

PACM meeting minutes

Date: 15th April 2021, Time 11.00 AM to 2.00 PM by online Zoom meeting.

The online Project Accounts Coordination Meeting (PACM) was held on 15th April 2021 at 11.00 am. The meeting was moderated by **Md Tariqul Islam, AD-FM**, Project program focal, Finance focal and entire project Finance & Admin officers and Project Coordinators were present in the meeting.

Agenda:

1. Last meeting minute review.
2. Local authority certificate year of 2020.
3. Income tax return U/S- 108.
4. VAT & Tax related issue
5. Accounting software (Customize)
6. COAST Contribution.
7. Budget Burn Rate Report (BBRR) analysis.
8. AoB.

| SL | Agenda | Discussion and Decisions | Dateline | Responsibility |
|----|-------------------------------------|---|-----------------------------|---|
| 1 | Last meeting minutes review | <ul style="list-style-type: none"> - Every project should submit newsletter to DC and UNO and take receiving from the authority. - Day celebration by COAST Foundation at District level/ UPZ level program arrange by COAST will be invite DC and UNO office concern personal. - PC/PM should attend Upazila and District leave program arranged by government authority if possible. | Continue | All project F&AO and PM & M&E |
| 2 | Local authority certificate of 2020 | <ul style="list-style-type: none"> - Those who are implementing the donor Project already started to collect the Local authority certificate, some projects are already collected the certificate. - Every project should collect local authority certificate before 31st May, 2021. | 31 st May 2021 | Respective project PM & Finance Officer |
| 3 | Income tax return U/S-108 | <ul style="list-style-type: none"> - Salary statement of the respective project will be send to Ragib Hasan-Sr. Coordinator-Finance by every six month. - July-Dec'20 salary sheet with a summary sheet will be send to Razib Hasan, Sr. Coordinator-Finance by 30th April 2021 | 30 th April 2021 | Respective project PM & Finance Officer |
| 4 | VAT & Tax related issue | <ul style="list-style-type: none"> - VAT and Tax should pay within dateline. - Every project must maintain VAT & Tax register. - VAT & Tax challan main copy must be keep in separate file. Main copy not attach with voucher. - Should Charge VAT and Tax As per SRO. | Continue | Project Finance Officer |
| 5 | Accounting software (Customize) | <ul style="list-style-type: none"> - Those project has Accounting software, they need to maintain all transection through software. - After 30th April, 2021 all financial report of software based project should generate financial report through tally software. | continue | Project Finance And Admin Officer |
| 6 | COAST Contribution section | <ul style="list-style-type: none"> - At the time of budgeting of a new project we need to keep in mind that COAST contribution part only will be management support/contribution in kind not cash. That is way need to consider management cost ratio calculate carefully and analytically. | Continue | Project Finance and Admin Officer & PC |

| | | <ul style="list-style-type: none"> - Must need deputation letter to charge management cost/ Focal salary and benefits. - Without supporting documents no payment made, even in favor of central office. - Must maintain time sheet for Focal Salary. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|----------------------------------|---|--------------|-----------------------------------|----------------|------|-----|-----|------|------|-----|------|------|-----|-----|------|-----|-----|------|-----|----------|-----|-----|------|------|-----|--------|-----|-----|-------|------|-----|------------|-----|-----|------|------|-----|--|--|
| 7 | Budget Burn Rate (BBR) analysis. | <table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate Mar'21</th> <th>Cumulative BBR</th> </tr> </thead> <tbody> <tr> <td>CFTM</td> <td>49%</td> <td>91%</td> </tr> <tr> <td>CEPI</td> <td>101%</td> <td>94%</td> </tr> <tr> <td>CJRF</td> <td>108%</td> <td>97%</td> </tr> <tr> <td>APC</td> <td>128%</td> <td>95%</td> </tr> <tr> <td>SFP</td> <td>102%</td> <td>85%</td> </tr> <tr> <td>TOGETHER</td> <td>50%</td> <td>87%</td> </tr> <tr> <td>CEPI</td> <td>101%</td> <td>94%</td> </tr> <tr> <td>ACCORD</td> <td>07%</td> <td>93%</td> </tr> <tr> <td>ESRPE</td> <td>130%</td> <td>64%</td> </tr> <tr> <td>UNICEF-Edu</td> <td>81%</td> <td>75%</td> </tr> <tr> <td>ISCP</td> <td>117%</td> <td>98%</td> </tr> </tbody> </table> | Project name | Burn rate Mar'21 | Cumulative BBR | CFTM | 49% | 91% | CEPI | 101% | 94% | CJRF | 108% | 97% | APC | 128% | 95% | SFP | 102% | 85% | TOGETHER | 50% | 87% | CEPI | 101% | 94% | ACCORD | 07% | 93% | ESRPE | 130% | 64% | UNICEF-Edu | 81% | 75% | ISCP | 117% | 98% | | |
| Project name | Burn rate Mar'21 | Cumulative BBR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8 | AoB | <ul style="list-style-type: none"> - Need to take approval for PM/PC salary from His/hers supervisor. - Approval copy of salary sheet need to review by finance focal person | Continue | Project Finance and Admin Officer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

The moderator appreciated all the participants for their cordial cooperation and being attentive throughout the whole day in the meeting. Having no other significant issues to be discussed here, the moderator ended up the meeting with vote of thanks.

Documented by:

Shis Khan Shaon
Finance and Admin officer
CEPI Project, COAST Foundation

Moderated by:

Md. Tariqul Islam
Assistant Director- FM
COAST Foundation