

COAST Trust

**Summary Matrix on 17th Pre-BoT Audit & Finance Committee meeting decisions
Held on 20 April' 2018 at COAST Principal Office, Dhaka.**

SI	Agenda	Decision	Remarks
01	Donor Projects	i. Must follow the foreign donation act 2012/16 and to be followed the related compliance before receiving and implementing the fund	AKB
		ii. In case of any exchange gain from donor fund transaction will be adjusted following the NGOAB act and their guideline.	
		iii. All audit report (donor project) appointed by COAST and observations will inform to the Board through meeting.	
		iv. COAST will appoint new audit firm for next external audit and will seek to submit their audit methodology, output and approximate fee for this year.	
		v. FDMN and other development will be presented separately in BoT meeting.	Director
		vi. All project will publish newsletter on their own project activities and progress.	
02	Report from Internal Audit	i. Next Audit & Operation meeting will be held on 05 May, 14 July and 08 Sep 2018. Meeting will be participated by AM with RPCs following one meeting alternative.	SAH
		ii. All CDO will purchase their Bi-Cycle by 30 April. This will have to ensure from their own initiatives and AM & RPC will follow up the action.	TSH
		iii. BA from Bashkhali, Dohajari and BA & BM from Lohagara will come to audit hearing for fake cash and loan from daily collection.	SAH
		iv. Operation will sit in a meeting on Syndicate loan management and its recovery and monitoring ASAP.	TSH
		v. All damaged furniture will be replaced in branch offices by June'18	
03	MF Trend Analysis	i. Up to March 2018, all indicators related with MF operational plan are showing satisfactory performance (almost 88-100% achievement except portfolio outstanding). But the trend might be disrupted if the fund crisis continue after June'18.	
		ii. Expedite the communication with Bank to ease the current fund crisis. Colleagues are requested to explore their opportunities making relation with bank and bankers in this issue.	Respective Senior Colleagues
		iii. Exercise on agent banking is continue. There are 46 A/C holders have deposited their money where the amount is tk. 12 lac up to date.	
04	Legal Case and update	i. At present COAST has been dealing with 46 case against staff. At least 08 number of case will be set as final solution in next quarter.	MKA

Aminul Hoque
Secretary of the Meeting