

Date: 12.05.2019 COAST Principal Office, Dhaka

The Project Accounts Coordination Meeting (PACM) was held on 12 May 2019 at 10.00 pm at Principal Office of COAST Trust in Dhaka. The meeting was **moderated by Head-FM**. The entire project Accounts Officers and Project Coordinators were present in the meeting.

Agendas:

- Last meeting minutes review.
- Advance Management.
- VAT & Income Tax.
- Accounting Software
- Audit/Field visit Follow-up & Coordination.
- COAST Contribution.
- Overhead.
- Annual accounts report.
- Accountant field visit.
- Monthly reporting.
- Assets report.

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.	-	-
2	Advance Management	-All Bill Voucher & Cash Book Ledger Carrying Next PACM Meeting. - Advance payment not more than 15th days and adjustment within 2 Working Days after end of respective program. -If needed to payment for more than 15th Days its needed to approval from Respective Project program/finance Focal Person. -Advance Report Must be Send to Head-FM (OFB) by 29th of Every Month.	Continued	All PM and A&A of Project
3	VAT & Income Tax	- VAT & Tax Deposit within 15 working Days. -VAT & Tax Challan Must be taken signature of Govt. upazilla revenue officer. -Salary Against Tax Who are person deducted Salary - against Tax Salary structure Must send to Respective Project Focal Person .(Md. Foysool Hossain Khan ,Head Finance Monitoring) FDMN Project	Continued	Project Accountant
4	Accounting Software	-Accounting Software is included in future project. - IF any project budget available for accounting software purchase as soon as possible and arrange training.	Continued	Project Accountant
5	Audit /Field Visit & Coordination	-Exit meeting is must when any person visit any project/Sport checking - PM & Accountant must ensure exit meeting when external auditor visit the project	Continued	All PM and A&A of Project

6	COAST Contribution	<p>-Contribution must be ensuring as per MoU with donor.</p> <p>- For contribution in salary head project accountant must be collect deputation letter from principal office, Dhaka.</p> <p>-If needed cash contribution taken approval from Director with recommended from Program and finance focal person</p>	Continued	All PM and A&A of Project
7	Overhead	- Overhead Charge in Every Month Respective Project.	Continue	PM & Accounts
8	Annual Accounts report.	-Project Account & Admin officer will be send the financial report (donor compile account) of respective project for the F/Y 2018-19 within 10 July 2019.	10 th July 2019	All Project Accounts
9	Accountant Field Visit	<p>-Accountant must be ensuring the field visit of his respective project at least 3 days every month.</p> <p>-Field visit report must be send to respective program and finance focal Person.</p>	Continued	All Project Accounts
10	Monthly Report	<p>-Accountant must be send the monthly financial report (BRR Report, Donor Report, Bank Reconciliation ,VAT & Tax Challan Deposit Report) to respective finance focal person by 5th of following month.</p> <p>-If Donor Report Date line is 2nd / 5th /10th of following month then report must be send from project level to Principal Office with in 1st /3rd/ 6th of following month.</p>	<p>5th of each month</p> <p>1st/3rd/6th of each month</p>	All project Accounts
11	Assets Report	<p>-Fixed Assets Purchase information must be send to Razib Bhowmik (Sr. Coordinator Finance ,CJRF Project) by 10th July 2019</p> <p>- Fixed Assets Reporting to Razib Bhowmik (Sr. Coordinator Finance ,CJRF Project)</p>	10 th July 2019	All project Accounts
12	Burn Rate	<p>Burn rate up to April 2019 as follows:</p> <ul style="list-style-type: none"> - ECOFISH-Bangladesh-99% -Improving Peaceful Co-existence Project-75% -CJRF Project -69% - ENRICH Program-99% -IECM-83% -PACE Crap-90% -PACE-Dry fish-87% -SFP-80% -NRC-93% -IPCP-23% -FH-48% -Tear Fund-22% -Education(UNICEF)-100% - ERPERA Project-88% -CEPI-26% 		
13	AoB	-All Bill Voucher of last two months & Cash Book Ledger and other register will be carrying in next PACM Meeting.	Continued	All PM and A&A of Project

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

Md.Sohel Chowdhury
Finance & Admin
COAST Hironnelle Project
COAST Trust

Meeting minutes is Moderated by

Md.Triqul Islam
Head –Finance Monitoring
COAST Trust.