

PACM meeting minutes

Date: 13 April 2023, Time 2:00 PM to 4:00 PM by online Zoom meeting.

The online Project Accounts Coordination Meeting (**PACM**) is held on **13 April 2023**, at 2.00 PM in the afternoon. 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 acknowledgment & Certificate.
3. VAT and Tax-Related Issues.
4. External Audit update of the project (FD-4 audit)
5. Donor compile report from July 22 to March 23.
6. Recent Audit observation sharing.
7. Cash, Cheque Book, Assets & Security in Eid Vacation.
8. Budget Burn rate (BBR) analysis.
9. AOB

SL	Agenda	Discussion and Decisions	Deadline	Responsibility
01	Last meeting minutes review	<ul style="list-style-type: none"> • Reports should be prepared at the time of field visit and report should be submitted at the end of the month. The report must be submitted within 5th of every month without sending the report on the day of the meeting or the previous day. • Forwarding letter for Local Authority Certificate of Radio Saikat should be submitted by Sunday 16.04.2023 and its receiving copy should be sent to Tariqul Bhai. 	Continue Process	All project finance person and PM/PC. Finance Focal Person
02	Local authority acknowledgment and Certificate	<p>Those who still have the Local Authority Certificate should send the Local Authority Certificate to the Head Office by 30.04.2023.</p> <ol style="list-style-type: none"> i) APFP project for the year 2022 ii) CJRF, Bhola, iii) Radio Saikat Tearfund project Cox's Bazar CJRF, Bhola, iv) Fast Project 	30 April 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. • VAT & Tax should be submitted monthly. • VAT and Tax challan will be send separately PDF file. • VAT and Tax must be deducted in the correct manner and deposited on time • No negligence shall be allowed. • VAT and Tax calculation should be done on the bill. 	Continue	All project finance persons and PM/PC
04	External Audit update of the project (FD-4 audit)	<ul style="list-style-type: none"> • . Radio Syket & Tear fund visit has been done by audit team but no report has been provided yet field . • Audited CJRF and GCA projects and provided draft report. • ERBCR-02 Audit Report will be started after Eid. And audit should be appointed. For this you have to fix the voucher and come to Dhaka. 	April 2023	All project finance person and PM/PC

05	Donor compile report	<ul style="list-style-type: none"> Donor Compile Report should be sent by 10th of every month. So that it does not need to be repeated. Those who have not yet sent the Donor Compile Report (July-March) 2023 before Eid. 	Continue	All project finance person																																																
06	Recent Audit observation sharing.	<ul style="list-style-type: none"> Comparative Analysis, Quotation and RFQ date comparison available. That is, comparative analysis has been done before quotation. Purchase requisition and good receipt note are not available. The two quotations are in the same handwriting. Final purchase policy must be followed. That is, in case of purchase above 30,000tk, the approval of the head office should be taken. All documents should be updated along with the tender. All documents including updated trade license, VAT & Tax Certificate should be taken. Everyone should be aware of the above. A list of all the equipment provided to Radio Saiket adolescent club should be signed by the PM/PO & others staffs and the recipient should be signed. 	Continue process	All project finance person and PM/PC																																																
07	Cash, Cheque Book, Assets & Security in Eid Vacation.	<ul style="list-style-type: none"> No cash can be kept during the shutdown. Check book should be kept in the locker. According to office circular, Laptop and Motorcycle should be submitted to the office for the period of closure. The biodata of those who will remain as prison guard should be sent to the head office. All belongings should be left safely before leaving for Eid Vacation. 	16.04.2023	All project finance person and PM/PC																																																
08	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate March'23</th> <th>Cumulative BBR</th> </tr> </thead> <tbody> <tr> <td>APFP</td> <td>28%</td> <td>92%</td> </tr> <tr> <td>SSF Gender Mainstreaming</td> <td>113%</td> <td>92%</td> </tr> <tr> <td>TOGETHER</td> <td>0%</td> <td>89%</td> </tr> <tr> <td>ACCORD</td> <td>0%</td> <td>92%</td> </tr> <tr> <td>SPC Project_UNHCR</td> <td>99%</td> <td>97%</td> </tr> <tr> <td>SPE_UNICEF</td> <td>11%</td> <td>81%</td> </tr> <tr> <td>UNICEF-Edu</td> <td>111%</td> <td>92%</td> </tr> <tr> <td>ERBCR</td> <td>93%</td> <td>93%</td> </tr> <tr> <td>Community Radio</td> <td>100%</td> <td>81%</td> </tr> <tr> <td>ENRICH</td> <td>98%</td> <td>89%</td> </tr> <tr> <td>SEP</td> <td>89%</td> <td>86%</td> </tr> <tr> <td>RMTP</td> <td>98%</td> <td>88%</td> </tr> <tr> <td>PSA_WorldFish</td> <td>48%</td> <td>48%</td> </tr> <tr> <td>PACE CRAB</td> <td>0%</td> <td>06%</td> </tr> <tr> <td>Total</td> <td>63%</td> <td>87%</td> </tr> </tbody> </table>	Project name	Burn rate March'23	Cumulative BBR	APFP	28%	92%	SSF Gender Mainstreaming	113%	92%	TOGETHER	0%	89%	ACCORD	0%	92%	SPC Project_UNHCR	99%	97%	SPE_UNICEF	11%	81%	UNICEF-Edu	111%	92%	ERBCR	93%	93%	Community Radio	100%	81%	ENRICH	98%	89%	SEP	89%	86%	RMTP	98%	88%	PSA_WorldFish	48%	48%	PACE CRAB	0%	06%	Total	63%	87%	Continuous process	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:

Moderated by:

Md.Ibrahim
Finance and Admin
COAST Foundation

Md. Tariqul Islam
AD- Finance Monitoring
COAST Foundation