



PACM meeting minutes

Date: January 13, 2022, Time 10.30 AM to 1.30 PM by online Zoom meeting.

The online Project Accounts Coordination Meeting (**PACM**) was held on **January 13, 2022**, at 10.30 am. 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 Acknowledgement & Certificate (CIC, RRRC & DC office, UNO office).
3. VAT & Tax related issue.
4. Asset physical inventory Dec'21 update
5. External audit Preparation (CJRF, APFP & A2JaC project
6. Budget Burn Rate (BBR) analysis.
7. AoB.

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
01	Last meeting minutes review	<ul style="list-style-type: none"> ➤ Those who are regularly purchased stock or other items are must purchase from the enlisted vendor. Tariqul Bhai will be decided by this month. ➤ If anyone needs help for tally or any question for tally directly communication with Ragib Hasan (Sr. coordinator). ➤ The project accountant will collect the acknowledgment slip of return submission from the project staff and send it to the Ragib Bhai by 31th January' 2022. ➤ When sending any mail to donor and PO must be the mention Project name, month and year. ➤ The Accounting Officer should visit at least 3 fields every month and report sent to the concerned focal person. If there is no problem then report should be given. 	Continue	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"> ➤ Every project must be collected Upazila wise Local authority certificate for fulfill the NGOAB requirements. ➤ The pending local authority certificate or project year ended on 31st December 2021 will be collect local authority certificate by 31st January 2022. 	31.01.2022	All project PM/PC
03	VAT & Tax related issue	<ul style="list-style-type: none"> ➤ Treasury challan must be written properly as per prescript format. ➤ If use one page for more vendor VAT & Tax Payment, we request to use excel format for separately identity every vendor amount. 	continue	All project Accountant

		<ul style="list-style-type: none"> ➤ Details expenditure head should be written on advance request format or separate page will be attached with the advance request letter. ➤ The Accountant will be made payment advance without VAT and Tax amount for paid VAT & Tax when bill will come. 																																																					
4	Assets inventory Dec'21 update	<ul style="list-style-type: none"> ➤ Asset Inventory Report already have submitted to Ragib Hasan, Sr.-A&A from all project. ➤ Razib Bhowmik will be complete the Head Office assets inventory by 25th January 2022. 	25.01.2022	All project accountant																																																			
05	External Audit (CA firm)	<ul style="list-style-type: none"> ➤ CA firm has appointed by GIZ for audit the bill/vouchers of A2JaC project. So accountant of Barishal and Chattogram will be review the all bill/Vouchers and Register again and update to finance focal for further action. ➤ Rajib Bhowmik will be to submit the FD-4 report of CJRF and APFP project by 25th January 2022. 	31.01.2022	CJRF, APFP & A2JaC project Accountant and PM																																																			
06	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate December'21</th> <th>Cumulative BBR</th> </tr> </thead> <tbody> <tr> <td>CJRF</td> <td>84%</td> <td>113%</td> </tr> <tr> <td>SFP</td> <td>93%</td> <td>167%</td> </tr> <tr> <td>A2JaC</td> <td>77%</td> <td>96%</td> </tr> <tr> <td>APFP</td> <td>84%</td> <td>6%</td> </tr> <tr> <td>TOGETHER</td> <td>133%</td> <td>98%</td> </tr> <tr> <td>CEPI</td> <td>112%</td> <td>100%</td> </tr> <tr> <td>ACCORD</td> <td>195%</td> <td>99%</td> </tr> <tr> <td>ESRPE</td> <td>154%</td> <td>80%</td> </tr> <tr> <td>UNICEF-Edu</td> <td>202%</td> <td>93%</td> </tr> <tr> <td>ISC</td> <td>99%</td> <td>99.66%</td> </tr> <tr> <td>ENRICH</td> <td>76%</td> <td>99%</td> </tr> <tr> <td>PACE CRAB</td> <td>84%</td> <td>84%</td> </tr> <tr> <td>SEP</td> <td>60%</td> <td>34%</td> </tr> <tr> <td>FIRST</td> <td>13%</td> <td>8%</td> </tr> <tr> <td>EASCR</td> <td>35%</td> <td>19%</td> </tr> <tr> <td>A FDMN & HC</td> <td>103%</td> <td>41%</td> </tr> </tbody> </table>	Project name	Burn rate December'21	Cumulative BBR	CJRF	84%	113%	SFP	93%	167%	A2JaC	77%	96%	APFP	84%	6%	TOGETHER	133%	98%	CEPI	112%	100%	ACCORD	195%	99%	ESRPE	154%	80%	UNICEF-Edu	202%	93%	ISC	99%	99.66%	ENRICH	76%	99%	PACE CRAB	84%	84%	SEP	60%	34%	FIRST	13%	8%	EASCR	35%	19%	A FDMN & HC	103%	41%		
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As there was no further discussion, the moderator concluded the meeting by thanking all the participants.

Documented by:

Md. Ibrahim
Finance & Admin
COAST Foundation

Moderated by:

Md. Tariqul Islam
AD- Finance & Monitoring
COAST Foundation