has been compiled under my supervision and is now due for submission to Busitema University, in partial fulfilment of requirements of the award of a Bachelor's Degree in Business Administration

MS TAAKA IRENE PRISCA

(ACADEMIC SUPERVISOR)

Signature: .....

Date: 25/08/2025.....

MS NABWIRE IMMACULATE

(FIELD SUPERVISOR)

Signature: .....

Date: 19/8/2025.....



ACKNOWLEDGEMENTS

I acknowledge my sincere appreciation to the Almighty God for the gift of life, courage, wisdom, guidance, care and protection to read up to this level, helping me to complete my internship training and also enabled me to do my piece of work hence a completion of my internship report.

I would like to express my special thanks of gratitude to the office at Busia district local government at large especially my field supervisor Madam. Nabwire Immaculate for the effort, love and support through the skills and knowledge she equipped me with during the study.

Am also grateful to my academic supervisor madam Taaka Irene Prisca who gave me guidance and this helped me while writing my internship report.

With great honour, I wish to appreciate the work and effort of my family members, friends and colleagues for their support financially and socially during my internship.

I would wish to extend my deepest gratitude to my fellow internees **Nasirumbi Peace Leah, Nekese Lydia Juliet, Ajambo Ketty Jane** and **Kubanis Micheal** from Busitema University and **Immaculate** from UCC Tororo and **Rehemmah** and **Adongo Lorine** from MUBS who helped me in my report writing. A round of applause goes to them.

Great thanks go to the management of Busia District local government for granting me the opportunity to carry out internship training in the organization. I also extend my thanks to the administration of Uganda Co-operative College-Tororo for giving me the opportunity to participate and explore myself practically in the field.

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LIST OF ACRONYMS

BDLG	Busia District Local Government
DHO	District Health Officer
LPO	Local purchase order
CFO	Chief Finance Officer
LG	Local government
LLG	Lower local government
IRAS	Integrated Revenue Administrative System.
HOF	Head of finance
DCDO	District Community Development Officer
CAO	Chief administrative officer
FY	Financial year
URA	Uganda revenue authority
DEO	District Education Officer
IFMS	Integrated Financial Management System

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EXECUTIVE SUMMARY

The aim of internship training is to integrate theory to practical knowledge; attitude and experience that will enable me become effective and efficient in future.

This preliminary report describes the activities carried out during 8weeks period, full-time internship at Busia district Local Government in the Finance department.

The report contains information about the organization and responsibilities performed throughout the period between June-August, 2025.

The objective of this report is to reflect upon the experiences collected during the internship activity.

Section one gives location and description of the field attachment, objectives of the field attachment, structure of the organization, tasks carried out by the place of attachment.

Section two contains the description of work carried out, duties and responsibilities assigned and how they were carried out, which include collecting of taxes using IRAS, issuing of trade licenses to new businesses, issuing out receipts, filling payment vouchers, development budgets, making payments, balancing books of accounts, cleaning offices and many more, new knowledge and skills gained, relationship with other staff and supervisor and problems experienced and how they were handled.

Section three gives the conclusion on a brief summary of knowledge gained as outlined in the objectives and Section four contains the recommendations.

The report also has references and appendices. While undertaking internship, the techniques and methods I used to gather information and attain skills most especially concerning my specialty were actively involving me in the day to day work of the organization.

SECTION ONE

INTRODUCTION

This chapter contains the location and description of place of field attachment, its objectives and benefits, Organizational background, general set up, location details ,vision ,mission, values and the organizational structures.

a)Location and Description of Busia District Local Government

Busia District is located in the North of Lake Victoria, South Eastern part of the Republic of Uganda, and Western Kenya. It is approximately 196 km from Kampala the capital city of the Republic of Uganda. The District lies approximately between longitude 33° 51' east and 304° 11' east .The District covers a total Land area of 745 sq. km.

Busia District is well served in terms of good transport and communication networks due to the fact that it's a boarder district to western Kenya with the major towns of the country and this eases issues related to changes in policies that are timely required to implement. The local government offices are located a few meters from Busia-Majanji road along Justice Odoki Road in Busia municipality.

Postal Address

The Postal Address of Busia District Local Government is

P.O.BOX 124,

Busia Uganda

The organisational vision

To have a wealthy, healthy, knowledgeable and self-reliant society

The organisational mission

To effectively and efficiently deliver services to the people to the people for the promotion of socio economic growth.

REFERNCES

The Local Government Act 1997

The Local Council Courts Act 2006

Local Government Financial and Accounting Manual 2007.

Busia District Local Government 5 Year Development plan 2012/2013