



PACM meeting minutes



Date: 14 February 2023, Time 11:00AM to 4:00PM by online Zoom meeting.

The online Project Accounts Coordination Meeting (**PACM**) is held on **14 February 2023**, at 11.00 AM in the morning. The meeting is moderated by Mr. Tariqul Islam, Assistant Director-Finance monitoring, there are participants of the Project Coordinators, project Finance & Admin officers, and Finance focal in the meeting.

Agenda:

1. Last meeting minutes review.
2. Local authority acknowledgement & Certificate.
3. VAT and Tax Related Issue.
4. External Audit update of the project (FD-4 audit)
5. Fund reliefs for the year 2023.
6. Asset Inventory of December 2022
7. Recent Audit observation sharing.
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"> - After completing the project, all document like project financial report, progress report, PD, vouchers etc must be preserved in a trunk. - If portion cost like to salary of central management is charged from project budget, time sheet must be preserved in a file. - Every project will maintain movement register separately. - Every finance person will do field visit regularly and it will be preserved in a separately in the respective project, When internal audit will do audit, he/she will check it. 	Continue Process	All project finance person and PM/PC. Finance Focal Person
02	Local authority acknowledgement and Certificate	<ul style="list-style-type: none"> -The projects which have not yet received the certificate from the local authority will collect the certificate by January 28 February 2023. Copies should be sent to the concerned Project Focal Person and AD-FM. i) CFTM, Kutubdia ii) ToGETHER, Cox's Bazar iii) ACCORD Project, Ukhiya iv) APFP project for the year 2022 v) CJRF, Bhola, Barishal, Cox's Bazar 	28 February 2023	Respective project finance person and PM/PC and Team Leaders.
03	VAT and TAX Related Issue	<ul style="list-style-type: none"> - VAT and Tax should be submitted in the specified code. - In the January 2023, if any staff salary will be increasing the income tax should be review/re-calculated again. - If vendor bill on musok 6.3, then musok 6.6 must be issued from buyer/organization. - If above BDT 20000.00 purchase, then Musok 6.10 form must be issued. - Project accountant will verify VAT and Tax challan through online. After verifying the VAT and Tax challan, these have to send to COAST Principal office. Challan number must be checked then send to PO. - Note 24 with VAT challan must be sent to principal office - VAT and Tax challan will be send separately PDF file. 	Continue	All project finance persons and PM/PC

04	External Audit update of the project (FD-4 audit)	<ul style="list-style-type: none"> - 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 - CJRF project audit will be completed by Feb'23 - APFP Project audit will be completed by 28 Feb'23 - SGM (GCA) Project audit will be completed by Feb'23. 	28 February 2023	All project finance person and PM/PC
05	Fund relies for the year 2023	<ul style="list-style-type: none"> - Following project need to fund relies from NGOAB: i) APFP, ii) CJRF, iii) SGM <p>Fund relies related documents will be sent from project by 23 February 2023</p>	23 February 2023	All project finance person
06	Asset Inventory of December 2022	<p>Following persons will do Assets inventory of FDMN phase out Projects:</p> <ol style="list-style-type: none"> 1. Jiabul Karim-SPE4C Project 2. Tarikul Islam-ACCORD Project 3. Abbas Uddin- SPE4C Project 4. Eakub-SPC Project (TL) <p>From Principal Office, Mr. Ali Abbas will be coordinate with the team regularly.</p>	15 March 2023	All project finance person and PM/PC
07	Recent Audit observation sharing.	<ul style="list-style-type: none"> - Time sheet must be ensure for all share/Part-time staff of the project. - 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. - VAT and tax calculation should be written on the respective bill. - Time sheet must be ensure in respective month and confirmed before payment of salary payment of respective month. - The signature of one staff should not give by another - 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. 	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 31st December 2022 and signed scan copy send to respective project finance focal person and AD-FM by 20 February 2023.</p> <table border="1" data-bbox="387 286 1109 1205"> <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 Soikat</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 Rahman</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 Soikat	Md. Eakub	12	ENRICH	MF accountant	13	PACE CRAB	Md. Hasibur Rahman	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	20 February, 2023	All project finance person
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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
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As there was no further discussion, the moderator concludes the meeting by thanking all the participants.

Documented by:

Md. Eakub
 Finance and Admin Officer
 SPC Project
 COAST Foundation

Moderated by:

Md. Tariqul Islam
 AD- Finance Monitoring
 COAST Foundation