

FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF ECONOMICS AND MANAGEMENT

**INTERNSHIP TRAINING REPORT CARRIED OUT AT NAMAYINGO
DISTRICT LOCAL GOVERNMENT**

OJIAMBO PATRICK

BU/UP/2023/1223

YEAR TWO

12TH MAY - 11TH JULY 2025

**AN INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT**

OF THE REQUIREMENTS FOR THE AWARD OF

A BACHELOR'S DEGREE OF BUSINESS

ADMINISTRATION OF

BUSITEMA UNIVERSITY

AUGUST, 2025

DECLARATION

I **Ojiambo Patrick** declare that this internship nreport is original and to the best of my knowledge it has not been submitted to any other institution of higher learning or any other University for award of Bachelors Degree of Business Administration (finance and accounting).

Sign : -----

Name: **OJIAMBO PATRICK**

Date : 25/08/2025-----

APPROVAL

This is to certify that **Ojiambo Patrick** who is pursuing a Bachelor's Degree in Business Administration from Busitema University, Faculty of Management Sciences carried out his internship training at Namayingo District local Government under our supervision. We guided him in writing his report and we confirm that it is worthy being submitted in partial fulfillment of the award of Bachelor of Business Administration.

Field supervisor

Signature 

Name : **MR. WAFULA WALTER.**



Date and stamp

Academic supervisor

Signature 

Name **MR. KALEZI ABBEY**

Date 26/08/2025

DEDICATION

Firstly I would like to sincerely express my gratitude to the almighty God who gifted me with life, protection, wisdom, patience and the ability to do and complete my internship training.

I dedicate this piece of work to my parents Mr. Mangeni Michael and Ms. Ajiambo Scovia for their moral and financial support towards my academic journey. I do also dedicate it to my sister Nekesa Doreen for her persistent support not forgetting Mr Wejuli Joesph, Patron Basamia Bagwe Student's Association.

I also dedicate this work to all people whom I worked hand in hand with and to those who gave me inspiration throughout my training and academic life.

ACKNOWLEDGEMENT

Acknowledgement for assistance during field training

I firstly thank the Almighty God for his mercy and favor that has enabled me complete my internship safely without facing a lot of challenges.

I would also like to extend my gratitude to both my academic supervisor Mr Kalezi Abbey and field supervisor Mr. Wafula Walter (Accountant) for the support and encouragement and guidance during my internship not forgetting the Administration of Namayingo district especially the office of the Chief Administration Officer , the office of Human Resource Management and the office of Accounting and Finance Office for having admitted me to carry out internship from the organization.

Secondly, I continue to acknowledge other staffs of NDLG especially all the finance department members like Mr. wafula Walter (Accountant), Mr. Mukisa Tom, Ms Anyango Susan, Ms Mulisa Betty among others for the moral support and guidance toward my internship practices and report writing not forgetting the Human Resource department for offering me a vacancy.

I conclude by appreciating my parents, sisters, brothers, uncle and all Namayingo staff members for their grateful support toward my internship process.

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LIST OF ACRONYMS

ACC	Accountant
BFP	Budget Frame Work Paper
CAO	Chief Administrative Officer
CFO	Chief Finance Officer
DC	District Council
DTPC	District Technical Planning Committee
F/Y	Financial Year
FO	Finance Officer
LG	Local Government
LGFAM	Local Government Financial and Accounting Manual
LGMSDP	Local Government Management Service Development Program
LST	Local Service Tax
NDLG	Namayingo District Local Government
PAYE	Pay As You Earn
PFMA	Public Financial Management Act
PPDA	Public Procurement and Disposal Act
SFO	Senior Finance Officer
TIN	Tax Indication Number
URA	Uganda Revenue Authority
WHT	Withholding tax

EXECUTIVE SUMMARY.

This report avails internship information that was carried out at Namayingo district local government. My internship report therefore comprises of the introduction of the report with a brief description and location of place of attachment, its objectives as well as activities done by the organization.

The internship report will also explain the activities, tasks and responsibilities assigned during the internship period such as attending meeting,printing among others.

The report will further discuss the challenges and limitations which I went through and experienced during my internship period with Namayingo District Local Government such as lack of transport, slow internet network, lack of lunch, strict dressing code, making mistakes, shortage of computers.

In Conclusion, NDLG is a place full of opportunities for internship exercise and of a great importance for the interns. The internship in the finance department of NDLG has provided an valuable experience, equipping me with a robust set of technical and soft skills essential for a successful career in business administration.Through hands-on involvement in financial analysis, budgeting, document management, and internal controls, I have gained practical knowledge that complements my academic studies.

The report will also have a summary of key issues during intern as well as the recommendations for both the university and NDLG Lastly the report will also have references and Appendices.

CHAPTER ONE: INTRODUCTION

1.0. Location and description of field attachment

1.1 Description of field attachment

A report is document summarizing the basic events that occurred during internship period. It explains the nature of the organization, the organization profile and its objectives.

The report also serves to introduce the objectives of internship, lessons and skills attained as well as the challenges and limitations.

The internship was carried out from Namayingo District, Busoga region in eastern Uganda within a period of two months, starting from 12th May, 2025 to 11th July, 2025.

An internship is a temporary work experience program typically offered by companies and organizations to students.

Internships provide individuals with the opportunity to gain practical work experience, apply theoretical knowledge in a real-world setting and develop skills relevant to their field of study.

Interns are usually supervised by experienced professionals and may work on specific projects or tasks to support the organization's goals and objectives.

1.2.Location details

Namayingo district is located along Musita - Busia highway and in the South Eastern part of Uganda and it was nominated as a district in July 2010 from a mother Bugiri. The district also extends to the Uganda Kenya border in the South East in the waters of Lake Victoria of Uganda and finally Tanzania in the south.

The postal address for NDLG is Po Box 64, Uganda. WEBSTE adresss
:www.namayingodistrict.go.ug

Namayingo District is subdivided into three constituencies namely; Bokooli islands, Namayingo south, and Bukooli South.

Bukooli Islands is subdivided into three sub-counties namely Sigulu, Bukana and Lolwe islands. Bukooli south mainland constituency has two sub-counties and one town council namely Buyinja, Buswale and Namayingo town council while Namayingo south constituency has three sub-counties and two town councils namely Mutumba, Banda, Buhemba, Banda town council, and Mutumba town council.

References

Designed standards and guideline used during internship training

Books and internet

Namayingo District Local Government Client Act 2022.

Public Financial Management Act 2015.

Local Government Act Cap 243(As At 31st December, 2017) By Uganda Law Forum

Local Government Financial And Accounting Manual, 2007

Budget Act,2006

The Local Government (Public Procurement And Disposal Of Pubic Assets) Regulation, 2006

Induction Training For The Elected District Councilors 2021-2025 By Rural Consultant Limited.

Government Of Uganda Assets Management Framework And Guidelines (As At October 2020)
By Accountants General.

Website .namayingo.go.ug.

Standing Orders and circulars by the Minister

Local Government Financial And Accounting Regulation, 2007

Treasury instruction 2017

Revenue Hand Book

Classifications and Chart of Accounts

Namayingo District Local Government Annual Budget for FY 2024/2025

Work plan