

## PACM meeting minutes

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

The online Project Accounts Coordination Meeting (**PACM**) have held on **16 October 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. VAT & Tax related issue
4. Assets report & Inventory
5. Project accountant field visit report
6. Audit Observation sharing
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"> <li>➤ 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 September 2023 (APFP, Radio Saikat, FAST Project, MI emergency, ACCORD)</li> <li>➤ If the return will not submit by November 30, no rebate will be allow by NBR.</li> <li>➤ Funds cannot be release from NGOAB if the certificate is not submit to them.</li> <li>➤ One tranche Salary &amp; Admin budget will not allow to spending in another tranche as per UNICEF guideline.</li> <li>➤ The essential asset report should be send to the head office by the 10th of every month.</li> <li>➤ The field visit report of project finance officer should be submit to respective Finance Focal &amp; Md. Tariqul Islam, AD-FM by 10th of every month.</li> </ul>	<p>31 October 2023</p> <p>10th of every month</p> <p>Continue</p> <p>Continue</p> <p>Continue</p>	All project finance person and PM/PC. Finance Focal Person Arif Ullah-Sports Coordinator, UNHCR
02	Local authority acknowledgement and Certificate	<ul style="list-style-type: none"> <li>➤ 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 October 2023.</li> <li>i) APFP project for the year 2022.</li> <li>ii) Radio Saikat Cox's Bazar.</li> <li>iii) FAST Project (Arif Ullah for the certificate).</li> <li>iv) MI Emergency Project (Sahidul Islam).</li> <li>v) ACCOURD Project 4<sup>th</sup> year Certificate (DC office, Taknaf &amp; Ukhaia) Tahrma Tumpa.</li> </ul>	<p>31 October 2023</p> <p>31 October 2023</p>	<p>Respective project finance person and PM/PC and Team Leaders.</p> <p>Arif Ullah</p>

		<ul style="list-style-type: none"> <li>➤ Show Cause letter will be issued against respective staff or Salary will be held up if fund release is not clearance from NGOAB due to Local Authority certificate</li> </ul>		
03	VAT & Tax related issue	<ul style="list-style-type: none"> <li>➤ Income tax return last date 30 November 2023.</li> <li>➤ If the return is not submit by November 30, no rebate will be allow by NBR.</li> <li>➤ The new format given by NBR's in website. All tax payee staff will be study the new format.</li> <li>➤ According to government, circular VAT and tax will be deposit in government treasury through a-challan.</li> <li>➤ VAT and Tax can be deposited into any bank of government authorized (special 22 bank) bank.</li> <li>➤ NAGAD, BKASH, Rocket is not applicable to deposit VAT and Tax under COAST Foundation.</li> <li>➤ Principal Office will send the VAT and Tax return copy to the field office for submitting the document to the local VAT and Tax office</li> </ul>	30 November 2023.  Continue          17 <sup>th</sup> of the every month	Respective project finance person and PM/PC and Team Leaders.          Ragib Hossain-SC-Finance
04	Assets report & Inventory	<ul style="list-style-type: none"> <li>➤ Accounts and Admin officer of CP Project will complete his project physical assets inventory and it will verified by Md. Eakub-Finance officer SPC-UNHCR</li> <li>➤ The essential asset report must be send to the head office by the 10th of every month.</li> <li>➤ Detailed asset report should be send to the Head office every three months.</li> </ul>	31 October 2023	Jiabul Karim Chowdhury-CP Project Abbas Uddin-CP Project Shahidul Islam-Radio Saikat Eakub-SPC Project
05	Project accountant field visit report	<ul style="list-style-type: none"> <li>➤ The field visit report should be submit to respective Finance Focal &amp; Md. Tariqul Islam, AD-FM by 10th of every month after field visit for at least three days in a month.</li> <li>➤ Finance/Accounts personnel will follow the COAST Prescribed format</li> </ul>	10th of every month	All project finance person
06	Audit Observation	<ul style="list-style-type: none"> <li>➤ <b>Travel bill:</b> Travel bill is not applicable within the working area who have assign motorcycle.</li> <li>➤ <b>Food bill:</b> Every staff will follow the food allowance/bill according the HRM Policy.</li> <li>➤ <b>Project Manager's salary approval:</b> Team Leader of UROC is approving the salary of Project Manager of Education Project. It is conflict of interest. So, Project Finance Focal person will take decision from DED and will inform to the project what can do.</li> </ul>	Continue  Continue       31 October 2023	Respective project finance person and PM/PC and Team Leaders.       AD-FMC

		<ul style="list-style-type: none"> <li>➤ <b>Cash and Bank Book:</b> Every project finance/accounts personnel will print cash/bank book from tally software and will ensure approval signature when they do transaction.</li> <li>➤ After do entry in the tally, then cheque will be write.</li> <li>➤ <b>Spilt Procurement:</b> Any project will not do split purchase.</li> <li>➤ <b>Labour cost:</b> Reason must be write in the master roll. Otherwise, payment will not be acceptable.</li> </ul>	Continue	Respective project finance person and PM/PC and Team Leaders.																																																
07	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>BBR Sept'23</th> <th>Cum. BBR up to Sept'23</th> <th>Current Tranche BBR- UN project</th> </tr> </thead> <tbody> <tr> <td>UNICEF-Edu</td> <td>77%</td> <td>89%</td> <td>20%</td> </tr> <tr> <td>CP_UNICEF, Cxb</td> <td>76%</td> <td>48%</td> <td>48%</td> </tr> <tr> <td>Promoting Social Cohesion through CR</td> <td>139%</td> <td>96%</td> <td>N/A</td> </tr> <tr> <td>UNICEF SCP Project</td> <td>124%</td> <td>63%</td> <td>29%</td> </tr> <tr> <td>APFP project</td> <td>117%</td> <td>49%</td> <td>N/A</td> </tr> <tr> <td>SGM project</td> <td>70%</td> <td>77%</td> <td>N/A</td> </tr> <tr> <td>SPC_UNHCR</td> <td>101%</td> <td>94%</td> <td>N/A</td> </tr> <tr> <td>PACE CRAB</td> <td>98%</td> <td>93%</td> <td>N/A</td> </tr> <tr> <td>SEP project</td> <td>178%</td> <td>93%</td> <td>N/A</td> </tr> <tr> <td>RMTP_Poltry</td> <td>98%</td> <td>92%</td> <td>N/A</td> </tr> <tr> <td><b>Total</b></td> <td><b>86%</b></td> <td><b>77%</b></td> <td><b>34%</b></td> </tr> </tbody> </table>	Project name	BBR Sept'23	Cum. BBR up to Sept'23	Current Tranche BBR- UN project	UNICEF-Edu	77%	89%	20%	CP_UNICEF, Cxb	76%	48%	48%	Promoting Social Cohesion through CR	139%	96%	N/A	UNICEF SCP Project	124%	63%	29%	APFP project	117%	49%	N/A	SGM project	70%	77%	N/A	SPC_UNHCR	101%	94%	N/A	PACE CRAB	98%	93%	N/A	SEP project	178%	93%	N/A	RMTP_Poltry	98%	92%	N/A	<b>Total</b>	<b>86%</b>	<b>77%</b>	<b>34%</b>	Continuous process	All project finance person and PM/PC
Project name	BBR Sept'23	Cum. BBR up to Sept'23	Current Tranche BBR- UN project																																																	
UNICEF-Edu	77%	89%	20%																																																	
CP_UNICEF, Cxb	76%	48%	48%																																																	
Promoting Social Cohesion through CR	139%	96%	N/A																																																	
UNICEF SCP Project	124%	63%	29%																																																	
APFP project	117%	49%	N/A																																																	
SGM project	70%	77%	N/A																																																	
SPC_UNHCR	101%	94%	N/A																																																	
PACE CRAB	98%	93%	N/A																																																	
SEP project	178%	93%	N/A																																																	
RMTP_Poltry	98%	92%	N/A																																																	
<b>Total</b>	<b>86%</b>	<b>77%</b>	<b>34%</b>																																																	
08	AOB	<ul style="list-style-type: none"> <li>➤ UNICEF staff will take initiative for procurement process of any tranche goods in 1st month.</li> </ul>	Continue	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. Eakub  
Finance and Admin Officer  
SPC Project, COAST Foundation

**Moderated by:**

Md. Tariqul Islam  
AD- Finance Monitoring  
COAST Foundation