



## PACM meeting minutes



**Date: 12 January 2023, Time 10:30AM to 2:00PM by online Zoom meeting.**

The online Project Accounts Coordination Meeting (**PACM**) was held on **12 January 2023**, at 10:30 AM. The meeting was moderated by Md .Tariqul Islam, Assistant Director-Finance monitoring, there were participants of the project Finance & Admin officers, Project Coordinators, and 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. FD-4 audit of 2022/recent phase out project.
5. Fund reliefs for the year 2023
6. Annual report/Project Completion report for NGOAB.
7. Recent Audit observation sharing.
8. Assets Physical Inventory.
9. Budget Burn rate (BBR) analysis.
10. AOB

SL	Agenda	Discussion and Decisions	Deadline	Responsibility
01	Last meeting minutes review	<ul style="list-style-type: none"> <li>- <b>Recent audit observation sharing:</b></li> <li>- If any project phase out, the respective project will be purchase a trunk for preserve voucher and documents.</li> <li>- Partial staff must be preserve time sheet in every project.</li> <li>- All the project continues use separate movement register not common.</li> <li>- Project closing certification collect must be involved PM/PC/FAO</li> <li>- Field visit report preserve in separate file which is checkup by principal office staff in suitable time</li> <li>- Tax deduction of COAST Foundation like as Training venue, office rent, training food and car use basis on project agreement is better between Donor and project.</li> <li>- Tax return submit in define time and photo copy preserve will be supported for the next year.</li> </ul>	Continue Process	All project finance person and PM/PC
02	Local authority acknowledgement and Certificate	<p>-The projects which have not yet received the certificate from the local authority will collect the certificate by January 31. Copies should be sent to the concerned Project Focal Person and AD-FM.</p> <ol style="list-style-type: none"> <li>i) CFTM, Kutubdia</li> <li>ii) ToGETHER, Cox's Bazar</li> <li>iii) ACCORD Project, Teknaf &amp; Ukhiya</li> <li>iv) APFP 31 January, 2023</li> <li>v) CJRF, Bhola, Barishal, Cox's Bazar</li> </ol>	31 January 2023	Respective project finance person and PM/PC and Team Leaders.

03	VAT and TAX Related Issue	<ul style="list-style-type: none"> <li>- When VAT &amp; Tax will be deposited to the bank in any project depositor name will be the project accountant.</li> <li>- VAT and Tax should be submitted in the specified code.</li> <li>- In the January 2023, if any staff salary will be increase the income tax should be review/re-calculated again.</li> </ul>	Continue	All project finance persons and PM/PC
04	FD-4 audit of 2022/ recent phase out project.	<ul style="list-style-type: none"> <li>- Audit report of all the projects which have been phase out or annual closing should be submitted to NGOAB within 2 months after end of the project</li> <li>- CJRF project audit will be completed by Jan'23</li> <li>- APFP Project audit will be completed by 15 Feb'23</li> <li>- SGM (GCA) Project audit will be completed by Feb'23.</li> </ul>	28 February 2022	All project finance person and PM/PC
05	Fund relies for the year 2023	<ul style="list-style-type: none"> <li>- Following project need to fund relies from NGOAB: i) APFP, ii) CJRF, iii) SGM</li> </ul> <p>Fund relies related documents will be send from project by 26 January 2023 and submit to NGOAB by 31<sup>st</sup> January 2023 by AD-FM</p>	31 <sup>st</sup> January 2023	All project finance person
06	Annual report/Project Completion report for NGOAB.	<ul style="list-style-type: none"> <li>- Following projects need to submit the annual report 2022/project completion report as per NGOAB format: i) APFP, ii) CJRF, iii) GCA, iv) ERBCR phase-2</li> </ul> <p>Annual report as per NGOAB format will be send from project by 19 January 2023 then AD-FM will review and Submit to NGOAB by 31<sup>st</sup> January 2023.</p>	19 January 2023	All project finance person and PM/PC
07	Recent Audit observation sharing.	<ul style="list-style-type: none"> <li>- Time sheet must be ensure for all share/Part-time staff of the project.</li> <li>- In case of office rent agreement, if project duration is extended, the contract will be extended and must be documented before payment of extended period rent.</li> <li>- VAT and tax calculation should be written on the respective bill.</li> <li>- Time sheet must be ensure in respective month and confirmed before payment of salary payment of respective month.</li> <li>- The signature of one staff should not give by another</li> <li>- If bonus will paid without festival and gratuity paid to project staff that less than 3years project. The written approval of the donor must be taken for payment of any exceptional or that have not supported by policy of the organization.</li> </ul>	Continue process	All project finance person and PM/PC

08	Assets Inventory as on 31 December 2023	<p>Following projects and following listed staff will be completed the physical assets inventory as on 31 December 2022 and signed scan copy send to respective project finance focal person and AD-FM by 26 January 2023.</p> <table border="1" data-bbox="411 302 1098 1377"> <thead> <tr> <th>SL No</th> <th>Project Name</th> <th>Inventory Person</th> </tr> </thead> <tbody> <tr><td>01</td><td>CJRF (Cox's Bazar)</td><td>Eakub Nannu</td></tr> <tr><td>02</td><td>CFTM (Cox's Bazar)</td><td>Shohidul Islam</td></tr> <tr><td>03</td><td>APFP</td><td>Razib Bhowmik</td></tr> <tr><td>04</td><td>SSF Gender Mainstreaming</td><td>Md. Serajul Islam</td></tr> <tr><td>05</td><td>TOGETHER</td><td>Razib Bhowmik</td></tr> <tr><td>06</td><td>CJRF Dhaka</td><td>Ragib Hasan</td></tr> <tr><td>07</td><td>ACCORD</td><td>Jiabul Karim</td></tr> <tr><td>08</td><td>ISC Project</td><td>Sohidul Islam</td></tr> <tr><td>09</td><td>SPE_UNICEF</td><td>Sariful Islam Bhuiyan</td></tr> <tr><td>10</td><td>UNICEF-Edu</td><td>Md. Tarikul Islam</td></tr> <tr><td>11</td><td>Community Radio Swikat</td><td>Md. Eakub</td></tr> <tr><td>12</td><td>ENRICH</td><td>MF accountant</td></tr> <tr><td>13</td><td>PACE CRAB</td><td>Md. Hasibur Rahaman</td></tr> <tr><td>14</td><td>SEP World Bank</td><td>Saiful Islam</td></tr> <tr><td>15</td><td>RMTP</td><td>Saiful Islam</td></tr> <tr><td>16</td><td>ERBCR-P2</td><td>Subal Das</td></tr> <tr><td>17</td><td>Radio Meghna</td><td>Nurun Nahar Sapna</td></tr> <tr><td>18</td><td>CJRF(Bhola)</td><td>Serajul Islam</td></tr> <tr><td>19</td><td>CFTM (Bhola)</td><td>Serajul Islam</td></tr> <tr><td>20</td><td>CEPI</td><td>Md. Ibrahim</td></tr> <tr><td>21</td><td>IECM</td><td>Md. Ibrahim</td></tr> </tbody> </table> <p>The phase out project of the FDMN that have in UROC will be come under physical assets inventory within short time and for this purpose a committee will be reform with PO staff representative.</p>	SL No	Project Name	Inventory Person	01	CJRF (Cox's Bazar)	Eakub Nannu	02	CFTM (Cox's Bazar)	Shohidul Islam	03	APFP	Razib Bhowmik	04	SSF Gender Mainstreaming	Md. Serajul Islam	05	TOGETHER	Razib Bhowmik	06	CJRF Dhaka	Ragib Hasan	07	ACCORD	Jiabul Karim	08	ISC Project	Sohidul Islam	09	SPE_UNICEF	Sariful Islam Bhuiyan	10	UNICEF-Edu	Md. Tarikul Islam	11	Community Radio Swikat	Md. Eakub	12	ENRICH	MF accountant	13	PACE CRAB	Md. Hasibur Rahaman	14	SEP World Bank	Saiful Islam	15	RMTP	Saiful Islam	16	ERBCR-P2	Subal Das	17	Radio Meghna	Nurun Nahar Sapna	18	CJRF(Bhola)	Serajul Islam	19	CFTM (Bhola)	Serajul Islam	20	CEPI	Md. Ibrahim	21	IECM	Md. Ibrahim	26 January, 2023	All project finance person
SL No	Project Name	Inventory Person																																																																				
01	CJRF (Cox's Bazar)	Eakub Nannu																																																																				
02	CFTM (Cox's Bazar)	Shohidul Islam																																																																				
03	APFP	Razib Bhowmik																																																																				
04	SSF Gender Mainstreaming	Md. Serajul Islam																																																																				
05	TOGETHER	Razib Bhowmik																																																																				
06	CJRF Dhaka	Ragib Hasan																																																																				
07	ACCORD	Jiabul Karim																																																																				
08	ISC Project	Sohidul Islam																																																																				
09	SPE_UNICEF	Sariful Islam Bhuiyan																																																																				
10	UNICEF-Edu	Md. Tarikul Islam																																																																				
11	Community Radio Swikat	Md. Eakub																																																																				
12	ENRICH	MF accountant																																																																				
13	PACE CRAB	Md. Hasibur Rahaman																																																																				
14	SEP World Bank	Saiful Islam																																																																				
15	RMTP	Saiful Islam																																																																				
16	ERBCR-P2	Subal Das																																																																				
17	Radio Meghna	Nurun Nahar Sapna																																																																				
18	CJRF(Bhola)	Serajul Islam																																																																				
19	CFTM (Bhola)	Serajul Islam																																																																				
20	CEPI	Md. Ibrahim																																																																				
21	IECM	Md. Ibrahim																																																																				

09	Budget Burn Rate (BBR) analysis.	<b>Project name</b>	<b>Burn rate Dec'22</b>	<b>Cumulative BBR</b>	Continuou s process	All project finance person and PM/PC
		CJRF	100%	100%		
		APFP	93%	97%		
		A2JaC	---	87%		
		SSF Gender Mainstreaming	124%	93%		
		TOGETHER	0%	98%		
		ACCORD	111%	99%		
		ISC Project	212%	99%		
		SPE_UNICEF	90%	93%		
		UNICEF-Edu	118%	87%		
		Community Radio	225%	75%		
		ENRICH	96%	90%		
		PACE CRAB	0%	6%		
		SEP	95%	75%		
		RMTP	101%	81%		
ERBCR-P2	0%	0%				
<b>Total</b>	<b>110%</b>	<b>92%</b>				
10	AOB	- Project local authority certificate collection process need to start on last month of the project or year closing month and it will be monitor by respective finance focal person.			Continue	All project finance person and PM/PC

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

**Documented by:**

Md. Ibrahim  
Finance and Admin Officer  
SSF Gender & Mainstreaming Project  
COAST Foundation

**Moderated by:**

Md. Tariqul Islam  
AD- Finance Monitoring  
COAST Foundation