

PACM meeting minutes

Date: 17th October 2021, Time 2.30.00 PM to 3.00 PM by online Zoom meeting.

The online Project Accounts Coordination Meeting (**PACM**) was held on 17th October 2021 at 2.30.00 pm. The meeting was moderated by **Md Tariqul Islam, Assistant Director-Finance and Monitoring**, there were participants of the project Finance & Admin officers, Project Coordinators and entire Project program focal, Finance focal were present in the meeting.

Agenda:

1. Last meeting minutes review.
2. Local authority approval & Certificate (CIC, RRRC & DC office, UNO office)
3. Project phase out of CFTM and New project GCA, APC update.
4. External audit / FD-4 audit of project.
5. VAT & Tax related issue (personal tax return submission, VAT & Tax challan send to PO)
6. Accounting software related issue.
7. Budget Burn Rate (BBR) analysis.
8. AoB.

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
01	Last meeting minutes review	<ul style="list-style-type: none"> ➤ Local Authority Certificate- Out of the total 16 projects, 13 have already been completed from DC office. Few projects have not been collected yet. ➤ All FDMN project who have not collected local authority certificate they will be collect within 15 days. ➤ When a project is phase-out, the FD-4 report of that project should be audited within 2 months of completion. ➤ The account officers of UNICEF funded projects will announce tranche wise of VAT and Tax paid at Govt. treasury within the next week. ➤ Sharif Bhuiyan discuss with Friendship finance officer about VAT & TAX pay and will be know how to pay the project VAT & Tax within next week. ➤ After transfer any asset or handover another project, this handover copy must send to Ragib Hasan and cc to finance focal person. ➤ Those who are regularly purchased stock or other items are the must purchase from enlisted vendor. 		All project finance person and PM/PC
02	Local authority approval and Certificate (CIC, RRRC & DC office and UNO office)	<ul style="list-style-type: none"> ➤ Out of the total 16 projects, 13 have already been completed from DC office. Few projects have not been collected yet. All FDMN project who have not collected local authority certificate they will be collect within 15 days. ➤ A letter has been issued from the NGO bureau that any FDMN project will not be approved by them unless submission of local authority certificate that was pending from 2017 to 2020. ➤ All FD-6 and FD- 7 reports must be submitted to the DC office, CIC office, RRRC office and UNO office. And received copies must be submitted to the respective focal person. ➤ Every project maintains a file for preserved DC, UNO, RRRC certificates. 	30 th November 2021	All FDMN project PM/PC
03	Project phase out of CFTM and New project	<ul style="list-style-type: none"> ➤ The Finance Officers of CFTM project will report FD-4 by 19th October. ➤ When any project phase out/Change any person, they will be hand over their responsibility in written and who take 	Continue	All PM/ A & A Officer

	GCA, APC update.	<p>responsibility they also take it in written. All documents, assets & inventory items list must be attached with hand over process.</p> <ul style="list-style-type: none"> ➤ Upcoming GCA and APC project will be start ASAP. ➤ GCA project working area is Bhola, Bagerhat and Cox's Bazar. 																																												
04	External audit / FD-4 audit of project.	<ul style="list-style-type: none"> ➤ Finance officer-CFTM Bhola will be compile and draft the FD-4 report, trail Balance report period of 1st January 2021 to 12th October 2021 for CFTM Project external audit. ➤ When ACCORD Project observation given from auditor it should be solve as per auditor recommendation. ➤ Together project audit report submitted to audit firm next week. ➤ All finance officer given reminder to PC/PM for submitted the project closing /annual report to NGOAB 	Continue	Coordinator-Finance and Monitoring.																																										
05	VAT & Tax related issue	<ul style="list-style-type: none"> ➤ Those who have TIN they will be submit income Tax return to NBR before November 30, 2021. ➤ In every month VAT and tax have to be deposited on time interval of fifteen days. ➤ VAT and Tax updated schedule already have send PO and all are follows the updated rate when deduct VAT and TAX. 	30 th November 2021	All project finance person and PM/PC.																																										
06	Accounting software and backup	<ul style="list-style-type: none"> ➤ Every project accountant will be update Tally software in regular basis. ➤ If any accountant or finance person transfer from one project to another project then finance officer informed this issue. ➤ If anyone need help for tally or any question for tally directly commute with Ragib Hasan (Sr. coordinator) 	Continue	All project finance person and PM/PC																																										
07	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate September'21</th> <th>Cumulative BBR</th> </tr> </thead> <tbody> <tr><td>CFTM</td><td>100%</td><td>97%</td></tr> <tr><td>CJRF</td><td>99%</td><td>96%</td></tr> <tr><td>SFP</td><td>93%</td><td>89%</td></tr> <tr><td>Access to Justice</td><td>74%</td><td>46%</td></tr> <tr><td>APFP</td><td>87%</td><td>92%</td></tr> <tr><td>TOGETHER</td><td>122%</td><td>95%</td></tr> <tr><td>CEPI</td><td>97%</td><td>130%</td></tr> <tr><td>ACCORD</td><td>61%</td><td>97%</td></tr> <tr><td>ESRPE</td><td>216%</td><td>63%</td></tr> <tr><td>UNICEF-Edu</td><td>87%</td><td>72%</td></tr> <tr><td>ISCP</td><td>89%</td><td>91%</td></tr> <tr><td>ENRICH</td><td>99%</td><td>94%</td></tr> <tr><td>PACE CRAB</td><td>54%</td><td>84%</td></tr> </tbody> </table>	Project name	Burn rate September'21	Cumulative BBR	CFTM	100%	97%	CJRF	99%	96%	SFP	93%	89%	Access to Justice	74%	46%	APFP	87%	92%	TOGETHER	122%	95%	CEPI	97%	130%	ACCORD	61%	97%	ESRPE	216%	63%	UNICEF-Edu	87%	72%	ISCP	89%	91%	ENRICH	99%	94%	PACE CRAB	54%	84%		
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08	AoB	<ul style="list-style-type: none"> ➤ Without written documents do not handover any assets. ➤ Any transfer of assets must need head office approval and assets section recommendation. ➤ Proper documents should be preserved at any assets transfer. 	Continue	All project finance person and PM/PC																																										

Having no issues, the moderator appreciated all participants for their joining and wished them good health. The meeting was ended with a vote of thanks.

Documented by :

Moderated by:

Abu Ufa Md. Ibrahim
Finance & Admin officer
COAST Foundation

Md. Tariquul Islam
Assistant Director- Finance & Monitoring
COAST Foundation