



PACM meeting minutes

Date: 16 June 2022, Time 10:30 AM to 2:30 PM by online Zoom meeting.

The online Project Accounts Coordination Meeting (**PACM**) was held on **16 June 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 the entire Project program focal, Finance focal also participated in the meeting.

Agenda:

1. Last meeting minutes review.
2. Local authority Acknowledgement & Certificate.
3. VAT and TAX Related Issue
4. Financial year closing preparation.
5. Donor project compile report 2021-2022
6. Assets report in June 2022
7. Field visit of Project finance person.
8. AOB.
9. Budget Burn Rate (BBR) analysis.

SL	Agenda	Discussion and Decisions	Deadline	Responsibility
01	Last meeting minutes review	<ul style="list-style-type: none"> • For all FDMN projects, Cox's Bazar will collect pending local authority certificates by 30 June'22. In this case, the Team leader and FDMN focal cooperate with the Project Leaders. • FD-6 acknowledgment receipts Radio Saikat project send to PO by next week. • CEPI project will be taken preparation for project phase out • CJRF project give a mail to partner about discontinuation of the project. • Quotations from vendors should be clear and specific. VAT and Tax issues should be mentioned in quotations. • Quotation and Work order should sign by the same person from the vendor. • Should maintain COAST Prescribe GNR for Every procurement. 	30 June'2022 Continue Process	All project finance person and PM/PC And Team Leaders.
02	Local authority approval and Certificate	<p>A) CJRF Project One partner will collect the local authority certificate by 30 June, 2022</p> <p>B) 8 Local authority certificates for the FDMN project collected by June 30, 2022.</p> <p>C) FD-6 acknowledgment receipts of Radio Saikat project send to PO by next week.</p> <p>D) Tearfund Project: Project already phased out in the past 4 months ago but the Local Authority certificate have not collected yet. Certificate will be collected by 30 June 2022</p> <p>E) FIRST Project: Phased out also but local authority certificate not yet collected.</p>	30 June 2022	All project finance person and PM/PC and Team Leaders.

03	VAT and TAX Related Issue	<ul style="list-style-type: none"> VAT and TAX for the month of June must be deducted and deposited within June 2022. VAT and Tax payable will not allowed for the month of June 2022. VAT and TAX should be clearly mentioned in the Quotation & RFQ and also checked by the Accountant. Salary income tax will be reviewed and deduct/adjustment made in June. 		All project finance person and PM/PC																											
04	Financial year closing preparation	<ul style="list-style-type: none"> All types of deductions and receipts in June must be shown in the cash book in June. All PF loan, SWF loan, Final payments will be clear within June 30, 2022 from Operational fund A/C Advance in hand is not allowed at the end of June 30, 2022. All advances will be adjusted by June 30, 2022. If June is the closing month of any project then concerned will communicate with donor for made provision of utility bill, Audit fees. 	30 June 2022	F&A Officer																											
05	Donor project compile report 2021-2022	<ul style="list-style-type: none"> Donor project compiles report 2021-2022 will be send to AD-FM by 7th July 2022 	7 th July 2022	F&A Officer																											
06	Asset Report	<ul style="list-style-type: none"> All project accountants will prepare depreciation schedules and Asset reports item-wise for his project and send them to Ragib Hasan, Sr. Coordinator-Accounts by 7 July 2022 	7 July 2022	F&A Officer																											
07	Field visit of Project finance person	<ul style="list-style-type: none"> Project Finance and Admin Officer must visit project area/ Spot Check at list three times a month. The finance officer is responsible not only for office work they also monitor financial transactions in the field. The finance officer should check the financial transaction on the spot. The Voucher verification report will be shown at the next PACM. 	Continue	F&A Officer																											
08	AOB	<ul style="list-style-type: none"> Must be paid all VAT and Tax within 30th June'2022 and Pay vat and tax of voucher dated 26-30 June'2022 on the same date. Ensured vendor signature in RFQ and attached with the quotation and also mentioned VAT and TAX in the quotation. Advance adjusted date not the end of the month. 	Continue	All project finance person, PC/PM, Focal Person-Finance and Program, Director-Finance.																											
09	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate May 2022</th> <th>Cumulative BBR</th> </tr> </thead> <tbody> <tr> <td>ISC Project</td> <td>95%</td> <td>93%</td> </tr> <tr> <td>CJRF</td> <td>82%</td> <td>97%</td> </tr> <tr> <td>APFP</td> <td>98%</td> <td>99%</td> </tr> <tr> <td>A2JaC</td> <td>91%</td> <td>81%</td> </tr> <tr> <td>SSF</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>TOGETHER</td> <td>65%</td> <td>98%</td> </tr> <tr> <td>CEPI</td> <td>95%</td> <td>99%</td> </tr> <tr> <td>ACCORD</td> <td>90%</td> <td>98%</td> </tr> </tbody> </table>	Project name	Burn rate May 2022	Cumulative BBR	ISC Project	95%	93%	CJRF	82%	97%	APFP	98%	99%	A2JaC	91%	81%	SSF	100%	100%	TOGETHER	65%	98%	CEPI	95%	99%	ACCORD	90%	98%		
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		ESRPE	1%	1%		
		UNICEF-Edu	91%	98%		
		Promoting Social Cohesion and Harmoni through Community Radio	0%	0%		
		Emergency Tearfund	46%	43%		
		ENRICH	99%	98%		
		PACE CRAB	97%	83%		
		SEP	84%	40%		

As there was no further discussion, the moderator concluded the meeting by thanking all the participants.

Documented by:

Moderated by:

Razib Bhowmik
Senior- coordinator F & A, CJRF Project
COAST Foundation

Md. Tariqul Islam
AD- Finance & Monitoring
COAST Foundation