



## PACM meeting minutes

**Date: 20 March 2022, Time 02:15 PM to 5:00 PM by online Zoom meeting.**

The online Project Accounts Coordination Meeting (**PACM**) was held on **20 March 2022**, at 02:15 PM. The meeting was moderated by **Md Tariquul 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.
3. Project closing report/Yearly report submission to Local authority and NGOAB
4. VAT & Tax related issue.
5. Internal audit/External audit observation sharing
6. External audit update (FD-4/Donor audit, Sport check)
7. Field visit of Project finance person.
8. Budget Burn Rate (BBR) analysis.
9. AoB.

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
01	Last meeting minutes review	<ul style="list-style-type: none"> <li>• The Accounting Officer should visit at least 3 fields every month and report sent to the concerned focal person. If there is no observation but also send report within 48 hours after visit.</li> <li>• <b>Recent Audit Observation:</b> Vendor have not any Office/Shop in the project area.</li> <li>• Vendor select without ensuring updated Trade License, Bank A/C, and VAT &amp; Tax registration</li> <li>• CQ payment in favor of Proprietor instead of Organization (Enlisted vendor).</li> <li>• Program/training/workshop separate attendance sheet, Master roll, Report and Photo have not attached with vouchers</li> </ul> <p>Some others audit observations shared with all.</p>	5 April'22	All project finance person and PM
02	Local authority approval and Certificate (CIC, RRRC & DC office, and UNO office)	<ul style="list-style-type: none"> <li>• Every project must be collected Upazila wise Local authority certificate for fulfill the NGOAB requirements.</li> </ul> <p>Project wise local authority certificate collection process mention is below:</p> <p>A) <b>CJRF Project</b> One partner will be collect local authority certificate by 15<sup>th</sup> April, 2022 which is pending now.</p> <p>B) <b>ACCORD Project</b> will be collected Local authority certificate by 15<sup>th</sup> April 2022.</p>	15 April'22	All project finance person and PM

		<p>C) <b>TOGETHER project:</b> Cox's Bazar district Local authority certificate will be collect by 15<sup>th</sup> April 2022</p> <p>D) Pending Local Authority Certificate of All FDMN project, Cox's bazar will collect by 15<sup>th</sup> April'22. In this case Team leader and FDMN focal will cooperate the project, Leaders.</p>		
03	VAT & Tax related issue	<ul style="list-style-type: none"> <li>Accounts officer will send VAT and Tax Challan scan copy with report format within 5<sup>th</sup> of following month.</li> </ul>	Continue	All project finance person and PM
04	Project completion report/Annual report submission to Local authority and NGOAB	<ul style="list-style-type: none"> <li>Which projects is already phase out or pass one year they should submit project completion report/Annual report as per NGOAB format to Local authority and NGOAB within 31<sup>st</sup> March'22</li> </ul>	31 March'22	PC and F&A Officer
5	Internal audit/External audit observation sharing.	<p>Recent audit related observation:</p> <ul style="list-style-type: none"> <li>Unspent budget expense without written approval from donor.</li> <li>Same hand writing of all vendor/vendor quotation and work order.</li> <li>Over expenditure budget adjust with unspent budget.</li> <li>Bill SL no. and date sequence not match.</li> <li>Bonus payment on earlier tranche but budget in next tranche.</li> <li>Vendor quoted price manipulation by application.</li> </ul>	Continue	All project finance person and PM
06	External audit update (FD-4/Donor audit, Sport check)	<ul style="list-style-type: none"> <li>CJRF &amp; APFP project external audit will be completed by 15<sup>th</sup> April 2022.</li> <li>UNICEF appointed a CA firm for sport check of UNICEF Edu. &amp; Child Protection project of Cox's bazar and will be start from 10<sup>th</sup> April 2022. Respective project accountant will be review the project documents and update to Finance Focal person before 5<sup>th</sup> April'22 then Finance focal person will be review again before external audit.</li> <li>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.</li> <li>The accountant and the project manager also remind the head office for auditor selection.</li> </ul>	Continue	Finance focal of respective project.
07	Field Visit	<ul style="list-style-type: none"> <li>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.</li> </ul>	Continue	All Project Accounts

		<ul style="list-style-type: none"> <li>• Compiling report of the month will be submit to the Finance Focal Person within 2days of following month.</li> <li>• Some project F&amp;A Officer missed to submit field visit report on March'22. From April'22 Field visit report must be submit to Finance focal within 5<sup>th</sup> of every month.</li> <li>• If someone missed field visit report then punishment measure will be taken against him/her.</li> </ul>																																									
08	AOB	<ul style="list-style-type: none"> <li>• All Accounts Officer should maintain timeline of all kind of repotting including field visit report and VAT &amp; Tax Report.</li> </ul>	Continue	All Project Accounts																																							
09	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate February'22</th> <th>Cumulative BBR</th> </tr> </thead> <tbody> <tr> <td>CJRF</td> <td>64%</td> <td>97%</td> </tr> <tr> <td>APFP</td> <td>0</td> <td>48%</td> </tr> <tr> <td>A2JaC</td> <td>72%</td> <td>80%</td> </tr> <tr> <td>TOGETHER</td> <td>90%</td> <td>97%</td> </tr> <tr> <td>CEPI</td> <td>109%</td> <td>98%</td> </tr> <tr> <td>ACCORD</td> <td>22%</td> <td>97%</td> </tr> <tr> <td>ESRPE</td> <td>174%</td> <td>87%</td> </tr> <tr> <td>UNICEF-Edu</td> <td>%</td> <td>89%</td> </tr> <tr> <td>DEC_Tearfund</td> <td>53%</td> <td>51%</td> </tr> <tr> <td>ENRICH</td> <td>96%</td> <td>83%</td> </tr> <tr> <td>PACE CRAB</td> <td>90%</td> <td>82%</td> </tr> <tr> <td>SEP</td> <td>96%</td> <td>41%</td> </tr> </tbody> </table>	Project name	Burn rate February'22	Cumulative BBR	CJRF	64%	97%	APFP	0	48%	A2JaC	72%	80%	TOGETHER	90%	97%	CEPI	109%	98%	ACCORD	22%	97%	ESRPE	174%	87%	UNICEF-Edu	%	89%	DEC_Tearfund	53%	51%	ENRICH	96%	83%	PACE CRAB	90%	82%	SEP	96%	41%		
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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. Shis Khan Shaon  
Finance & Admin Officer (CEPI)  
COAST Foundation

Md. Tariqul Islam  
AD- Finance & Monitoring  
COAST Foundation