

COAST Trust**Minutes on 20th Pre-BoT [EC] Audit & Finance Committee meeting****Held on 17 Jan 2020 at COAST Principal Office, Dhaka.****A. Member Participated**

1. Rezaul Karim Chowdhury, Executive Director (as staff participant)
2. Sanat K. Bhowmik, Director (as staff participant)
3. Aminul Hoque, Deputy Director- ME & IA (as staff participant)
4. Ahsanul Karim Babor, Deputy Director-FC &CA (as staff participant)
5. Tarik Sayed Harun, Deputy. Director- Core Program (as staff participant)
6. Mostafa Kamal Akand, Deputy Director- Human Resource Dev. and
7. Md. Shahabuddin Ahmed, Head-ME & IA

B. Agenda Transacted

1. Review of the last (18th) Audit Committee meeting minutes
2. Report from internal audit sections (MF program and Projects)
3. MF Trend Analysis (Jan-Dec 2019)
4. Overdue Mobilization
5. Legal Action [Case against staff] Report
6. Any other Business (AoB).

C. Decision Matrix

SI	Agenda	Decision	Remarks
01	Last Audit Minutes Review	i. 04 Pre-EC meeting on Audit & Finance are planned and to be held in 2020. Next Pre-EC meeting will be held in March 2020.	AKB/SAH
		ii. Training on countervailing activities for Branch Accountant to be provided to identify the staff misappropriation tend in MF.	AKB by Feb 20
		iii. One page literature on the observation & analysis on syndicate loan to be prepared and will be discussed in the MCM meeting regularly.	SU by 15 Feb'20
02	Report from Internal Audit	i. 64 Br. Are audited during the period (Jnue-Dec 2019) Misappropriated amount were Tk. 11, 66,154, Recovered Tk. 5, 77,413/- till the date and tk. 5, 88,741/- to be realized.	
		ii. Major misappropriation done by CDO Md. Kamal Uddin (Torabgonj) tk. 1, 55,601/- Case already filed to realize the money.	
		iii. 626 loan captured by 253 syndicate member where Outstanding - 1, 46, 53,265 and OD - 3035757 (20.55%).	
		iv. 02 additional staff are needed for IA section to achieve the auditing target as twice/yr./Br.	TSH/SAH by March'20
		vi. List of external audit companies to be finalized those are submitting their audit report timely.	AKB
vii. ToR develop for external audit by Feb 2020.			
		viii. Organizational year closing Accounts must be submitted to the audit company by 31 July.	
03	MF Trend Analysis	i. Member & Loanee inclusion were satisfactory in last year 2019 [1.23 and 1.29/month]. Loanee coverage were 80%.	

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03	MF Trend Analysis	ii. In 2019, the portfolio achieved 227.00 crore outstanding target and savings outstanding was 88.30 crore, Net capital is stand as tk. 40.00 crore in Dec 2019.	TSH
		iii. Explore to deployed new position as “Deputy BM” in the branches for ME program follow up. Staff to be liable for any disbursement of syndicate loan.	
		iv. MF trend analysis meeting to be held in 15 days regularly.	
		v. Study on existing package [MF] to be done by Feb 2020	
		vi. Existing 6% PAR [Portfolio at Risk] is assumed high and should to keep below 3%. OD must be realize which is appropriate solution instead of other options are like portfolio increase.	
		vii. Feasibility study will be done for new extension by Feb 2020. There are 10 branches are planned to open in Noakhali [03], Chittagong [04] and Barisal [03] by Sep 2020.	
04	Bad Debt Mobilization	i. We have collected written-off amount tk. 98.63 lac [Targeted as tk. 278.23 lac] and Bad Debt amount tk. 193.85 lac [targets as 689.65 lac] since the period of 2013-2019.	Director
		ii. We spend tk. 21.72 lac during the period in against the collection of tk. 292.00 lac bad debt & written-off amount.	
		iii. Decision made to increase the lunch allowance of existing amount tk. 50 to 70/- for OD mobilization in holidays.	
05	Update on Legal Action [Case against staff]	<p>i. Total 53 case are running against the staff involved with misappropriation. The claimed amount is tk. 2.15 crore.</p> <p>ii. Management has identified 27 cases those are below the amount of tk. 2.00 lac and decided to set a side through bi-lateral communication and mutual agreement by March 2020.</p>	MKA

Prepared By

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COAST Trust