



BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT
FIELD ATTACHMENT REPORT CONDUCTED AT BUSIA DISTRICT
LOCAL GOVERNMENT HEAD QUARTERS.

NASIRUMBI PEACE LEAR
BU/UP/2023/1199

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**

AUGUST 2025

DECLARATION

I, **NASIRUMBI PEACE LEAR** do declare that I have written this internship report , has been compiled and produced out of my personal findings from Busia District Local Government headquarters. I am sure this report has never been submitted to any institution of higher learning or university for the award of a Bachelor's Degree in Business Administration.

NASIRUMBI PEACE LEAR

Signature.....*W1*.....

Date.....*25/08/2025*.....

APPROVAL

This is to clarify that **NASIRUMBI PEACE LEAR** of registration number **BU/UP/2023/1199** a student of Busitema University was attached to Busia District Local Government and has successfully completed a two month industrial training .We have carefully read the content of this report and we recommend this report be submitted to Busitema University for assessment and award of marks.

MS. NABWIRE IMMACULATE

(FIELD SUPERVISOR)

Signature.....

Date.....19/8/2025

MS. TAAKA IRENE PRISCA

(ACADEMIC SUPERVISOR)

Signature.....

Date.....25/09/2025

ACKNOWLEDGEMENT

Great thanks and appreciation goes to the Almighty GOD for the mercy, Grace, Love, wisdom and power during the course for without God I would not have done anything.” Thank you lord Jesus Christ.”

I want to extend my appreciation to my beloved parents **Mr. Wanyama Lumumba Patrice** and Ms **Akuleut Mary** and my sister **Natocho Suzan** who supported me financially during my internship training.

My appreciation also goes to my field supervisor **Ms. Nabwire Immaculate** who sacrificed long hours in ensuring that my internship training yields much more to me.

I extend my appreciations to the staff of **Busia District Local Government** that gave me a chance to do Internship with them, particularly the **department of finance** whom I closely worked with.

I am grateful to my university supervisor **Ms. Taaka Irene Prisca** for having helped me in the Supervision and guidance during the period of internship.

I would wish to extent my deepest gratitude to my fellow internees **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.

Lastly, I wish to extend my appreciations to Busitema University Faculty of Management Sciences and Busia District Local Government for their continued support in terms of education, social, material and spiritual welfare given to me. Your facilitation propelled me in successfully compiling of this booklet from vital information to content contribution. May God bless the entire organization staff in their respective capacities abundantly.

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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

EXECUTIVE SUMMARY

This report contains a clear narration of my internship exercise I conducted at Busia District Local Government for a period of eight weeks from May to July, 2025. The report covers four sections, where 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.

The internship challenges included language barrier, long working hours, no payments, poor network, unsafe drinking water, unstable power, poor hygiene, lack of transport, unwillingness of some clients to answer certain questions, inadequate finance for meals, long distance, limited space for accommodation, inadequate transport facilities during field work activities, inadequate equipment like computers, printer.

In conclusion, this report has been thoroughly developed from the knowledge, skills, ideas and experiences gained as a result of close supervision from my competent supervisors and enabling environment of Busia District Local Government.

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.

REFERENCES

Local Government Financial and Accounting Manual 2007.

Busia District Local Government 5 Year Development plan 2012/2013

Local Government Finance Act (Cap 243)

The Local Government Act 2006