

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

**BY  
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YEAR OF STUDY: ONE**


**A REPORT ON FIELD ATTACHMENT CARRIED OUT AT PALLISAGENERAL  
HOSPITAL  
PALLISA DISTRICT**

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

**JULY, 2025**

**DECLARATION**


I NAKATABIRA PHILISTA Reg. No BU/UP/2024/5451 do declare that this internship report is from my sweat, my IT experience and has been compiled and produced out of my personal exposure and findings from Pallisa General Hospital in Pallisa District and it has never been submitted to any institution for academic award of a Diploma in Business Administration.

Sign..... 

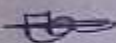
Date: .. 28/07/2025 .....

APPROVAL


I certify that this internship report was compiled and produced by Nakatabira Phlista, Reg no BU/UP/2024/5451 under supervision for partial fulfillment for the award of Diploma in Business Administration. I recommend it to be submitted to the Department of Economics and Management, Faculty of Management Sciences.

Sign  ..... Date 21<sup>st</sup> / Aug / 2025 .....

DRINGO JONAH

Sign  ..... Date 28 / 07 / 2025 .....

Mr. Okwajja Julius  
(Field Supervisor)

Sign  ..... Date 28 / 07 / 2025 .....

Dr. Okoth David  
(Medical Superintendent)



## **ACKNOWLEDGEMENT**

I would like to register my sincere heartfelt appreciation to various people that have worked with me, supported and guided me from the beginning to the end of my internship exercise.

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# TABLE OF CONTENTS

|  |                                     |
|--|-------------------------------------|
| Table of Contents  |                                     |
| DECLARATION .....  | i                                   |
| APPROVAL.....  | <b>Error! Bookmark not defined.</b> |
| ACKNOWLEDGEMENT.....   | iii                                 |
| TABLE OF CONTENTS .....  | iv                                  |
| LIST OF FIGURES.....   | vi                                  |
| LIST OF TABLES.....  | vii                                 |
| EXECUTIVE SUMMARY .....  | ix                                  |
| SECTION ONE: INTRODUCTION .....  | 1                                   |
| 1.0 Introduction.....  | 1                                   |
| 1.1 Location of Pallisa General Hospital.....                                | 1                                   |
| 1.2 Description of Pallisa General Hospital. ....                            | 1                                   |
| 1.3 Objectives of the field attachment.....                                  | 2                                   |
| 1.5 Tasks carried out by Pallisa General Hospital .....                      | 5                                   |
| SECTION TWO: MAIN BODY OF THE REPORT .....                                   | 6                                   |
| 2.1 Description of work carried out. ....                                    | 6                                   |
| 2.2 Duties and Responsibilities assigned and how they were carried out. .... | 8                                   |
| 2.2.1 Duties assigned and how they were carried out. ....                    | 8                                   |
| 2.3 New knowledge and skills gained .....                                    | 9                                   |
| 2.3.1 New knowledge gained. ....   | 9                                   |
| Skills gained during internship. ....  | 12                                  |
| 2.4 Relationship with other staff and supervisor. ....                       | 13                                  |
| Problems experienced during the Internship .....                             | 14                                  |
| The organization .....   | 14                                  |
| The workers .....  | 15                                  |

|   |    |
|---|----|
| The intern .....  | 15 |
| 2.5.2 How problems were handled. ....   | 16 |
| SECTION THREE: CONCLUSIONS:.....  | 17 |
| SECTION FOUR: RECOMMENDATIONS.....  | 19 |
| 4.1 Recommendations for improving industrial training.....                          | 19 |
| 4.2 Recommendations for improvement of work output at the place of work (PGH) ..... | 19 |
| TEXT CITATIONS AND REFERENCES.....  | 21 |
| APPENDICES.....   | 22 |
| Appendix 1 showing a map of Pallisa General Hospital. ....                          | 22 |
| Appendix2 Showing the guide to the local government budget process .....            | 23 |
| Appendix 3 showing internship placement letter. ....                                | 25 |
| Appendix 4 showing acceptance letter. ....  | 26 |
| Appendix 5 showing Orth letter .....  | 27 |
| Appendix 7 showing a photo entering entries in a cash book.....                     | 28 |
| Appendix 8 showing a group photo with our supervision after supervision .....       | 29 |

## **LIST OF FIGURES**

|   |   |
|---|---|
| Figure 1 Showing Organizational structure of Pallisa General Hospital. .... | 4 |
|---|---|

**LIST OF TABLES.**

Table 1 Showing the guide to the local government budget process ..... 23

## LIST OF ABBREVIATION

|       |   |
|-------|---|
| HOF   | Head of Finance   |
| SAA   | Senior Accounts Assistant                                   |
| B/D   | Brought Down  |
| C/D   | Carried Down  |
| FY    | Financial year  |
| NCDs  | Non Communicable Diseases                                   |
| HIV   | Human Immune Virus  |
| STIs  | Sexually Transmitted Infections                             |
| PGH   | Pallisa General Hospital                                    |
| Dr.   | Doctor  |
| EPI   | Expanded Program on Immunization                            |
| LGs   | Local Governments   |
| MFPED | Ministry of Finance Planning and Economic Development       |
| LLG   | Local Lower Government                                      |
| CAO   | Chief Administrative Officer                                |
| LGFAM | Local Government Financial and Accounting Manual, 2007      |
| LGFAR | Local Government Financial and Accounting Regulations, 2003 |
| PFMA  | Public Finance Management Act, 2015                         |
| VAT   | Value Added Tax   |
| PAYE  | Pay As You Earn   |

## **EXECUTIVE SUMMARY (Abstract)**

Bank reconciliation, writing and coding receipts, data collection, generating quarterly financial reports, updating accounts, typing various accounting transactions using excel, posting expenditures into vote books, extracting and analyzing data and preparing ledgers.

### **Lessons leant**

Learnt the lessons on how to; Reconcile the cashbook, prepare financial reports, make entries into books of accounts like cashbook, writing vouchers, use computer applications like word and excel, post expenditures into vote books and itemizing expenditures using abstracts among others.

### **Summary of experience**

Experience was gained in areas which include; Writing payment vouchers, bank reconciliation, writing and coding receipts, preparing quarterly financial reports, budgetary controls by use of vote books, summarizing revenues and expenditures using abstracts, data collection, and using excel and word applications among others.

### **Skills acquired during the internship**

I acquired the following skills. Communication skills, office management skills human resource management skills, time management skill, financial management skills and computer skills

## **SECTION ONE: INTRODUCTION**

### **1.0 Introduction**

This section comprises of the location and description, objectives of the field attachment, structure of the organization, and tasks carried out by the place attached.

Internship exercise simply refers to an opportunity given to interns by the employers of the organization to enable them to put the theoretical knowledge acquired during lectures into practical in a specific period of time. It is one of the requirements for one to qualify for the award of a Bachelor in Accounting and Finance at any Institution of higher learning, like at Busitema University. This internship exercise was carried out at Pallisa General Hospital in the Accounts Department.

### **1.1 Location of Pallisa General Hospital**

The internship was carried out at Pallisa General Hospital in the Eastern part of the country resting between longitudes 33-47 East and latitude 0-45N. It borders Namutumba district with Mpologoma River in the South, Budaka in the South East, Mbale in the North East, Kumi to Soroti in the North and Kaliro in the west and kibuku in the south west.

Pallisa district has its headquarters in Pallisa town 196kms from Kampala city on Kampala – Mbale-Trinyi high way and the sheaf town of the district is approximately located 65km by road, west of Mbale, the largest town in the sub region.

The coordinates of the district are 0101N3343E. The geographical area of the district is 1625sqkm out of which 338square km is covered by wetlands, rivers and lakes

### **1.2 Description of Pallisa General Hospital.**

Pallisa General Hospital is the name of the organization and it's a government founded organization meant to serve the people of the district through service delivery.

Pallisa Hospital was opened on April 1969 and it was 100 bed capacity by then. This was at a time the total population of Uganda was 9 million people but as of today, it is supposed to be a 240 bed capacity.

### **TEXT CITATIONS AND REFERENCES.**

- Pallisa town council 2015/2016- 2019/2020, five-year development plan
- Guidelines in the application of the local government internal Audit manual
- Pallisa town council 2015/16 Approved recurrent and capital Budget
- Republic of Uganda, Citizen's handbook on law and administration of justice, judicial service commission, Kampala (third edition)
- Local government 2007, Financial and accounting regulations.
- Local government finance and accounting manual, 2007
- The student's internship log book.