

BUSITEMA UNIVERSITY

DEPARTMENT OF ECONOMICS AND MANAGEMENT

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YEAR OF STUDY: 2023/2024

AN INTERNSHIP REPORT CARRIED OUT

AT PALLISA TOWN COUNCIL

PALLISA DISTRICT


**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
ADMIMISTRATION OF BUSITEMA
UNIVERSITY**

JULY 2025

DECLARATION

DECLARATION

I Acheng Emmaunella do declare that all work in this report is based on my original works and it has never been presented to any institution of higher learning for the award of Bachelor's Degree in Business administration

Signature: 

ACHIENG EMMAUNELLA

Date: 25th / Aug / 2025

APPROVAL

APPROVAL

This is to certify that Achieng Emmaunella of Reg. No BU/UP/2023/3620 has solely compiled this report as partial fulfillment of requirement from Busitema University for the award of Bachelor's Degree in Business Administration. We therefore recommend that this report be submitted to the University for the award of Bachelor's Degree in Business Administration.

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Signature: _____

Name: Mr. Mwase James

Date: _____



ACADEMIC SUPERVISOR

Signature: _____

Name: Mr. Wadambisha Brain

Date: _____

26/08/2024

ACKNOWLEDGEMENTS

i) Acknowledgement to all those who assisted me during field training

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

In addition, I thank my parents **Mr. Bongomin George** and **Mrs. Miriam Adong** for their relentless love, care, hope and moral support plus their financial contributions towards the completion of my academic route costs of internship and many others.

Deepest appreciations go to the town clerk **Mr. AISU JUDE MARTIN** who provided me the opportunity to do my internship at Pallisa Town Council.

I personally give special thanks to my field supervisor the senior accountant **CPA Mwase James** for his restless advisory, care, moral and the effort he has put in to ensure that I gain the required practical knowledge in my career plus supervision towards the completion of my internship at PTC.

Other great attitude goes to the organization's management and staff members especially **CPA Okiria Sylvester** head of finance PTC, Principal health inspector and others for guiding me on a number of issues like; to bear in mind while at PTC and life outside school.

ii) Acknowledgement to all those who assisted me during report writing

Special thanks go to field supervisor senior accountant **CPA Mwase James** for the guidance he tirelessly gave me during this report writing.

I also want to clap for my lecturers especially my academic supervisor **Mr. Wadambisha Brian** for the guidance rendered in developing my report.

I would also like to implore my fellow interns at the Pallisa Town Council for the knowledge shared, help they gave me and spirit of togetherness that they exhibited towards my report writing

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Table 1:1 showing a population of Pallisa Town Council.....

ABBREVIATIONS AND ACRONYMS

AIDS	Acquired Immune Deficiency Syndrome
Bal B/F.....	Balance Brought Down
BAL C/D	Balance carried forward
CV	Curriculum Vitae
DP	Development Plan
Fig.....	Figure
FY.....	Financial Year
HIV	Human Immune Virus
HOD.....	Head of Department
HOF	Head of Finance
LC III	Local Council Three
LC.....	Local Council
LG	(Act) Local Government Act
LPO	Local Purchase Order
NSSF	National Social Security Fund
PDM	Parish Development Model
PPDA.....	Public Procurement and Disposal of Public Asset Act, 2003
Prog	Program
PTC	Pallisa Town Council
PWDS	People with Disabilities
TC	Town Clerk
URA	Uganda Revenue Authority
VR.....	Voucher

EXECUTIVE SUMMARY OR ABSTRACT

This internship report is about internship held at PTC Pallisa district from 19th May to 25th May 2025, it contains such a practice, experience, and discipline exposed to me from PTC in areas of accounting, finance, tax collection as well as service delivery to people.

Internship is a period of work experience offered by an employer to give students and graduates exposure to the working environment often within a specific industry which relates to their field of study.

The report covers activities, tasks and assignments done by the intern during the internship period through practical work carried out during internship at Pallisa Town Council which include; writing of Payment Vouchers, filling a vote book, bank Reconciliation, balancing off the expenditure abstract, budgeting, drafting work plan and many others where the intern gained new knowledge, skills and lessons.

The report discusses the challenges such as; no facilitation like transport allowance, lack of alternative sources of power at the office, inadequate computers, lack of lunch, strict dressing code, making mistakes while filling vote books and inadequate seats at office, short internship period, and limited course units. Also in the report, the intern gave solutions to the challenges encountered.

In conclusion, this report provides concluding remarks to the report and recommendations for improving internship program and suggestions to Pallisa Town Council on how to improve on service delivery.

SECTION ONE: INTRODUCTION

This section contain the following , location and description of place of field attachment objectives of the field attachment , organization structure and other main activities carried out by the organization.

i) Location and description of place of field attachment

Location of place of field attachment

Pallisa Town Council is centrally located, serves a large hinterland and is now a stop point center for those traveling to Kumi, Mbale, Iganga, Jinja and Kampala.

Pallisa Town Council is situated at 190km north east of the capital city Kampala, 50kms west of the Regional Town Mbale. It is 5km North of Lake Lemwa, 100kms South of Soroti International Airport. It lies astride latitudes 1 degree 45 minutes North and 1 degree 05 minutes south and between longitudes 33 degrees 47 minutes East and 34 degrees 05 minutes west. Its headquarters are just adjacent to the district offices.

Once a small town, Pallisa Town Council has an area of 32.4 square kilometers.

In Pallisa town, Pallisa Town Council offices are found along Gogonyo road after Agule roundabout besides the PDLG offices opposite Pepsi cola depot. (**Appendix 1**)

Description of place of field attachment

Pallisa Town Council is a self-accounting status Local Government whose main objective is service delivery, Pallisa Town Council is headed politically by the LC111 (Mayor) this is followed by the town clerk who is the accounting officer being assisted by six (6) head of programs. PTC works at achieving their vision, mission and their values which define them and they are as follows;

Vision

Local Government, Financial and Accounting manual 2007.

Pallisa Town Council 2022/23 Approved recurrent and capital Budget

Pallisa Town Council 2023/24 Approved recurrent and capital Budget

Citizen's handbook on law and administration of justice in Uganda third edition

Henri Fayol (1916) "General and Industrial Management"

Max Weber (1904) "The Protestant Ethic and the Spirit of Capitalism"