



PACM meeting minutes

Date: 17 February 2022, Time 10.30 AM to 1.00 PM by online Zoom meeting.

The online Project Accounts Coordination Meeting (**PACM**) was held on **17 February 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 also participated in the meeting.

Agenda:

1. Last meeting minutes review.
2. Local authority Acknowledgement & Certificate (CIC, RRR & DC office, UNO office)
3. VAT & Tax related issue.
4. Internal audit/External audit observation sharing.
5. External (CA firm) audit update- FD-4/Donor audit.
6. Field visit of Project finance person.
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"> • The project accountant will collect the acknowledgment slip of return submission from the project staff and send it to the Ragib Bhai by 28th February 2022. • 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 48 hours after visit and every month should be given next Month date of two. 	28 th February 2022	All project finance person and PM
02	Local authority approval and Certificate (CIC, RRR & 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. <p>Project wise local authority certificate collection process mention is below:</p> <ol style="list-style-type: none"> A) TOGETHER project have collected maximum local authority certificate except Cox's Bazar district. B) CJRF Project partner will be collect local authority certificate by 28th February, 2022. COAST Foundation CJRF project also collect local authority certificate by 28th February, 2022. C) ACCORD Project will be collect Local authority certificate by 28th February 2022. D) Tearfund project already collected 6 (Six) certificates and rest 4 (Four) will be collect by 28th February 2022. 	28 th February 2022	All project finance person and PM

03	VAT & Tax related issue	<ul style="list-style-type: none"> • We have to use separate excel format to identify every vendor's amount with detailed address. • 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. • Accounts Officer will paid VAT & Tax when bill will be adjust. • All accountant will be submit of the acknowledgment of return staff TAX payment receipt within 28th February 2022. • If any female staff has an annual taxable income BDT.3.5 Lac. She have come under tax deduction. 	Continue	All project finance person and PM
4	Internal audit/External audit observation sharing.	<p>Recent audit related observation:</p> <ul style="list-style-type: none"> • Vendor have not any Office/Shop in the project area. • Vendor address have not found on PAD (House # & Road #) • Vendor select without ensuring updated Trade License, Bank A/C, and VAT & Tax registration. • Vendor select who have not printed PAD, Money Receipt. • Vendor enlistment process have not approval from Head Office. • CQ payment in favor of Proprietor instead of Organization (Enlisted vendor). • Requisition have not send to enlisted vendor for required items. • Food menu not written on Hotel bill. (like Lunch per packet 280/-) • Agreement made with supplier but VAT added/deduct @ 5% instead of 7.5%. • Program/training/workshop separate attendance sheet, Master roll, Report and Photo have not attached with vouchers. • Advance paid to staff where possible to pay by A/C Payee CQ. • Cash CQ instead of A/C Payee CQ. • Donor appointment auditor accommodation & Food bill paid without concern from donor/Non-budgeted expenditure charge to project without approval of donor. • Late deposit/ Short deposit of VAT & Tax. • Loan taken from organization but not informed to donor and NGOAB. • Advance have not adjusted within stipulated time 	Continue	All project finance person and PM
05	External Audit (CA firm)	<ul style="list-style-type: none"> • CJRF project external audit will be completed by 31st March 2022. 	Continue	Finance focal of respective project.

		<ul style="list-style-type: none"> An external audit firm have already appointed for APFP project and will be completed by 15th March 2022 It has been suggested that after the ended of the project period or end of the year NGOAB approved project need to audit within 2 months. The accountant and the project manager also remind the head office for auditor selection. 																																									
06	Field Visit	<ul style="list-style-type: none"> Every Account Officer must spent 3day for field visit/sport check in every month and the report will be submitted within 48 hours after the visit. Compiling report of the month will be submit to the Finance Focal Person within 2days of following month. 	Continue	All Project Accounts																																							
	AOB	<ul style="list-style-type: none"> Every accountant and project manager has been informed about the Income tax deduction circular of Babar Bhai and has been instructed to deduct tax from the monthly salary as per the circular. 	Continue	All Project Accounts																																							
07	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate January'2022</th> <th>Cumulative BBR</th> </tr> </thead> <tbody> <tr> <td>CJRF</td> <td>64%</td> <td>98%</td> </tr> <tr> <td>APFP</td> <td>0</td> <td>48%</td> </tr> <tr> <td>A2JaC</td> <td>86%</td> <td>84%</td> </tr> <tr> <td>TOGETHER</td> <td>84%</td> <td>96%</td> </tr> <tr> <td>CEPI</td> <td>96%</td> <td>97%</td> </tr> <tr> <td>ACCORD</td> <td>97%</td> <td>99%</td> </tr> <tr> <td>ESRPE</td> <td>7%</td> <td>83%</td> </tr> <tr> <td>UNICEF-Edu</td> <td>13%</td> <td>89%</td> </tr> <tr> <td>DEC_Tearfund</td> <td>148%</td> <td>51%</td> </tr> <tr> <td>ENRICH</td> <td>94%</td> <td>85%</td> </tr> <tr> <td>PACE CRAB</td> <td>44%</td> <td>62%</td> </tr> <tr> <td>SEP</td> <td>75%</td> <td>37%</td> </tr> </tbody> </table>	Project name	Burn rate January'2022	Cumulative BBR	CJRF	64%	98%	APFP	0	48%	A2JaC	86%	84%	TOGETHER	84%	96%	CEPI	96%	97%	ACCORD	97%	99%	ESRPE	7%	83%	UNICEF-Edu	13%	89%	DEC_Tearfund	148%	51%	ENRICH	94%	85%	PACE CRAB	44%	62%	SEP	75%	37%		
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As there was no further discussion, the moderator concluded the meeting by thanking all the participants.

Documented by :

Moderated by:

Md. Sariful Islam Bhuyian
Finance & Admin Officer
COAST Foundation

Md. Tariqul Islam
AD- Finance & Monitoring
COAST Foundation