

## COAST Trust

### Meeting minutes of the 3<sup>rd</sup> BoT Audit & Finance Committee meeting held on 28<sup>th</sup> September, 2013 at COAST Principal Office, Dhaka.

#### A. Member Participated

1. M. Zahirul Alam FCA, Treasurer, BoT (as member participants)
2. Rezaul Karim Chowdhury, Executive Director (as member participants)
3. Sanat K. Bhowmik, Director (as staff participant)
4. Aminul Hoque, Deputy Director-IA&ME (as staff participant) and
5. Md. Ahsanul Karim, Deputy Director-F&CA (as staff participant)

#### B. Agenda Transacted

1. Review of the last Audit Committee minutes
2. Report from internal audit sections (MF program)
3. Report on Internal & External auditor's (Donor projects)
4. Bad debt mobilization report
5. Statutory Fund Status report
6. Project Information matrix
7. Micro finance and financial trend analysis
8. Any other business

The meeting has presided by the Treasurer-BoT, COAST Trust and the major discussion and decisions of the meeting are as follows;

1. **Review of the last meeting minutes:** Executive Director has reviewed the minutes of 2<sup>nd</sup> BoT audit committee meeting and the following decisions are taken for further actions;
  - a. A detail statement of ongoing cases and their progress will have to prepare on fortnightly basis and the Director-COAST will present the report in next 80<sup>th</sup> BoT meeting to be held on 5<sup>th</sup> Oct'13.
  - b. The Treasurer has suggested to consider appointing of a professional and experienced advocate to deal and expedite the existing cases against staff for misappropriations.
  - c. DD-F&CA will prepare one page Fund movement status report by projects before he will take signature from Treasurer for transferring donor funds being a signatory of COAST mother account. This report will be signed by DD-F&CA and Executive Director too.
  - d. DD-ME&IA will prepare a summary report on Cox'sbazar-2 branch balancing audit. This will include a section of methodologies and share with Treasurer before presenting it to next 80<sup>th</sup> BoT meeting on 5<sup>th</sup> Oct'13.
  - e. Bank statements will be checked mandatory by internal auditors at the time of MF branch audit. This checking process will be completed through physical verification with bank, cash book and with other related documents.
  - f. DD-F&CA will check the opportunities following MRA compliances in case of refunding staff gratuity for purchasing the asset like land or flat etc.
2. **Report from internal audit sections (MF program)**

Internal audit section has presented the summary of audit findings on last quarter (June-Sep 2013). There are 15 branches are audited where following major decisions are made based on the findings related discussion;

- i. Strong follow has to be made from operation section against the staff those who have misappropriated money where management has given opportunity for refunding the amount with date line.

- ii. DD-F&CA will collect bank statements of all MF branches and other projects on quarterly basis engaging non-operational staff and check reconciliations on regular basis. In case of risky branches it could be done on monthly basis.
- iii. All MF branches will categories and to be prioritized in considering the “RISK” factor based on the respective outstanding portfolio, staff skill & behavior and other criteria. Then audit will be conducted. AD-CP will prepare this priority list and categories in a meeting with ED.

### 3. Report on Internal & External auditor’s (Donor projects)

There are three donor project (SF Education, CLS and C<sub>4</sub>D project) have audited from internal audit section. The audit has checked and verified all financial transaction and bank statement and procurements where didn’t found any major irregularities except asset related observation that was not recorded properly but completed by this time.

One donor project (LGP) has audited by the external auditor (Aziz Halim & Co), selected by the donor MJF and there were also not acknowledged any major observation from this audit.

### 4. Bad-debt Mobilization:

The Executive Director informed that bad debt mobilization report has not prepared properly and needs to be prepared more informative way. There should be section on definition, methodology, which region has achieved target in how many times and why, average achievement rate in target, total realization, past experience and proposal for future. The treasurer has instructed to present the revised report in next BoT meeting.

5. **Statutory Fund Statement:** DD-F&CA has presented the statutory fund report in to the meeting where only the FDR and bank balance information of PF, Gratuity, CREP, Savings fund, Operation, LLP, DMF and DRF status was presented. The meeting has suggested to include the target and achievement report of those funds in next audit discussion meeting. The meeting also instructed to prepare and present the inter project loan statement from next meeting on regular basis.
6. **Project Information Matrix:** The Director has presented a matrix on the latest scenario of ongoing project and their progress in to the meeting.
7. **MF Trend analysis:** This was not discussed due to time limitation but AD-CP will present in next BoT meeting.
8. **AoB:** The Executive director has briefed the present status of Community radio station to be established at Charfassion, Bhola and a sub studio at Dhaka. He mentioned that **Global Star Communication** has been selected as a radio engineer who will install the full system in that places and its total contract value is tk.35.00 lac including equipments and civil work. In this regard the deed of agreement will be registered at sub-registry office by 2<sup>nd</sup> October, 2013.

The chair has concluded the meeting by giving thanks to the participants.

Prepared by

Aminul Hoque  
Secretary of the meeting  
COAST Trust

Dated : 30<sup>th</sup> September, 2013

Approved by

M. Zahirul Alam FCA  
Treasurer- BoT  
COAST Trust