

## PACM meeting minutes

**Date: 13 July 2023, Time 11:20 am to 4:00 pm through zoom meeting.**

The online Project Accounts Coordination Meeting (**PACM**) is held on **13 July 2023**, at 11.20 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. VAT & Income Tax related issue.
4. Staff personal file update.
5. Books of Accounts up date for external audit.
6. Donor Compile Financial Report July'22 to June'23
7. Assets Register update & Deprecation Charge
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"> <li>• At the end of every month, the advance payment report should be sent to the principal office before payment of staff salary.</li> <li>• Donor compile report should be given to Tariqul Bhai (AD-FM) by 10th of every month.</li> <li>• Reports should be prepared at the time of field visit and report should be submitted at the end of the month. The field visit report must be submitted within 5th of every month.</li> </ul>	10 <sup>th</sup> of every month  5 <sup>th</sup> of every month	All project finance person and PM/PC. Finance Focal Person
02	Local authority acknowledgment and Certificate	Those who still have not collected the Local Authority Certificate should send the Local Authority Certificate to the Head Office by 31 <sup>st</sup> August 2023. Only MI Emergency Project 31 August, 2023. <ol style="list-style-type: none"> <li>i) APFP project for the year 2022.</li> <li>ii) ERBCR -3.</li> <li>iii) Radio Saikat Tearfund project Cox's Bazar.</li> <li>iv) FAST Project (Arif Ullah for the certificate).</li> <li>v) MI Emergency Project (31 August, 2023).</li> </ol>	31 July 2023	Respective project finance person and PM/PC and Team Leaders.
03	VAT and TAX Related Issue	<ul style="list-style-type: none"> <li>• Ragib Hasan has requested to all for follow the VAT and Tax rules for the financial year 2023-24.</li> <li>• There are some changes like VAT on sweetmeat shops was earlier 15% now 7.5%.</li> <li>• Advertising agency VAT was earlier 4% now 5%.</li> <li>• VAT and Tax should be submitted in the specified code.</li> <li>• VAT &amp; Tax should be submitted monthly.</li> <li>• VAT and Tax challan will be send separately PDF file.</li> </ul>	Ongoing	All project finance persons and PM/PC

		<ul style="list-style-type: none"> <li>• VAT and Tax must be deducted in the correct manner and deposited on time.</li> <li>• VAT and Tax calculation should be done properly on the bill.</li> </ul>		
04	Staff personal file update.	<ul style="list-style-type: none"> <li>• If any project will be discontinued all staff are have the discontinuation letter in the personal file and to fill up any documents that are up-to-date.</li> <li>• In case of transfer of staff from one project to another project, joining letter should be practice at the time of joining.</li> </ul>	Ongoing	All project finance person and PM/PC
05	Books of Accounts up date for external audit.	<ul style="list-style-type: none"> <li>• All vouchers, registers of donor projects are asked to be kept updated. By July 2023 external audit will visit every project.</li> <li>• The asset ID is checked for every asset at every project. If missing any ID then have to ensure by finance/Logistic person.</li> <li>• Each head of the ledger is said to be closed by June/2023.</li> </ul>	31 <sup>st</sup> July 2023	All project finance person and PM/PC
06	Donor compile report	<ul style="list-style-type: none"> <li>• Those projects which have not yet submitted the Donor Compile Report have been asked to submit the report as soon as possible.</li> <li>- Child Protection (16.07.23)</li> <li>- ACCORD Project (13.07.23)</li> <li>- ERBCR-2,3 (16.07.23)</li> <li>- ToGETHER (13.07.23)</li> <li>- ENRICH ( Need help Tariqul Bhai,PO)</li> <li>- PACE CRAB (17.07.23)</li> <li>- Sustainable Enterprise Development (SEP) Proejct 17.07.23)</li> </ul>	17 July, 2023	All project finance person
07	Assets Register update & Deprecation Charge	<ul style="list-style-type: none"> <li>• Ragib Bhai has sent an asset depreciation report, it is asked to check by respective finance person. If it is correct then have to send by Sunday 17 July 2023.</li> <li>• If any new asset is purchased, it should be added to that list and given to Ragib Bhai.</li> </ul>	16.07.2023	All project finance person and PM/PC

08	Budget Burn Rate (BBR) analysis.	<b>Project name</b>	<b>Burn rate June'23</b>	<b>Cumulative BBR</b>	Continuous process	All project finance person and PM/PC
		APFP	3%	46%		
		SSF Gender Mainstreaming	96%	100%		
		SCP Bhasan Char	0%	0%		
		TOGETHER				
		SPC Project_UNHCR	70%	92%		
		SPE_UNICEF	11%	81%		
		UNICEF-Edu	-	-		
		ERBCR	97%	90%		
		Community Radio	2%	73%		
		ENRICH	98%	89%		
		SEP	89%	86%		
		RMTP	97%	91%		
		PSA_WorldFish	72%	73%		
09	AOB	<ul style="list-style-type: none"> <li>- Eakub Bhai with Jiabul Bhai will send the inventory report of the child protection project by 31<sup>st</sup> July 2023</li> <li>- Razib Bhai will send the list of assets of the principal office by 18 July 2023.</li> </ul>			31 <sup>st</sup> July 2023 18 July 2023	All project finance person and PM/PC

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