

## PACM meeting minutes

Date: 17<sup>th</sup> June 2021, Time 11.00 AM to 2.00 PM by online Zoom meeting.

The online Project Accounts Coordination Meeting (PACM) was held on 17<sup>th</sup> June 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 and Project Coordinators were present in the meeting.

### Agenda:

1. Last meeting minutes review.
2. Local Authority certificate 2020.
3. Local authority approval (CIC, RRRC & DC office)
4. June closing related issue.
5. Annual audit preparation 2020-2021.
6. VAT & Tax related issue
7. Accounting software
8. COAST Contribution
9. Vendor Enlistment.
10. Share cost policy.
11. Budget Burn Rate (BBR) analysis.
12. AoB.

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	<ul style="list-style-type: none"> <li>- Projects that have not yet received UNO and Certificate must collect by 31<sup>st</sup> May'2021.</li> <li>- All project accountant will be prepare depreciation schedule for his project and send to Ragib Hasan, Sr. Coordinator-Accounts.</li> <li>- Advance in hand is not allowed at the end of June 30, 2021. All advance will be adjusted by June 30, 2021.</li> <li>- Every project must maintain VAT &amp; Tax register.</li> <li>- VAT and Tax of June closing must be deposited to Govt. treasury with 28<sup>th</sup> June 2021 and send the challan scan copy by 29<sup>th</sup> June 2021.</li> <li>- Those project has an Accounting software, they will be maintain all transection through software.</li> <li>- Continuation of each month must be shown every month, if not done within a month, must be shown quarterly.</li> </ul>	30 June, 2021	All project finance person and PM/PC
2	Local authority certificate of 2020	<ul style="list-style-type: none"> <li>- NGOAB approved projects that have not yet received local authority certificate must collect by 30<sup>th</sup> June 2021.</li> </ul>	30 <sup>th</sup> June 2021	All project finance person and PM/PC
3	Local authority approval (CIC, RRRC & DC office)	<ul style="list-style-type: none"> <li>- NGOAB approved project that will be implemented in Cox's bazar district they also taken approval/NOC from CIC/RRC/DC before starting work at field.</li> <li>- NGOAB approval letter with FD-6 photo copy will be submitted to DC office for their acknowledgement.</li> </ul>	Continue	All project finance person and PM/PC

4	June closing 2021 related issue.	<ul style="list-style-type: none"> <li>- Advance in hand is not allowed at the end of June 30, 2021. All advance will be adjusted by June 28, 2021.</li> <li>- Only office rent advance allowed at the closing of the June 30, 2021</li> <li>- Bank interest cannot be shown as income in the report. It will be adjusted with bank charges.</li> <li>- All project accountant will be prepare depreciation schedule for his project and send to Ragib Hasan, Sr. Coordinator-Accounts within 5<sup>th</sup> July 2021</li> <li>- Ragib Hasan Compile all project assets purchase and send corrected depreciation schedule then sent to all project by 8<sup>th</sup> July 2021.</li> </ul>	30 <sup>th</sup> June, 2021	
5	Annual Audit Preparation 2020-2021	<ul style="list-style-type: none"> <li>- The annual donor project compile Financial Report will be prepare for the period from July 2020 to June 2021 and send to finance focal person by 10<sup>th</sup> July 2021.</li> <li>- The following reports will be submitted with the donor compile financial report: Trial Balance, Budget Variance, Bank statement, Bank reconciliation statement sign copy, Bold register/Cash certificate, Fixed Assets schedule.</li> </ul>	10 <sup>th</sup> July, 2021	All project finance person and PM/PC
6	VAT & Tax related issue	<ul style="list-style-type: none"> <li>- VAT &amp; Tax for the financial year 2020-21 must be deposited to Govt. treasury within 28<sup>th</sup> June, 2021 and send the scan copy within 29<sup>th</sup> June, 2021.</li> <li>- Voucher number or budget code shall not written in the treasury challan.</li> <li>- Treasury challan written as per required information of Govt.</li> </ul>	30 <sup>th</sup> June, 2021	All project finance person and PM/PC
7	Accounting software (Customize)	<ul style="list-style-type: none"> <li>- Those project has an Accounting software, they will be maintain all transection through software.</li> <li>- Those who have accounting software have to report through software every month.</li> <li>- At the end of every month, all are kept monthly backup on a separate hard disk and send a copy to the main office if necessary.</li> <li>- Accounting software will be provided in Bhola and Patuakhali after end of lockdown.</li> </ul>	Continue	All project finance person and PM/PC
8	COAST Contribution	<ul style="list-style-type: none"> <li>- COAST Contribution must be ensure in every month. If not possible to ensure in every month will be ensure within quarterly basis.</li> </ul>	Continue	All project finance person and PM/PC
9	Vendor Enlistment	<ul style="list-style-type: none"> <li>- Vendor enlistment process completed and submit to Director-FC-CEA by Sabbir Ahmed. After review the enlistment condition it will be send to field for vendor enlistment process.</li> <li>- In case of vendor enlistment, vendors who are involved in money laundering and child marriage cannot be selected and cannot be involved in such activities even after selection.</li> </ul>	15 <sup>th</sup> July 2021	All Finance person
10	Share Cost policy	<ul style="list-style-type: none"> <li>- A new share cost policy discuss with management then circulated the cost sharing policy.</li> </ul>	31 <sup>st</sup> July 2021	All PC/ PM and Finance Person

11	Budget Burn Rate (BBR) analysis.	<b>Project name</b>	<b>Burn rate May'21</b>	<b>Cumulative BBR</b>		
		CFTM	62%	85%		
		CJRF	60%	99%		
		SFP	115%	93%		
		APFP	98%	100%		
		TOGETHER	79%	95%		
		CEPI	95%	98%		
		ACCORD	84%	97%		
		ESRPE	130%	71%		
		UNICEF-Edu	146%	79%		
		ISCP	89%	93%		
		ENRICH	110%	110%		
12	AoB	<ul style="list-style-type: none"> <li>- All finance person checked properly if the assets have tags on them.</li> <li>- All stock item checked properly and preserve the item transparency.</li> </ul>			Continue	All project finance person and PM/PC

The moderator appreciated all the participants for their cordial cooperation and being attentive throughout the half 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:

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Moderated by:

Md. Tariqul Islam  
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