

Date: 14th July, 2019, COAST Principal Office, Dhaka

The Project Accounts Coordination Meeting (PACM) was held on 14 July 2019 at 10.00 pm at Principal Office of COAST Trust in Dhaka. The meeting was **moderated by Mr. Md. Iqbal Uddin, Assistant director, Mr. Tariquul Islam and Mr. Omour Faruk Bhuiya, Head-Finance Monitoring**. The entire project Accounts Officers and Project Coordinators were present in the meeting.

Agendas:

- Last Meeting Minutes Review.
- VAT & TAX Report.
- Annual Audit Preparation.
- Advance Plan of Accounts.
- Assets Report.
- Donor Compiles Report.
- Procurement.
- Food & Travel Bill.
- Region Wise Voucher Cheque.
- BRP
- AOB

SL	Agenda	Discussion and Decisions	Deadline	Responsibility
1	Last meeting minutes review	<ul style="list-style-type: none"> • A thoroughly discussion was held about the last meeting minutes and its related update information. It has been suggested to do the tasks appropriately. • Accounts field visit report must be send to respected focal person by 3 days after end of the meeting. • Focal person salary will be paid within 25-27 of every month. • Make a budget for accounting software in every project when budget is revised or new budget will prepared. 	Continue	All Project Accounts
2	VAT & Tax report	<ul style="list-style-type: none"> • VAT & TAX challan copy must be sending in Dhaka by 5th of each month. • Makes a session about the personal TAX Return in next meeting. 	5 th of each month	OFB, H-FM
3	Annual audit preparation	<ul style="list-style-type: none"> • When external auditors come in any HDMN project, please inform to Regional Team Leader and Head-Meal & HR, Mr. Shahinur Islam. • Please check the engagement letter of auditor. • Update & recheck the file before 25 July 2019 for annual audit purpose. Like asset register, asset ID No. as per asset register, cash book, stock register, bank reconciliation, advance payment voucher, deed etc. • Hang up the room's asset list in back side of door. 	25.07.2019	PM & Accounts
4	Advance plan of accountant	<ul style="list-style-type: none"> • Every accountant will send to their Project Manager, Focal Person and Finance monitoring office of his/her advance plan of next month. 	Last day of each month	All Project Accounts

5	Asset report	<ul style="list-style-type: none"> Some project personnel are not sending their asset report, so please send the report emergency basis to Razib Bhowmik. SC-accounts 	18.07.2019	All Project Accounts
6	Donor compile report	<ul style="list-style-type: none"> Please send the donor compile report up to June 2019 as per in donor compile report format. 	20.07.2019	All Project Accounts
7	Procurement	<ul style="list-style-type: none"> Make an advance procurement plan for 2 or 3 month and send to responsible person. Also prepare an advance plan when we attend in next PACM meeting. PACM monitors will discuss with higher management about procurement committee team. Some participants suggested that we can make different committee for different procurement. Project accountant of CEPI project, Mr. Shih Khan will come with Car in Dhaka and he stays and repairs the car within a week. If responsible person gives any long date then he go back to his working station and come back again at the giving date. Send the motorcycle of Barisal by courier. 	Continue	All Project Accounts
8	Food & Travel allowance in working areas	<ul style="list-style-type: none"> Food bill is not allowed in working areas but travel bill is allowed if project have not any motor cycle/ bi-cycle support. Food allowance for visit in remote areas must needed the approval of focal person/Director 	Continue	All project staff
9	Region wise voucher check	<ul style="list-style-type: none"> The DD-FC & CA give decision that region wise voucher will be checking and Head- Finance Monitor will provide the list according to region wise before 15 days of PACM meeting, which accountant will check the voucher of which project. Provable date for check of voucher is 10-25 of the month. The report will be send to respective focal person of the project 	15 days before PACM	All Project Accounts and H-FM
10	BBR	<ul style="list-style-type: none"> CEPI -69% (June) & 37% (Cum) NRC- 93% (June) & 43% (Cum) SFP- 79% (June) & 78% (Cum) ECOFISH- 382% (June) & 93% (Cum) CFTM- 89% (June) & 91% (Cum) ENRICH- 100% (June) & 64% (Cum) UNICEF_Edu- 79% (June) & 98% (Cum) Tear Fund- 164% (June) & 58% (Cum) for FD-7 Tear Fund- 15% (June) & 5% (Cum) for FD-6 PACE (Dry Fish)- 98% (June) & 86% (Cum) PACE (Crab)- 96% (June) & 61% (Cum) IECM- 81% (June) & 89% (Cum) DAWN- 71% (June) & 42% (Cum) HIRONDALLE- 63% (June) & 60% (Cum) 	-	-

		<ul style="list-style-type: none"> • ERPERA- 63% (June) & 60% (Cum) • CJRF- 55% (June) & 70% (Cum) 		
11	AOB	<ul style="list-style-type: none"> • Makes a 2 hour session in next PACM meeting about Money Laundering. Where we try to arrange a trainer from Bangladesh Bank. • Deputy Director-FCA & HRM, Mr. Md. Ahsanul Karim said that every monthly meeting minutes must have written that the money spent that means salary expense, administration expense and project program expense of the project was not use in money laundering and terrorist activities, which was confirmed by talking to every employee. 	Next PACM	DD-FC & CA and All project Accounts & PM

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

Uttpol Nandi
Finance & Admin Officer
COAST DAWN Project

Md.Tariqul Islam
Head –Finance Monitoring
COAST Trust.