



PACM meeting minutes

Date: 18 September 2022, Time 2:00 PM to 5:00 PM by online Zoom meeting.

The online Project Accounts Coordination Meeting (**PACM**) was held on **18 September' 2022**, at 2:00 PM. The meeting was moderated by **Md Tariqul Islam, Assistant Director-Finance Monitoring**, there were participants of the project Finance & Admin officers, Project Coordinators, Project program and Finance focal also participated in the meeting.

Agenda:

1. Last meeting minutes review.
2. Local authority Acknowledgement and Certificate.
3. VAT and TAX Related Issue
4. Annual report as per NGOAB format.
5. Project Closing plan CJRF & APFP.
6. Implementation status of Internal & External Audit observation.
7. Budget Burn Rate (BBR) analysis.
8. AOB

SL	Agenda	Discussion and Decisions	Deadline	Responsibility
01	Last meeting minutes review	<ul style="list-style-type: none"> • All Project Finance Officer must be sent Monthly Financial report and other's report timely. Like- BBR report & Field visit report to AD- FM, VAT & Tax report with Challan scan copy to Sr. C- Finance (Ragib Hasan), Donor project monthly/Quarterly financial report to respective project finance focal person as per required. • All the projects that have not yet received the certificate from the local authority are requested to collect the certificate, in this regard, again define deadline known to all respective person. • All projects have been asked to update the asset register after showing depreciation by June 2022. • Two pages of Assets register scan copy will send to Tariqul Islam AD-FM by 22 September 2022 from UNICEF Project, Cox's Bazar. 	<p>Continue Process</p> <p>30 September 2022</p> <p>22 September 2022</p>	All project finance person and PM/PC and Team Leaders.
02	Local authority Acknowledgement and Certificate	<ol style="list-style-type: none"> A) Local authority certificates for the FDMN project collected by 30 September'2022. B) EASCR project will collect Local authority certificate by 30 September'2022. C) FAST project will collect Local authority certificate by 30 September'2022. D) ERBCR- 1 and ERBCR-2 project will collect Local authority certificate by 30 September'2022. Note that Due to current market price, If the number of activities is less then the number of approved budgets, approval from the appropriate authority should be obtained. E) APFP Project will collect local authority certificate by 15th October 2022 	<p>30 September 2022 and 31 October 2022</p>	Respective project finance persons and PM/PC and Team Leaders.

		F) ACCORD project will collect local authority certificate by 31 October 2022. It will be continuing process communication with Authority.																													
03	VAT and TAX Related Issue	<p>There are some confusions about VAT and Tax rate of Hotel (Residential) and Restaurant. VAT and Tax rate are:</p> <p>A. AC Hotel (Residential) VAT 15%</p> <p>B. Non-AC Hotel (Residential) VAT 7.5%</p> <p>C. Restaurant VAT 5% and Tax 5% (AC & Non-AC)</p> <p>D. Supply of goods to trader Vat 7,5% & Tax up to 50,00,000 - 3% ,50,00,001-2 crore -5%, Above 2 crore 7% (Proposed)</p> <p>E. Catering service, Event management service, Training, workshop etc. (on commission fee 10% and on the gross bill @2%)</p> <p>F. Meeting fees, Training fees Tax 10%</p> <p>G. Motor garage or workshop Tax 8%</p> <p>H. Internet service tax 10%</p> <p>I. Transport service, Repair & maintenance service 5%</p> <p>J. After a few days, will be submit a clear VAT & Tax related circular (update) by AD-FM.</p> <p>K. All respective person to be concern will be preparing himself for Tax return submit by 30 November 2022.</p> <p>L. VAT & Tax report must be submitted 5th day in every month.</p>	Continue Process	All project finance person and PM/PC																											
04	Annual report as per NGOAB format.	<ul style="list-style-type: none"> All NGOAB approved project will be submitted the annual report as per NGOAB format. Salary and Administration related cost need to separate according to Upazilla basis but compiled district basis then submitted to the local authority. 	Continue Process	F & A Officer/ PM/PC																											
05	Project Closing plan CJRF & APFP.	<ul style="list-style-type: none"> Razib Bhowmik will take necessary arrangements as to where all bill vouchers of CJRF & APFP Project will be kept after the completion of the project. It was decided that will send a letter to sub-partners with a clear concept all the documents how will be maintaining and how long time will it kept up. 	30 September 2022	Razib Bhowmik F&A Officer																											
06	Implementation status of Internal & External Audit observation	<ul style="list-style-type: none"> It was decided that all project will send the implementation status of Internal & External audit observation by 6th October 2022. The format will be as follows: 1. Serial no, 2. audit observation, 3. Auditor's recommendation, 4. COAST response, 5. present status. 	Continue Process 6 October 2022	All project finance person																											
07	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate August' 2022</th> <th>Cumulative BBR (up to August 2022)</th> </tr> </thead> <tbody> <tr> <td>CJRF- Project</td> <td>96%</td> <td>98%</td> </tr> <tr> <td>APFP- Project</td> <td>139%</td> <td>38%</td> </tr> <tr> <td>Access to Justice- Project</td> <td>109%</td> <td>88%</td> </tr> <tr> <td>SSF Gender Mainstreaming</td> <td>43%</td> <td>77%</td> </tr> <tr> <td>TOGETHER-Project</td> <td>92%</td> <td>98%</td> </tr> <tr> <td>ACCORD-Project</td> <td>97%</td> <td>98%</td> </tr> <tr> <td>ISC -Project</td> <td>131%</td> <td>81%</td> </tr> <tr> <td>SPE_UNICEF -Project</td> <td>90%</td> <td>86%</td> </tr> </tbody> </table>	Project name	Burn rate August' 2022	Cumulative BBR (up to August 2022)	CJRF- Project	96%	98%	APFP- Project	139%	38%	Access to Justice- Project	109%	88%	SSF Gender Mainstreaming	43%	77%	TOGETHER-Project	92%	98%	ACCORD-Project	97%	98%	ISC -Project	131%	81%	SPE_UNICEF -Project	90%	86%	Continue Process	All project finance person and PM/PC
Project name	Burn rate August' 2022	Cumulative BBR (up to August 2022)																													
CJRF- Project	96%	98%																													
APFP- Project	139%	38%																													
Access to Justice- Project	109%	88%																													
SSF Gender Mainstreaming	43%	77%																													
TOGETHER-Project	92%	98%																													
ACCORD-Project	97%	98%																													
ISC -Project	131%	81%																													
SPE_UNICEF -Project	90%	86%																													

		UNICEF-Education -Project	92%	74%		
		EASCR-Project	98%	99%		
		ENRICH-Project	98%	59%		
		PACE CRAB-Project	97%	93%		
		SEP- Project	100%	61%		
		ERBCR -Project-2	56%	56%		
08	AOB	Enlisted vendor related issue will discuss with Director-FCC & EA and final decision how to process or system selected the enlisted vendor.			Next PACM	AD-FM

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

Documented by :

Moderated by:

Md. Serajul Islam
Finance and Admin Officer
Access to Justice Project
COAST Foundation

Md. Tariqul Islam
AD- Finance Monitoring
COAST Foundation