

## PACM meeting minutes

Date: 15 November 2020, Time 11.00 A.M, by online Zoom meeting.

The online Project Accounts Coordination Meeting (PACM) was held on 15 November 2020 at 11.00 am. The meeting was moderated by **Md Tariqul Islam (AD-Finance Monitoring)**, Assistant Director- FM (OFB), Project program focal, Finance focal and entire project accounts officers and Project Coordinators were present in the meeting.

### Agenda:

1. Last meeting minute review.
2. Income tax return submission for the I/Y 2019-20.
3. Assets inventory report of 31st December 2020.
4. Local authority certificate of 2020.
5. Stock register update.
6. FD-4 audit preparation 2020.
7. Reporting date line.
8. Budget Burn Rate Report (BBRR) analysis.
9. AoB.

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	<ul style="list-style-type: none"> <li>• NGO Bureau Given different condition for FD-6, FC-1. That condition must be followed according to relation with DC office and UNO Office.</li> <li>• On the 5th of every month VAT &amp; Tax Challan scan copy sent to Ragib Hasan (Sr. Coordinator) and CC to respective supervisor.</li> <li>• The internal audit report response must be submitted in timely and take action as per auditor response.</li> </ul>	Continue	All project F&AO and PM
2	Income tax return submission for the I/Y 2019-20.	<ul style="list-style-type: none"> <li>• Every person must be submitting their Tax return (who are taxable) before the ending of 30th November 2020.</li> <li>• Anyone can take any help from account section of Principal Office for income tax return submission.</li> </ul>	30 Nov'20	All project F&AO and PM
3	Assets inventory report of 31st December 2020.	<ul style="list-style-type: none"> <li>• Finance &amp; Accounts Officer who are responsible for donor Project, operation fund A/C and guest house A/C will be send the asset physical inventory report by 31st December 2020</li> <li>• The physical inventory reporting duration is 1<sup>st</sup> July to 31<sup>st</sup> December 2020.</li> </ul>	31.12.20	All project F&AO and PM
4	Local authority certificate of 2020	<ul style="list-style-type: none"> <li>• Those who are implement the donor Project they will be starting the Local authority certificate collection process by 1st week of December 2020 for collect Local authority certificates for the year 2020</li> </ul>	15.01.2021	All project F&AO and PM
5	Stock register update	<ul style="list-style-type: none"> <li>• Stock register must be update when purchase any stock items. When needed any stock item then must be uses demand note as per organization policy.</li> </ul>	Continue	All project F&AO and PM

6	FD-4 audit preparation 2020.	<ul style="list-style-type: none"> <li>All bill voucher must be re-checked for FD-4 audit preparation.</li> <li>Audit period time is 1st January 2020 to 31st December-2020.</li> <li>The audit will be start from 15<sup>th</sup> December 2020.</li> </ul>	Continue	All project F&AO																																																									
7	Reporting date line.	<ul style="list-style-type: none"> <li>Every responsible person maintain deadline chart in front of his/her desk for submit all report timely to their respective supervisor/donor</li> <li>Every Finance &amp; account officer submit their report timely otherwise penalty charge for late submission.</li> </ul>	Continue	All project F&AO and PM																																																									
8	<b>Budget Burn Rate (BBR)</b> analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate October'20</th> <th>Cumulative burn rate</th> </tr> </thead> <tbody> <tr><td>APFP</td><td>78%</td><td>91%</td></tr> <tr><td>CFTM</td><td>82%</td><td>97%</td></tr> <tr><td>CJRF</td><td>87%</td><td>98%</td></tr> <tr><td>APC</td><td>84%</td><td>83%</td></tr> <tr><td>SFP</td><td>63%</td><td>87%</td></tr> <tr><td>GCA</td><td>111%</td><td>97%</td></tr> <tr><td>ACCORD</td><td>8%</td><td>88%</td></tr> <tr><td>TF FD-6</td><td>164%</td><td>100%</td></tr> <tr><td>TF FD-7</td><td>254%</td><td>94%</td></tr> <tr><td>CEPRP</td><td>130%</td><td>96%</td></tr> <tr><td>UNICEF-education</td><td>130%</td><td>96%</td></tr> <tr><td>ISCP</td><td>85%</td><td>95%</td></tr> <tr><td>YOUTH_ COVID NRC</td><td>168%</td><td>89%</td></tr> <tr><td>TOGETHER</td><td>0%</td><td>0%</td></tr> <tr><td>CEPI</td><td>99%</td><td>99%</td></tr> <tr><td>PACE-CRAB</td><td>43%</td><td>90%</td></tr> <tr><td>PACE-DRYFISH</td><td>100%</td><td>100%</td></tr> <tr><td>ENRICH</td><td>124%</td><td>31%</td></tr> </tbody> </table>	Project name	Burn rate October'20	Cumulative burn rate	APFP	78%	91%	CFTM	82%	97%	CJRF	87%	98%	APC	84%	83%	SFP	63%	87%	GCA	111%	97%	ACCORD	8%	88%	TF FD-6	164%	100%	TF FD-7	254%	94%	CEPRP	130%	96%	UNICEF-education	130%	96%	ISCP	85%	95%	YOUTH_ COVID NRC	168%	89%	TOGETHER	0%	0%	CEPI	99%	99%	PACE-CRAB	43%	90%	PACE-DRYFISH	100%	100%	ENRICH	124%	31%		
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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:

Abu Ufa Mohm. Ibrahim  
 Coordinator Finance & Admin  
 CFTM-Project. (Cox's Bazar)

Moderated by:

Md. Tariqul Islam  
 Assistant Director- FM