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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. |