

## PACM meeting minutes

Date: 14<sup>th</sup> January 2021, Time 11.00 A.M, by online Zoom meeting.

The online Project Accounts Coordination Meeting (PACM) was held on 14<sup>th</sup> January 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/ Coordinator and Project Coordinators were present in the meeting.

### Agenda:

1. Last meeting minute review.
2. Income tax return acknowledgement.
3. Inventory report.
4. Local authority certificate of 2020.
5. External audit preparation
6. 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>• Everyone should maintain professional manner during meeting time.</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 if any issue didn't resolved then must have proper justification.</li> </ul>	Continue	All project F&AO and PM
2	Income tax return acknowledgement	<ul style="list-style-type: none"> <li>• Every person who submitted tax return this year should Send TIN &amp; Return submission acknowledgement to Finance department of Principal office.</li> <li>• Salary sheet should send to Mr. Mohammed Omour Faruk Bhuiya (AD-Finance Monitoring),</li> </ul>	17 <sup>th</sup> January, 2021	All project F&AO and PM
3	Inventory report as On 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 and stock inventory report as of 31<sup>st</sup> December, 2020 by 17<sup>th</sup> January 2021</li> </ul>	17 <sup>th</sup> January, 2021	All project F&AO and PM
4	Local authority certificate of 2020 they will be	<ul style="list-style-type: none"> <li>• Those who are implement 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 31<sup>st</sup> January, 2021</li> </ul>	31 <sup>st</sup> January, 2021	All project F&AO and PM
5	External audit preparation	<ul style="list-style-type: none"> <li>• External Audit already started at some project and region.</li> <li>• All bill voucher must be re-checked for external audit preparation.</li> </ul>	Continue  25 <sup>th</sup> January 2020	All project F&AO and PM  All project F&AO

		<ul style="list-style-type: none"> <li>Previous audit findings must be resolved if didn't resolved yet then must need proper justification in this regard.</li> </ul>																																															
6	Reporting date line.	<ul style="list-style-type: none"> <li>Every responsible person must maintain reporting dateline. A dateline chart can hang in front of his/her desk for submit all report timely to their respective supervisor/donor</li> <li>Every one already know the reporting dateline</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) analysis.</b>	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate December'20</th> <th>Cumulative burn rate</th> </tr> </thead> <tbody> <tr><td>APFP</td><td>100%</td><td>93%</td></tr> <tr><td>CFTM</td><td>79%</td><td>92%</td></tr> <tr><td>CJRF</td><td>92%</td><td>97%</td></tr> <tr><td>APC</td><td>79%</td><td>83%</td></tr> <tr><td>SFP</td><td>67%</td><td>89%</td></tr> <tr><td>GCA</td><td>104%</td><td>97%</td></tr> <tr><td>ACCORD</td><td>138%</td><td>98%</td></tr> <tr><td>CEPRP</td><td>242%</td><td>99%</td></tr> <tr><td>UNICEF-edu</td><td>132%</td><td>98%</td></tr> <tr><td>ISCP</td><td>64%</td><td>89%</td></tr> <tr><td>YOUTH_COVID NRC</td><td>122%</td><td>96%</td></tr> <tr><td>TOGETHER</td><td>110%</td><td>103%</td></tr> <tr><td>CEPI</td><td>83%</td><td>105%</td></tr> <tr><td>PACE-CRAB</td><td>99%</td><td>97%</td></tr> </tbody> </table>	Project name	Burn rate December'20	Cumulative burn rate	APFP	100%	93%	CFTM	79%	92%	CJRF	92%	97%	APC	79%	83%	SFP	67%	89%	GCA	104%	97%	ACCORD	138%	98%	CEPRP	242%	99%	UNICEF-edu	132%	98%	ISCP	64%	89%	YOUTH_COVID NRC	122%	96%	TOGETHER	110%	103%	CEPI	83%	105%	PACE-CRAB	99%	97%		
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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:

Shis Khan Shaon  
Finance and Admin Officer, CEPI Project.

Moderated by:

Md. Tariqul Islam  
Assistant Director- FM