

## INTERNSHIP REPORT FOR NELSON-GOETHE INSTITUT

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global reach.

We promote knowledge of the German language abroad and foster international cultural cooperation. We convey a comprehensive picture of German by providing information on Germany's cultural, social and political life.

### **1<sup>ST</sup> Day**

**23<sup>rd</sup> September 2014 (Tuesday)**

**Arrival time: 08:30 morning**

#### **Activities:**

I started my internship by starting orientation with supervisor Mr. Edward mtingwa by giving information concerning Goethe institute as well as ethics of the institution.

Also we started to write budget of babawatoto kids who supposed to go Uganda Kampala for study visit tour with ms.Elinami Munuo.this assigned by director of Goethe institute Eleonore Sylla received email from German to Daniela Titze who is overall project manager of fit for life babawatoto project.

**Departure time: 16:30 evening**

### **2<sup>nd</sup> Day**

**24<sup>th</sup> September 2014(Wednesday)**

**Arrival time: 09:37 morning**

#### **Activities:**

We started doing financial report as well as arranging Fit for Life documents in order for auditing purpose; we worked with Elinami Munuo who is accountant of this project.

**Departure time: 16:08 evening**

### **3<sup>rd</sup> Day**

**30<sup>th</sup> September 2014(Tuesday)**

**Arrival time: 09:18 morning**

#### **Activities:**

Continuation of arranging document for auditing preparation.

I participated the auditing meeting and the meeting was as follows,

Participants:

1. Eleonore Sylla-director of Goethe institute
2. Sultan Rajabu -auditor of Esq.financial Services
3. Nelson John -internee from babawatoto centre
4. Elinami Munuo-accountant of the project

- The main activities of babawatoto Centre(the project)

The director of Goethe institute explained the nature of project by saying Ufa fabrik from German as applicant, Goethe institute and parapanda while babawatoto as beneficiary

Also explained activities of the project by explaining we have acrobat, percussion trapeze and jugglin.

- Advocacy fora by making network with other institution and so as to develop kids talent and increase knowledge on understating or awareness

In the matter of auditing, auditor wanted to know the followings,

- a) The name(s) of organization which applied for babawatoto Centre(funders or donors) That was ufafabrik Goethe institute and parapanda.
- b) Expenditure summary
- c) List of assets
- d) Registration documents
- e) Expenditure & payments and if some money remained how much?
- f) Contracts between European union and ufafabrik in German
- g) Bank statement on how the money being drawn to the bank

**Departure time: 16:00 evening.**

**4<sup>th</sup> Day**

**7<sup>th</sup> October 2014(Tuesday)**

**Arrival time: 09::55 morning**

**Activities:**

To follow up the contract of babawatoto building so as to attach contract and receipt to the financial documents of fit for life because Goethe institute contributed one million six hundred thousand shillings to support babawatoto on house rent.

**Departure time: 16:00 evening.**

**5<sup>th</sup> Day**

**08<sup>th</sup> October 2014(Wednesday)**

**Arrival time: 09:13**

**Activities:**

Continuation of finishing the attachment/supporting documents.

**Departure time: 16:18 evening**

**6<sup>th</sup> Day**

**10<sup>th</sup> October 2014(Friday)**

**Arrival time: 10:07 morning**

**Activities:**

Continuation of finishing the attachments/supporting documents

**Departure time: 16:09 evening**

**7<sup>th</sup> Day**

**15<sup>th</sup> October 2014(Wednesday)**

**Arrival time: 10:47**

**Activities:**

We finished report and given auditor so as to go with them to audit and I assigned by auditor to make preparation on Monday he will come babawatoto to audit the assets of babawatoto fit for life project.

**Departure time: 16:18**

**8<sup>th</sup> Day**

**17<sup>th</sup> October 2014(Friday)**

**Arrival time: 04:03**

**Activities:**

To help Mr. Edward Mtingwa photocopy for Goethe institute financial report attachments

**Departure time: 15:48 evening.**

**9<sup>th</sup> Day**

**21<sup>st</sup> October 2014(Tuesday)**

**Arrival time: 04:11 morning**

**Activities:**

Mr. Edward Mtingwa taught me how to use excel, he told me that this is a system of analyzing data, for instance calculations, statistics and other activities concerning on how to keep records.

**Departure time: 16:12 evening.**

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**10<sup>th</sup> Day**

**22<sup>rd</sup> October 2014(Wednesday)**

**Arrival time: 04:00**

**Activities:**

Continuation of excel by Elinami Munuo and Mr. Edward Mtingwa

**Departure time: 11:11**

**11<sup>th</sup> Day**

**24<sup>th</sup> October 2014(Friday)**

**Arrival time: 09:18**

**Activities:**

Continuation of excel by exercise the assignment left by Elinami Munuo

**Departure time: 16:09**

**12<sup>th</sup> Day**

**28<sup>th</sup> October 2014(Tuesday)**

**Arrival time: 10:39**

**Activities:**

- I started babawatoto to bring fit for life DVD which is fit for life from to Ms. Habiba Issa to send to ms.Eleonore Sylla Goethe institute because the first one was not have subtitle therefore it edited by Eliakimu from parapanda lab theatre trust.

- Continuations of experiencing on how to use excel.
- Mr. Edward Mtingwa gave me a task of filing the Goethe institute files in ascending order.

**Departure time: 16:18**

**13<sup>th</sup> Day**

**29<sup>th</sup> October 2014(Wednesday)**

**Arrival time: 10:00**

**Activities:**

- Continuations of experiencing on how to use excel.
- To send fit for life DVD, this was not have subtitle because some are speaking Swahili without any kind of translations in English.

**Departure time: 16:18**

**14<sup>th</sup> Day**

**31<sup>st</sup> October 2014(Friday)**

**Arrival time: 09:47**

**Activities:**

- Continuation on how to keep records on cash book

**Departure time: 15:00 evening.**

**15<sup>th</sup> Day**

**04<sup>th</sup> November 2014(Tuesday)**

**Arrival time: 09:08**

**Activities:**

- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 17:00 evening**

**16<sup>th</sup> Day**

**05<sup>th</sup> November 2014(Wednesday)**

**Arrival time: 10:11**

**Activities:**

- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 16:303 evening**

**17<sup>th</sup> Day**

**07<sup>th</sup> November 2014(Friday)**

**Arrival time: 10:06**

**Activities:**

- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 16:39 evening**

**18<sup>th</sup> Day**

**11<sup>th</sup> November 2014(Tuesday)**

**Arrival time: 09:06**

**Activities:**

- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 16:03 evening**

**19<sup>th</sup> Day**

**12<sup>th</sup> November 2014(Wednesday)**

**Arrival time: 09:56**

**Activities:**

- Filing Goethe institute financial documents.
- Report writing from the first day to this moment shifting from note book transferring to computer(laptop)

**Departure time: 14:08 afternoon**

**NB:** I lived early because I went babawatoto Centre for other office activities.

**20<sup>th</sup> Day**

**14<sup>th</sup> November 2014(Friday)**

**Arrival time: 10:19**

**Activities:**

- Continuation of writing Goetheinternship report.
- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 10:12 evening**

**21<sup>st</sup> Day**

**18<sup>th</sup> November 2014(Tuesday)**

**Arrival time: 10:17**

**Activities:**

- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 16:07 evening**

**22<sup>nd</sup> Day**

**19<sup>th</sup> November 2014(Wednesday)**

**Arrival time: 09:00 morning**

**Activities:**

- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 15:27 evening**

**23<sup>rd</sup> Day**

**21<sup>st</sup> November 2014(Friday)**

**Arrival time: 09:12**

**Activities:**

- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 15:18 evening**

**24<sup>th</sup> Day**

**25<sup>th</sup> November 2014(Tuesday)**

**Arrival time: 10:08**

**Activities:**

- Continuation of writing Goethe institute internship report.
- Helping Mr. Edward Mtingwa to file and make his file properly.
- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 16:30 evening**

**25<sup>th</sup> Day**

**26<sup>th</sup> November 2014(Wednesday)**

**Arrival time: 10:03 morning**

**Activities:**

- Continuation on how to keep records on cash book and formula making to excel.
- Helping Mr. Edward Mtingwa to file and make his file properly.

**Departure time: 15:21 evening**

**25<sup>th</sup> Day**

**09<sup>th</sup> December 2014(Tuesday)**

**Arrival time: 09:46 morning**

**Activities:**

- Helping Mr. Edward Mtingwa to file and make his file properly.
- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 16:00 evening**

**26<sup>th</sup> Day**

**10<sup>th</sup> December 2014(Wednesday)**

**Arrival time: 10:13 morning**

**Activities:**

File Goethe institute financial documents

**Departure time: 15: 54 evening**

**27<sup>th</sup> Day**

**12<sup>th</sup> December 2014(Friday)**

**Arrival time: 09:12 morning**

**Activities:**

- File Goethe institute financial documents

**Departure time: 15:39 evening**

**28<sup>th</sup> Day**

**16<sup>th</sup> December 2014(Tuesday)**

**Arrival time:**

**Activities:**

- Assigned by Mr. Edward Mtingwa (financial & admn officer) to file and make file in proper way.
- Continuation on how to keep records on cash book and formula making to excel.

**Departure time: 16:08 evening**

**29<sup>th</sup> Day**

**17<sup>th</sup> December 2014(Wednesday)**

**Arrival time: 10:16 morning**

**Activities:**

- Assigned by Eleonore Sylla (director of Goethe institute) to ask Frank Samatwa if the process of getting visa were did it ended.
- Assigned by Mr. Edward Mtingwa to arrange in good order Goethe institute financial documents.

**Departure time: 15:49 evening**

**30<sup>th</sup> Day**

**19<sup>th</sup> December 2014(Friday)**

**Arrival time: 10:03 morning**

**Activities:**

- writing report of my field

**Departure time:**