

**Date: 15 September 2019, Time 10.00 A.M, COAST Principal Office, Dhaka**

The Project Accounts Coordination Meeting (PACM) was held on 15 September 2019 at 10.00 am at Principal Office of COAST Trust in Dhaka. The meeting was **moderated by Head-Finance Monitoring**. The entire project accounts officers and Project Coordinators were present in the meeting.

**Agendas:**

- Last meeting minutes review.
- External Audit Feed back
- Salary Tax Calculation and return submission
- Money Laundering
- Financial management training for finance person
- Annual Inventory.
- Purchase plan.
- Field Visit advance plan of Accounts.
- Budget Burn rate report.
- AoB

SL #	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	COAST NRC Project Accountant Iffat Jahan will posting tally software in his laptop/Desktop computer from September 2019. -While making project budget in future need to keep a budget amount BDT 50,000/- for Tally software.	On going	Project Coordinator and Accounts.
2	External Audit Feedback	-Thoroughly discusses about the feedback of external audit 2018-19 as per field visit, The main observation is as follows: i. VAT & Tax challan code not written properly. ii. Vendor name and address have not mention in challan copy properly. iii. Ledger book not maintain properly. iv. Assets ID number have not affixed with the some assets.	-Continue	Project Accountants, Project Coordinators, Program Managers
3	Salary Tax Calculation and return submission	-A orientation has already given to all on how to calculate and show taxable income in his/her return submission. A calculation sheet also send to all by email in this regard. - Tax return must be submitted to NBR with proper document who have taxable income.	-Continue  -30 November 2019	Project Coordinator and Accounts.
4	Money Laundering	-Money laundering is an issues in the present time from government. A high officials also appointed by COAST to dealing with Bangladesh Bank about money laundering related issue. So, every project will be keep an agenda about money laundering related issue in every monthly meeting. Respective leader will have to discuss briefly about Money Laundering. Before working with vendor, Third Party we need to verify about that they have not any record on money laundering. We can search in SAM a US Based company who worked on money laundering. -For proper proofing we preserve a document in a file.	Continue	PM/PC and Accountant
5	Financial management training for	-A financial management training program will be arranged in CxMTC, Cox's bazar with participation of all	-upcoming	Head-Finance & Monitoring

	finance person	project accountant and it will be 3 day long training session.		
6	Annual Inventory.	-To keep proper record and values of assets will take initiative for inventory count of assets in the all projects. It will do as soon as possible.	- 30 <sup>th</sup> December 2019	Head-Finance Monitoring
7	Purchase plan.	-As per decision of Director of COAST Trust a 03 months advance purchase plan will submit to DD –Finance of Head office Dhaka within September 2019.	25 September 2019	Project Coordinators, Program Managers
8	Field Visit advance plan of Accounts.	-Beginning of every month all project accountants will submit his/her monthly advance plan to his/her respective supervisor (finance).	-Continue	Project Accountants,
9	Budget Burn rate report.	<p>-Tear Fund project current month burn is 65% and cumulative burn is 29%</p> <p>- ERPERA project current month burn is 43% and cumulative burn is 29%.</p> <p>- NRC project cumulative burn is 12%.They have no sufficient fund for expense. They have advised To take loan as discussing with Faruq Bhai.</p> <p>-CJRF project current month burn is 93% and cumulative burn is 70%.</p> <p>- IOM project current month burn is 98% and cumulative burn is 98%.They have advised to photocopy all bill voucher before request for Bill submission to IOM. Any report cannot send directly from project office to the donor. Report will have to send through finance focal person of the project.</p> <p>- CPI project current month burn is 193% and cumulative burn is 71%. Unexpended money assumed that 14 lacs and this money will re-allocate with next budget and make a plan for expense.</p> <p>- DAWN project current month burn is 31% and cumulative burn is 42%.Chair and other assets will have to purchase in short time.</p> <p>-Hirondelle project current month burn is 64% and cumulative burn is 32%. Payment of Job advertisement and head office rent not paid yet. To pay it discussed with Country project focal of Dianne Anne.</p> <p>- CFTM project current month burn is 100% and cumulative burn is 89%.</p> <p>-UNICEF Education project current month burn is 0% and cumulative burn is 99%.</p> <p>-PACE Crab project current month burn is 44% and cumulative burn is 62%.</p> <p>-PACE Dry fish project current month burn is 97% and cumulative burn is 77%.</p> <p>-IECM project current month burn is 98% and cumulative burn is 94%.</p>		Project Coordinator, Accounts
10	AoB	No any discus at AoB.		

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.

Meeting minutes is Documented by

Md. Saiful Islam  
Accounts and MIS Officer  
PACE Project, COAST Trust, Cox's bazaar.

Meeting minutes is Moderated by

Md. Tariqul Islam  
Head- Finance Monitoring