

**Date: January 13, 2019, Time: 10.00 am, COAST Principal Office, Dhaka**

The Project Accounts Coordination Meeting (PACM) was held on 13th January 2019 at 10.00 am at Principal Office of COAST Trust in Dhaka. The meeting was moderated by Md. Tariqul Islam, Mohammed Omour Faruk Bhuiya and Md. Foysool Hossain Khan Head- Finance Monitoring, project Accounts and the respective Project Coordinators/DTL were present in the meeting.

**Agendas:**

- Last meeting minutes review.
- Income TAX
- Procurement Committee
- Personal files.
- COAST contribution
- Recruitment Process
- NGO AB Requirement
- Cash Book Scan Copy
- Field Visit by Project Accountant
- Tally Software
- Burn Rate Report
- Go to meeting
- AOB.

SL #	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	<p>A thoroughly discussion was held about the last meeting minutes and its related update information. It has been suggested to do the tasks appropriately.</p> <ul style="list-style-type: none"> <li>- Collect endorsement from VAT circle officer for every VAT challan copy. VAT &amp; TAX register must be maintained.</li> <li>- Accountant field visit report should be submitted to 1<sup>st</sup> supervisor &amp; Focal Person. If fails to submit then he need to pay fine. Accountant will not get travel or his salary will be deducted.</li> <li>- Every Thursday Cashbook scan copy must be sent to project financial focal person and Asset ID permanently affixed on asset body by white color paint, Collect asset list by January 2019.</li> <li>- Motorcycle log book must be maintained for every motorcycle with user Deed.</li> <li>- Bank statement &amp; Bank reconciliation sent to Md. Omour Faruk Bhuiya, Head-FM by mail to <a href="mailto:omour.coast@gmail.com">omour.coast@gmail.com</a> in every 5<sup>th</sup> of each month.</li> </ul>		Project Coordinator and Finance Officer
2	Income TAX	<p>Accountant will submit all eligible staff Income Tax to treasury challan at any branch of Sonali bank. After submission he sends a scan copy of treasury challan to PO for future reference. It can be submitted in one treasury challan for individual staff. Need to mention in overleaf of treasury challan SL. The TAX amount which have sent from project previously, will manage by Principle office by January 2019.</p>	Continue	Project Coordinator and Finance Officer

3	Procurement Committee	<ul style="list-style-type: none"> <li>- In any procurement at least 2 members is needed if committee have format by 3 members. If there are 5 members than 3 members signature must be needed.</li> </ul>	Continue	Project Coordinator and Finance Officer
4	Personal File	<ul style="list-style-type: none"> <li>- HRM checklist must be follow for updating personal file.</li> </ul>	31 <sup>st</sup> January 2019	Project Coordinator and Finance Officer
5	COAST Contribution	<ul style="list-style-type: none"> <li>- COAST Contribution strictly followed as per agreement and budget of respective project.</li> <li>- Contribution must be showing on ledger book as per budget head. If Inner party transaction then just needs to get approval from concern authority, need to show payment by journals. If it's other party then need to take fund from COAST to project account (Shown as Fund received from COAST), then pay to other party</li> </ul>	Continue	
6	Recruitment Process	<ul style="list-style-type: none"> <li>- Admin manager will never provide primary selection letter before getting blood test report. Manager Admin will full fill personal file then send to project admin officer.</li> </ul>	Continue	Manager Admin
7	NGOB requirement	<ul style="list-style-type: none"> <li>- Justification needed for 110% over expenditure. For every budget line items.</li> <li>- Feedback to Principle office.</li> <li>- Need to submit annual report by this month, if we fail to submit annual report then donor will never give us fund. Local Authority certificate also needed for fund. Will recruit auditor for FD-4 report. Need coordinate auditor for positive result.</li> </ul>	Continue	Project Coordinator and Finance Officer
8	Cash Book	<ul style="list-style-type: none"> <li>- Accountant must send scan copy of cash book in every Thursday to Finance focal person.</li> </ul>	Continue	Project Coordinator and Finance Officer
9	Field Visit	<ul style="list-style-type: none"> <li>- Accountant need to visit field 3 days in a week</li> </ul>	Continue	Project Coordinator and Finance Officer
10	Tally Software	<ul style="list-style-type: none"> <li>- If any project can bear charge of Tally software, then the project can avail tally software.</li> </ul>	Continue	Project Coordinator and Finance Officer
11	Go to meeting	<ul style="list-style-type: none"> <li>- It's a digital Meeting. We need to check either internet connection is ok or not? If face any problem regarding internet speed or connection need to contact with Mr. Abir, Head-ICT</li> </ul>	By January	Project Coordinator and Finance Officer
12	AOB	<ul style="list-style-type: none"> <li>- Bhola sadar office toilet is out of order; it'll repair by this January 2019.</li> </ul>	By January	Arun Da

**Burn Rate:**

Project name	Total Approved Budget (as per MoU_Amount BDT)	Approved budget up to Nov 18	Total expense Up to November -18	% of Burn rate (Cumulative)	Budget for December	Actual Expense	% of burn rate- December	Total expense up to December	% of burn rate cumulative
MTCP-II	31.20	21.15	21.15	100%	1.65	1.65	100%	22.8	100%
Eco-fish	218.33	102.55	102.55	100%	7.08	6.38	90%	108.93	99%
SFP	35.13	14.50	12.06	83%	3.20	1.85	61%	13.92	79%
CFTM	182.00	75.35	65.66	87%	19.60	16.99	87%	82.65	88%
CJRF	582.45	153.27	82.34	54%	40.10	37.74	94%	120.08	70%
SEEDs	145.19	133.19	90.62	68%	12.18	34.00	279%	124.62	86%
Torun Alo	117.48		84.19		13.53	3.04	22%	87.23	74%
DEC Project	306.22	172.58	112.13	65%	93.88	13.15	14%	125.28	47%
NRC	92.96	42.16	28.63	68%	23.63	22.73	96%	51.36	78%
UNICEF ERPERA	727.50	222.18	66.52	30%	42.92	49.75	116%	116.28	44%
UNICEF_EDU	544.00	284.68	234.17	82%	78.59	44.03	56%	278.21	77%
Tearfund Host community	158.24	52.19	12.54	24%	2.66	1.63	62%	14.17	26%
Tearfund FDMN	129.44	46.66	46.66	100%	82.77	41.43	50%	88.09	68%

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

Mehrab Diner  
Finance & Admin Officer  
COAST ERPERA Project.

Meeting minutes is Modified by

Md. Tariqul Islam  
Head finance & Monitoring  
COAST Trust.