

PACM meeting minutes

Date: 24 March 2024, Time 14-16.30 PM through Zoom meeting.

The online Project Accounts Coordination Meeting (PACM) have held on 24th March 2024, at 14.00 PM. The meeting is moderated by Md.Tariqul Islam, Assistant Director-Finance monitoring, there are participants of the JD- B & FC, AD- FM & CT, 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 Software.
5. Procurement plan and update
6. Feedback on project financial report.
7. Budget Burn Rate (BBR) analysis.
8. AoB.

SL	Agenda	Discussion and Decisions	Deadline	Responsibility
01	Last meeting minutes review	<p>1. Special attention should be given to the section mentioned for tax payment through a-challan the below mention section. Section-86, Deduction from Salaries, Section-89, Payment to Contractor & Suppliers, Section-90, Deduction from payment of services, Section-109, Deduction from Rent of House property, Section-110, Deduction from Hall room rent, Section-143, Penalty.</p> <p>1. During the project staff monthly coordination meeting (MCM), all activities (training, meeting, workshop others) date and schedule will be share and fixed up.</p> <p>2. MCM minutes and activities plan will be share with Finance and program focal person.</p> <p>3. Two event with same participant in same date and same time have not allowed.</p> <p>4. Training, Meeting, Workshop and Seminar is not allow in same date and same time with same participant.</p> <p>5. All assets items must have an asset ID number (If it have supplied from donor)</p> <p>6. Procurement process will be start in 1st month of every tranche for completing within the tranche.</p>	<p>Continue</p> <p>Continue</p> <p>Continue</p> <p>Continue</p>	All respective person
02	Local authority acknowledgement and Certificate	<p>Decisions:</p> <p>1. ACCOURD Project inspection have completed from UNO office of Teknaf on 12 March 2024. Another Upazila of Ukhiya will be visit on 26 March 2024. If any problem arise the respective person of ACCORD will be communicate with RTL of Cox's Bazar region.</p> <p>2. Radio Saikat project of Tearfund have submitted the forwarding letter to NGOAB for collecting Local Authority certificate from Ramu and Cox's Bazar Sadar upazila. However, Ukhiya upazilla office have not receipt the letter and want some documents. The required documents will be submitted by 31st March 2024.</p> <p>3. APFP Project will collect the Local Authority Certificate for the year 2023 by 30 April 2024.</p>		Respective project finance person and PM/PC and Team Leaders.

03	VAT & Tax related issue.	1. VAT & Tax made provision when any payment made to vendor or staff. 2. VAT & Tax deducted and deposited timely where applicable. If any fine for delay the fine amount will pay accounts and finance person of the project.	Continue process	Respective project finance person																																																
04	Assets software	The phase out project assets schedule will be posting to assets software by following respective person: 1.NRC -Iffat Jahan –CP Project 2.Herindille & Torun Alo -Sahidul Islam-Cxmtc 3.EASCR (1) & ARR Japan - Lutfar Bhai-CP Project 4.DCA - Jiabul Karim-CP Project 5.CEPI & SGM -Ibrahim -Bhola 6. ECM & APC -Serajul Islam - Bhola 7. EASCR-2 -Sarif Bhai-Edu Project 8.CJRF - Razib Bhowmik-PO	By 31 March 2024	Ragib Hasan																																																
05	Procurement plan and update	1. Every project will be submitted the procurement plan to CPF with program and finance focal of the project. 3. UNICEF project will start the procurement process in 1st Month of every tranche for completing the procurement process within tranche period.	Continue	Project Manager and Finance person																																																
06	Feedback on financial report	1. Financial report should be send every month as per following format (A. Project financial report B. Note to the accounts. C. BBR. D. Bank Statement. E. Bank Reconciliation Statements & Cash Certificate. F. Assets Inventory report. 2. All types of report should be submit every month as per dateline.	By 10 th Every Month	All project finance person																																																
07	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>BBR Feb'24</th> <th>Cum. BBR up to Feb'24</th> <th>Current Tranche BBR- UN project</th> </tr> </thead> <tbody> <tr> <td>UNICEF-Edu</td> <td>87%</td> <td>82%</td> <td>80%</td> </tr> <tr> <td>CP_UNICEF, Cxb</td> <td>97%</td> <td>76%</td> <td>26%</td> </tr> <tr> <td>UNICEF SCP Project</td> <td>83%</td> <td>89%</td> <td>95%</td> </tr> <tr> <td>PSCH Tearfund</td> <td>90%</td> <td>96%</td> <td>N/A</td> </tr> <tr> <td>APFP</td> <td>9%</td> <td>98%</td> <td>N/A</td> </tr> <tr> <td>SGM</td> <td>106%</td> <td>97%</td> <td>N/A</td> </tr> <tr> <td>RMTP Poultry</td> <td>100%</td> <td>98%</td> <td>N/A</td> </tr> <tr> <td>RMTP_HSF</td> <td>89%</td> <td>90%</td> <td>N/A</td> </tr> <tr> <td>SPC_UNHCR</td> <td>96%</td> <td>94%</td> <td>N/A</td> </tr> <tr> <td>SSF Gender</td> <td>106%</td> <td>96%</td> <td>N/A</td> </tr> <tr> <td>Total</td> <td>89%</td> <td>84%</td> <td></td> </tr> </tbody> </table>	Project name	BBR Feb'24	Cum. BBR up to Feb'24	Current Tranche BBR- UN project	UNICEF-Edu	87%	82%	80%	CP_UNICEF, Cxb	97%	76%	26%	UNICEF SCP Project	83%	89%	95%	PSCH Tearfund	90%	96%	N/A	APFP	9%	98%	N/A	SGM	106%	97%	N/A	RMTP Poultry	100%	98%	N/A	RMTP_HSF	89%	90%	N/A	SPC_UNHCR	96%	94%	N/A	SSF Gender	106%	96%	N/A	Total	89%	84%		Continuous process	All project finance person and PM/PC
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08	AOB	Finally discussion: All types of report (COAST & Donor) will be submit as per dateline.	Continue process	All project Manager & Finance person																																																

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

Documented by:

Md Sariful Islam Bhuiyan
Finance Officer-Education Project
COAST Foundation

Moderated by:

Md. Tariqul Islam
AD- Finance Monitoring
COAST Foundation