

**Date: 10 May 2020, Time 11.00 A.M, Online go to meeting, Dhaka**

The online Project Accounts Coordination Meeting (PACM) was held on 10 May 2020 at 11.00 am. The meeting was **moderated by Md Tariqul Islam (AD-Finance Monitoring)**. The Deputy Executive Director, Director-FCA & HRM, Joint Director-MEL & HA, Joint Director-EFDCP, Assistant Director- FM (OFB), Project program focal, Finance focal and entire project accounts officers and Project Coordinators were present in the meeting.

**Agendas:**

- Last meeting minutes review.
- Local authority certificate.
- VAT & Tax related issue
- Donor fund status & Loan refund.
- Transaction recording during the lockdown period.
- Office & Fund security update
- Accounting Software
- Budget Burn rate Analysis
- AOB

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	-Local authority certificate till not collected from some project area example-CFTM_Cox's bazar & CJRF_ giving instruction for collect Local /authority certificate. -Motor Cycle transfer to SFP from Cox's bazar by 15-06-2020. -Asset register update and physically checked by June 15, 2020. - Tally software will be Installed for all projects (Bhola) by June 30 <sup>th</sup> 2020 and all project account will be maintain software basis.	June 15, 2020	Project Coordinator and Accounts.
2	Local authority certificate.	- Giving instruction by DED and Director(FCA) to take help from Team leader- Cox's bazar to collect some project Local authority certificate like CFTM & CJRF.	June 15, 2020	Project Coordinator and Accounts.
3	VAT & Tax related issue.	-VAT and tax must be deposit in the first week after opening the office. - VAT and Tax Challan copy mail to Finance focal and CC to Ragib Hasan (ragib's mail collect from A/C Group mail)	Continue	Project Coordinator and Accounts.
4	Donor fund status & Loan refund.	-Communicate with Related project donor for fund release ASAP. -After received the fund from donor short term loan refund to COAST ASAP.	Continue	Project A/C & PM
5	Transaction recording during the lockdown period.	-Giving instruction by Director (FCA) every week must submit scan or photo their closing cash book, bold register and monthly submit Bank reconciliation report.  -Accountant & finance person should update all document and transaction for the project Activity day to day.	Continue	PC & Accountant

6	Office & Fund security update	- Giving instruction by DED as a COVID -19 Situation, if the accountant does not reside in the office, then the cheque book has to be submitted to RTL. - If the cheque book accountant hand, it is don't have to submit it anymore.			May 15, 2020	PC & Accountant
7	Accounting software	-By June 30 <sup>th</sup> 2020 all project account (Bhola ) will be software basis. -Follow up who using tally software,			June 30, 2020	Focal/AC
8	Budget Burn rate report analysis.	Project name	April-2020 burn rate	Cumulative burn rate		AC/PC
		APFP	72%	96%		
		CFTM	65%	74%		
		CJRF	75%	91%		
		DWAN	99%	100%		
		SFP	55%	78%		
		GCA	76%	73%		
		ACCORD	59%	79%		
		TF FD-6	19%	20%		
		TF FD-7	0%	86%		
		ERPERA	0%	90%		
		UNICEF-Edu	184%	90%		
		PACE-CRAB	95%	82%		
		PACE-DRY Fish	91%	98%		
		TOGATHER	Upcoming	Upcoming		
Youth	90%	81%				
ISC	86%	81%				
CEPI	96%	60%				
ENRICH	0%	0%				
9	AoB	-GH & Operation budget for the year 2020-21 sent within 15 June to Ragib Hasan and CC to Omour Faruque Bhuyan also Budget variance for running year also. -Order by DED, CPPR meeting (CXMTC& UROC) should be must held once in every 2 months. - Instruction by DED, A/C Focal will meeting with its accountant twice a month via Zoom.			June 15, 2020	Accountant and A/C Focal

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.

Documented by

Moderated by

Abu Ufa Mohd. Ibrahim  
Coordinator (Finance & Admin)  
CFTM-Project, COAST Trust, Cox's Bazar

Md. Tariqul Islam  
AD- Finance Monitoring