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

**A REPORT ON FIELD ATTACHMENT CARRIED OUT AT RUPA SUB
COUNTY**

MOROTO DISTRICT

BY

ARISO JANET

REG NO: BU/UP/2014/1954

**SUBMITTED TO BUSIEMA UNIVERSITY FACULTY OF
MANAGEMENT SCIENCES IN PARTIAL FULFILEMENT OF THE
REQUIEMENT FOR THE AWARD OF DIPLOMA IN BUSINESS
ADMINISTRATION**

AUGUST, 2025

APPROVAL

I hereby do approve that this report was under my technical supervision and therefore no alterations has been made.

ARISO JANET
BU/UP/2024/1954

Signature.....



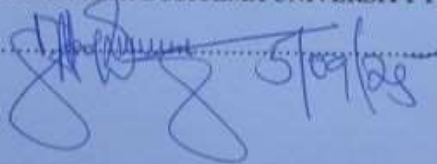
NAYOR MOSES WILCOX
ASSISTANT FINANCE OFFICER

Signature.....



ESUKU JOSEPH
ACADEMIC SUPERVISER BUSITEMA UNIVERSITY PALLISA CAMPUS

Signature.....



DEDICATION:

I therefore dedicate this work to the almighty God, my parents, my siblings, my friends and those who helped me complete the internship successfully by always providing transport money, my mother who always encouraged me to be going for internship and to all my beloved one's. koriang David, Nakoru Lucy , Lomongin Eric and Kinei Gloria thanks for the support

To my Lecturer Mr Esuku Joseph, and friends who challenge me to keep learning.

ACKNOWLEDGEMENT:

I with the great pleasure would like to thank the team of Rupa sub County moroto district local government for the effort granted in the production of this report,Rupa sub County staff for offering me a place of internship,my academic supervisor and my field supervisor,My family,friends who contributed money for typesetting and production of this report, may the almighty bless you

Table of Contents

DECLARATION	Error! Bookmark not defined.
APPROVAL	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
DEDICATION:.....	iii
ACKNOWLEDGEMENT:	iv
LIST OF TABLES.....	vi
Figure 1.1 shows the number of males and females in technical department of RUPA sub county	vi
Figure 1.2 Shows the number of males and females in the political wing of RUPA sub county	vii
LIST OF ACRONYMS/ABBREVIATION.....	viii
EXECUTIVE SUMMARY	ix
CHAPTER ONE: INTRODUCTION.	1
Location of Rupa sub county	1
Objectives of industrial training	1
Description of rupa sub county	4
Mission, vision and goals of rupa sub county	4
Activities carried out by rupa county	5
Ensuring adequate facilitation to all departments in terms of financial material and human resource. ...	6
CHAPTER TWO: MAIN BODY	7
Introduction	7
Description of the work carried out by the finance department.....	7
Duties and responsibilities	8
New knowledge and skills gained.....	8
Work relationship with other staff and supervisor	9
Challenges encountered during the training	9
Possible solutions to the challenges encountered during the training.....	10

CHAPTER THREE: CONCLUSIONS.....	10
CHAPTER FOUR : RECOMMENDATIONS	11
For improving industrial training	11
For Local Government and Community:	11
REFERENCES	13
APPENDICES	14
Appedix 1: cash book.....	14
Appedix 2: logbook.	15
Appedix 3: payment voucher.	16
Appendix 4: photo while addressinp the community about world food programme.	17

LIST OF TABLES

Figure 1.1 shows the number of males and females in technical department of RUPA sub county

S/N	DEPARTMENT	MALE	FEMALE	TOTAL
1	SAS	1	0	1
2	CD Department	0	1	1
3	Production	2	0	2
4	Accounting	1	0	1
5	Parish chiefs	2	4	6
	TOTAL	6	5	11

Figure 1.2 Shows the number of males and females in the political wing of RUPA sub county

S/N	DEPARTMENT	MALE	FEMALE	TOTAL
1	LC III	1	1	2
2	LC II	6	0	6
3	Parish chiefs	2	4	6
4	LC 1	44	0	44
	TOTAL	53	5	58

LIST OF ACRONYMS/ABBREVIATION

AA	Accounts Assistant
AAO	Assistant Agricultural Officer
ACDO	Assistant Community Development Officer
CDO	Community Development Officer
JEEP	Joint Energy and Environment Projects
NUSAF	Northern Uganda Social Action Fund
SAGE	Senior Assisted Grant Empowerment
STPC	Structural Technical Planning Committee
YLP	Youth Livelihood Programmes

EXECUTIVE SUMMARY

This report presents a comprehensive overview of the internship undertaken at **Rupa Sub County**, within the **Department of Finance**, located in **Moroto District**. The internship spanned a period of [insert duration], offering practical exposure to public financial management, local government operations, and administrative procedures.

Participated in the preparation and review of sub-county budgets and work plans. Assisted in revenue collection processes, including local tax assessments and documentation. Supported financial reporting and reconciliation of accounts. Engaged with community stakeholders during budget consultative meetings.

Achievements. Improved understanding of Uganda's local government financial systems. Developed skills in data entry, financial documentation, and use of accounting software. Contributed to timely submission of financial reports to the district headquarters.

Challenges Faced. Limited access to digital tools and internet connectivity. Occasional delays in financial disbursements affecting implementation timelines. Need for more training on government financial regulations and systems.

Recommendations. Enhance digital infrastructure to streamline financial operations. Provide regular training for interns and staff on financial management systems. Strengthen community engagement in budget planning and monitoring.

The internship at Rupa Sub County was a valuable learning experience that bridged academic knowledge with practical skills. It provided insight into the workings of local government finance and highlighted the importance of transparency, accountability, and community participation in public financial management.

CHAPTER ONE: INTRODUCTION.

Location of Rupa sub county

Background and profile of the organization

Rupa sub County is one of the three sub counties of Matheniko county but therefore it was among the 5 counties before Lotisan was created. But now is among the three sub counties of Matheniko constituency of Moroto district. It's one of the best and leading sub County with various types of minerals like limestone, gold, diamond, among other resources found in it.

Objectives of industrial training

To interpret how theory education can be used.

To appreciate the relationship between training institutions and employing agencies.

To make the trainee be aware of the knowledge and skills gained that will enable one maintain ventures.

To be able to demonstrate and understand the practical aspect of what was taught in class.

To advance employment opportunities.

To explore more practical skills.

To build confidence and self esteem.

To explore new carrier paths.

Figure 1: Shows the wards /parishes ,villages and the total population of the

S/N	PARISH	VILLAGES	TOTAL POPULATION
1	RUPA	Lorukumo Looreng Lokorete	7324

REFERENCES

Rupa sub county 2010/2011-2012-2015 five year development plan

Citizens handbook on law and administration of justice in uganda 3rd edition. Page 15-17

Rupa sub county 10 year development plan 2010-2020

National population and housing census 2024

Rupa sub county financial year 2025-2026 approved re-current and capital budget