

PACM meeting minutes

Date: 16 November 2023, Time 10.30.00 AM to 2:00 PM through Zoom meeting.

The online Project Accounts Coordination Meeting (**PACM**) have held on **16 November 2023, at 10.30.00 AM** in the morning. The meeting is moderated by Md.Tariqul Islam, Assistant Director-Finance monitoring, there are participants of the Project Coordinators, Project Finance & Admin officers, and Finance focal in the meeting.

Propose Agenda:

1. Last meeting minutes review.
2. Local authority Acknowledgement & Certificate.
3. Income tax return of Assessment year 2023-24
4. Assets report & Inventory
5. Project accountant field visit report.
6. Donor project compile accounts
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"> ➤ Those who still have not collected the Local Authority Certificate should collect Local Authority Certificate and send the scan copy the Head Office by 30 November 2023 (Radio Saikat, FAST Project, MI emergency, ACCORD) ➤ If the return will not submit by November 30, no rebate will be allow by NBR. ➤ Funds cannot be release from NGOAB if the certificate is not submit to them. ➤ The essential asset report should be send to the head office by the 10th of every month. ➤ The field visit report of project finance officer should be submit to respective Finance Focal & Md. Tariqul Islam, AD-FM by 10th of every month. 	<p>30 November 2023</p> <p>Continue</p> <p>Continue</p> <p>10th of every month</p> <p>Continue</p>	All project finance person and PM/PC. Finance Focal Person
02	Local authority acknowledgement and Certificate	<ul style="list-style-type: none"> ➤ Those who still have not collected the Local Authority Certificate should collect Local Authority Certificate and send the scan copy the Head Office by 30 November 2023. <ul style="list-style-type: none"> i) Radio Saikat Cox's Bazar. ii) FAST Project (Arif Ullah for the certificate). iii) MI Emergency Project (Sahidul Islam). iv) ACCOURD Project 4th year Certificate (DC office, Taknaf & Ukhaia) Taharima Afroj Tumpa. ➤ Show Couse letter will be issued against respective staff or Salary will be held up if fund 	<p>30 November 2023</p> <p>30 November 2023</p>	<p>Respective project finance person and PM/PC and Team Leaders.</p> <p>Taharima Afroj Tumpa and Arif Ullah</p>

		UNICEF SCP Project	65%	64%	61%		
		APFP project	53%	49%	N/A		
		SGM project	72%	91%	N/A		
		SPC_UNHCR	94%	94%	N/A		
		PACE CRAB	100%	100%	N/A		
		SEP project	178%	94%	N/A		
		RMTP_Poltry	99%	92%	N/A		
		Total	86%	77%	25%		
08	AOB	➤ Next 26.11.23, Md. Tariqul Islam, AD-FM will send a report format where compile financial report, Asset report, Donor compile report, BBR report in same report.			26 November 2023	Md. Tariqul Islam	

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

Documented by:

Md. Tarikul Islam
Finance and Admin Officer
SCP Project, COAST Foundation

Moderated by:

Md. Tariqul Islam
AD- Finance Monitoring
COAST Foundation