

Date: 19 May 2017, Time 02.30 pm, COAST Principal Office, Dhaka

The Project Accounts Coordination Meeting (PACM) was held on 19 May 2017 at 02.30 pm at Principal Office of COAST Trust in Dhaka. The meeting was **moderated by Head-Finance Monitoring**. The entire project accounts officers and Project Coordinators were present in the meeting.

Agendas:

- Last meeting minutes review.
- VAT & TAX
- Food invoice
- Email approval
- Saturday Advance Issues
- Advance Adjust June Closing.
- Operation and GH Budget.
- Inter Payable / Receivable Settlement.
- Printing bill Payment
- Asset
- Field Visit of Accounts.
- Cooperation with each other.
- AoB

SL #	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	A thoroughly discussion was held about the last meeting minutes and its related update information. It has been suggested to do the tasks appropriately. -Motor cycle registration will be completed within the running month. -Motorcycle registration copy of SEEDs will be ready in May 2017.	On going - May 2017	Project Coordinator and Accounts.
2	VAT and TAX	-Deduct TAX from Jeep and Accommodation bill will be provided by COAST Trust. -After declaration of new budget by Government, Head-FM will send the VAT & Tax rate to project accountant by mail.	Do Continue	Project Accountants, Project Coordinators, Program Managers Head-FM
3	Food bill invoice	-Along with bill voucher the green copy has to be submitted.	-Continue	Project Coordinator and Accounts.
4	Email approval	-Before taking any advance by accountant they must take approval by email from Head-FM. -Before taking any leave by accountant they must take approval by mail from Head-FM.	On going	Accountant
5	Saturday Advance Issues	-The issue will be examined and decision will be taken letter.	-	Head Finance & Monitoring
6	Advance Adjust.	-All Advance haves to be adjusted within June 30, 2017. No advance in hand after 30 th June 2017.	June 30 2017	Project Coordinator Accounts
7	Operation and GH Budget	-The budget of operation and GH will be send to Principal office within 23 rd May.	May 23, 2017	Operation Accounts & RTL

8	Payable / Receivable Settlement.	-Payable/ Receivable of project and operational fund and guest house must be settled within June 30, 2017	June 30 2017	Project Coordinators and accountant.
9	Printing bill Payment	-Printing bill payment list (accounting vouchers & register) will be sent to Principal office within May 30, 2017 that already received from COAST.	May 30, 2017	Project Accountants, Project Coordinators, Program Managers
10	Asset	-During the purchasing of new assets the individual price and invoice list will be sent to Md. Ashaduzzaman, Head-EA	Continue	Project Accountants, Project Coordinators, Program Managers
11	Field Visit of Accounts	-Accounts officer will be visit in field three days per month. -Field visit report will be Submitted within 48 hours to Accounts Focal and PC.	Continue	Project Accountants
12	Cooperation with each other	-When any accounts officer have less work in hand then he will help to other project accountants who has more bill/voucher in his desk and also share knowledge with other.	Continue	Project Accountants
13	AoB	-Next PPMM & PACM can be held in BMTC or CMTC	-	Principle office

The moderator appreciated all the participants for their cordial cooperation and being attentive throughout the whole day in the meeting. Having no other significant issues to be discussed here, the moderator ended up the meeting with vote of thanks.

Meeting minutes is Documented by

Meeting minutes is Moderated by

Md. Tarikul Islam
Coordinator Accounts & Admin
ECOFISH Project, COAST Trust

Md. Tariqul Islam
Head- Finance Monitoring
COAST Trust.