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| Coat%20of%20Arms | **PUBLIC ACCOUNTS COMMITTEE** |
| **NATIONAL PARLIAMENT OF SOLOMON ISLANDS**  **P.O Box G 19 Honiara, Solomon Islands**  **Telephone: 28520/ 24323** |

**Sample Generic Submission Template**

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| **Organisation** |  | | **Acts Operating under** | |  | |
| **Regulations** |  | | | | | |
| **Statement of Financial Compliances (minimum requirement)** |  | | | | | |
| **Size of Organisation** | **Finance:** | | | | | |
| **Revenue** | |  | | | |
| **Expenditure** | |  | | | |
| **Number of staff:** | | | | | |
| **2015 Establishment** | |  | | | |
| **Filled Posts** | |  | | | |
| **Vacant Posts** | |  | | | |
| **Subsidiaries** |  | | | | | |
| **Vision Statement** |  | | | | | |
| **2015 Priority areas** |  | | | | | |
| **How the Ministry’s Vision Statement and Priority Areas does aligned to the National Development Strategies?** |  | | | | | |
| **Budgetary Analysis** | **Strength**  (how the budget support the ministries’ implementations) | **Weakness**  (how cut backs affects implementations) | | **Opportunity**  (what you are able to get in terms of maintained of delivery and development) | | **Threats**  ( anticipate issues if the revenue is low and services delivery may not be funded) |
|  |  | |  | |  |
| **Recommendations** |  | | | | | |
| **Final Comments** |  | | | | | |
| **Permanent Secretaries only** | Do you have in place in preparations for the Committee of Supply the briefing notes for your Ministers on the Ministry’s Budget Allocation? | | | | | |
| Please provide and table the above documents as submissions during your appearance to the PAC hearing on your Budget. | | | | | |