

**FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ECONOMICS AND MANAGEMENT**

**A REPORT ON FIELD ATTACHMENT CARRIED
OUT AT LORENGEDWAT SUB COUNTY
NABILATUK DISTRICT**

**BY
OBOI ZABULONI
BU/UP/2024/1958**

**INDUSTRIAL TRAINING REPORT SUBMITTED TO BUSITEMA
UNIVERSITY FACULTY OF MANAGEMENT SCIENCES IN
PARTIAL FULFILMENT OF THE REQUIREMENT
FOR THE AWARD OF A DIPLOMA IN
BUSINESS ADMINISTRATION**

AUGUST 2025

DECLARATION

I **OBOI ZABULONI** do declare that this internship report is my own piece of work done within the required period of time and that it has neither been submitted nor being concurrently submitted in any other university or institution of higher learning and has been written in respect to Busitema University Regulations for the award of a Diploma in Business Administration.

Name: **OBOI ZABULONI**.

REG NO: **BU/UP/2024/1958**

Sign.....



Date.....

5/08/2025

APPROVAL

This Internship report is submitted to Busitema University for examination as a partial fulfilment for the award of Diploma in Business Administration with my approval as a field supervisor and academic supervisor.

Field supervisor



SIGNATURE.....

DATE.....

5TH / 8 / 2025

MR. LOKWAPA FRANCIS LOYOR

Academic supervisor

SIGNATURE.....

DATE.....

25 / 08 / 25

MR. ESUKU JOSEPH

ACKNOWLEDGEMENT

God has always been with me, Thank you God, the Almighty.

I wish to extend my sincere thanks to my field supervisors Senior Assistant Accountant Mr. Lokwapa Francis Loyor, Mr. Achia John the GISO Lorengedwat Sub County, Sub County Assistant Secretary Mr. Munyes Gabriel who used to assist me with his laptop and printer to do my personal work and my Academic supervisor Mr. Esuku Joseph who made this work possible, their expertise and encouragement helped me to complete this report with the necessary information.

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MAY THE ALMIGHTY AWARD YOU ALL

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LIST OF ACRONYMS

| | |
|---------------|---|
| LCIII | : Local Council Three |
| LSC | : Lorengedwat Sub County |
| CDO | : Community Development Officer |
| GISO | : Gombolola Internal Security Officer |
| T/C | : Town council |
| NIRA | : National Identification Registration Authority |
| FY | : Financial Year |
| LG FAR | : Local Government Finance and Accounting Regulations |
| HIV | : Human Immune Virus |
| AIDS | : Acquired Immune Deficiency Syndrome |
| PWDS | : People with Disabilities |
| LC | : Local Council. |
| SACAO | : Senior Assistant Chief Administrative Officer. |
| LG | : Local Government. |
| LGDP | : Local Government Development Programme. |
| NGO | : Non-Government Organization |
| CAO | : Chief Administrative Officer |

EXECUTIVE SUMMARY

This is a summary of entire contents of the report and it has the following, benefits drawn from the internship exercise, challenges encountered during the exercise, conclusion and the key recommendations regarding the exercise. This internship report has been developed by me. I went through internship training which exposed me to a number of day to day practical works carried out in accounts department at Lorengedwat Sub County.

The intern was involved in preparing bank reconciliation statement, recording of expenditures in the vote book and recording monthly transactions into the cashbook and many others.

During the industrial training at Lorengedwat Sub County, the intern learnt a lot of new things which the intern had not acquired in class like budgeting in local government, cash analysis, cash book and many more.

As much as there were a lot of new things learnt, there were also some challenges the intern faced like: Language barrier, power blackouts, lack of lunch, rigidity of some businessmen, inadequate safe drinking water facilities and poor sanitation at the place of convenience which were solved by translation, hiring personal laptops, providing lunch, market sensitization, drinking water to ourselves and personal cleaning of the different places at Lorengedwat sub county.

However, internship is a very educative exercise especially when the training is done in Lorengedwat Sub County and Karamoja sub region at large. This is therefore to encourage Busitema University to always advise students to apply for their internship to Lorengedwat sub county and Karamoja sub region at large.

SECTION ONE

INTRODUCTION

This section consists of the location, description of Lorengedwat Sub County, objectives and the organisational structure of LSC.

i. a) Location of Lorengedwat Sub County

Lorengedwat Sub County is one of the several sub counties of Nabilatuk District. Lorengedwat Sub County is located in pian county. It is boarded by sub counties of nadunget sub county in the north, Lotome sub county in the north west, Nabilatuk T/C in the south and south west, Loro and Kosiroi in the east and south east, Nabilatuk T/C in the south. Lorengedwat Sub County is 45kms from Nabilatuk District Headquarters.

The sub county headquarter is located at Kamaturu village, Kamaturu parish along Moroto-Nakapiripirit highway.

The sub county has 3(three) parishes and 9(nine) LC1 villages with a total **square Km of 589.4** Lorengdwat Sub County has a total population of about 15680 persons (**2024**) national household population census. There are about 7223 females and 8457 males. About 60% of the population is between 1-15 years of whom 10320 are of school going age. This population is house in average of 10231 households **Refer to appendix 5.**

Table showing administrative units of Lorengedwat Sub County

| No | Parish | Village |
|----|--------------|--------------------------------|
| 1 | Kamaturu | Lodapala, kamaturu, Lorukumo |
| 2 | Nathinonyoit | Naweeet, Lonangat, Longoleyek |
| 3 | Narisae | Nangamit, Naawoi and Lokwamoru |

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- iii. Lorengedwat sub-county five-year development plan 2016-2017.
- iv. National population and housing census report 2024.
- v. Local Government, Financial Accounting Manual 2007.
- vi. Lorengedwat Sub County **FY2025/2026** Approved Re-Current and Capital Budget
- vii. LSC Reports and Financial Statements for the year ended June 2024 “Components of Financial Statements” Pg. 6-10.
- viii. Google source.