

**Date: November 11, 2018, Time: 10.00 am, COAST Principal Office, Dhaka**

The Project Accounts Coordination Meeting (PACM) was held on 11th November 2018 at 10.00 am at Principal Office of COAST Trust in Dhaka. The meeting was moderated by Md. Tariqul Islam, Head- Finance Monitoring. All respective finance focal persons, project Accounts and the respective Project Coordinators/DTL were present in the meeting.

### **Agendas:**

- Last meeting minutes review.
- Procurement process.
- Petty Cash.
- VAT & Tax
- NGOAB requirement.
- Asset physical count.
- COAST contribution
- Personal file.
- Reporting dateline/ Monthly financial report
- Audit finding.
- AOB.

SL #	Agenda	Discussion and Decisions	Dateline	Responsibility
1	Last meeting minutes review	<p>A thoroughly discussion was held about the last meeting minutes and its related update information. It has been suggested to do the tasks appropriately.</p> <ul style="list-style-type: none"> <li>- Field visit plan of the accountant must be sent to Focal person within the first seven days of each month.</li> <li>- Justification must be needed on Budget Burn Rate (BBR) report of every Budgeted line item where expenditure more than 100% and below 80%.</li> <li>- Every Thursday Cashbook scan copy must be sent to project financial focal person. Asset ID permanently affixed on asset body by white color paint, Collect asset list from Md. Ashaduzzaman if any confusion.</li> <li>- Motorcycle log book must be maintained for every motorcycle, if new logbook unavailable please use photocopy of log book.</li> <li>- Bank statement &amp; Bank reconciliation sent to Md. Omour Faruk Bhuiya, Head-FM by mail to <a href="mailto:omour.coast@gmail.com">omour.coast@gmail.com</a> in every 5<sup>th</sup> of each month.</li> </ul>		Project Coordinator and Finance Officer
2	Procurement process	<ul style="list-style-type: none"> <li>- COAST Procurement policy must be followed.</li> <li>- Justification needed for Goat purchase from Broker/Middle man .(Eco-Fish Project)</li> <li>- Mention VAT &amp; Tax rate on purchase tender/request for quotation for knowing the VAT &amp; Tax rate that want to procure.</li> <li>- Every Accountant is liable to check 100% of all procurement related bill voucher and others</li> </ul>	Continue	Project Coordinator and Finance Officer

		<p>relevant documents.</p> <ul style="list-style-type: none"> <li>- Every project respective person &amp; purchase committee will be co-operating each other.</li> <li>- Collect Bangla work order from Admin section.</li> </ul>		
3	Petty cash payment	<ul style="list-style-type: none"> <li>- Any one taken advance from petty cash for small amount.</li> <li>- Cash in hand don't be holding over Tk.5,000/-</li> </ul>	Continue	Project Coordinator and Finance Officer
4	VAT & Tax	<ul style="list-style-type: none"> <li>- Income Tax payable amount paid to COAST operational fund CD-782 by 30<sup>th</sup> November 2018</li> <li>- VAT &amp; Tax register should be maintaining at all projects level.</li> <li>- Collect endorsement from VAT circle officer on every VAT &amp; Tax challan copy.</li> <li>- Food bill AC hotel/Restaurant @ 15% &amp; Non AC @ 7%</li> </ul>	30 <sup>th</sup> Nov'18	Project Coordinator and Finance Officer
5	NGOB requirement	<ul style="list-style-type: none"> <li>- FD-6 &amp; FD-7 approval copy must be submitted to local authority of UNO/DC with forwarding letter.</li> <li>- FD-4 report must be sent to finance focal person by 15<sup>th</sup> January 2019.</li> <li>- Application must be submitted to local authority for collecting Local authority certificate by 10<sup>th</sup> December 2018.</li> <li>- Justification needed for 110% over expenditure. For every budget line items.</li> </ul>	15 <sup>th</sup> Jan'19 10 <sup>th</sup> Dec'18	Project Coordinator and Finance Officer
6	Asset physical count	<ul style="list-style-type: none"> <li>- Every asset must have "Asset ID".</li> <li>- Quantity must be same as asset register.</li> <li>- Purchase value must be included asset register.</li> <li>- Hire a painter for affixed asset ID on asset</li> <li>- Use white color for asset ID No. affixed on assets.</li> </ul>	15 <sup>th</sup> Dec'18	Project Coordinator and Finance Officer
7	COAST Contribution	<ul style="list-style-type: none"> <li>- COAST Contribution strictly followed as per agreement and budget of respective project.</li> <li>- Contribution must be showing on ledger book as per budget head.</li> </ul>	Continue	Project Coordinator and Finance Officer
8	Personal file	<ul style="list-style-type: none"> <li>- HRM checklist must be follow for updating personal file.</li> <li>- Every staff color NID sent to PO-HR section and include personal file by 30<sup>th</sup> November 2018.</li> </ul>	30 <sup>th</sup> Nov'18	Project Coordinator and Finance Officer
9	Reporting date line	<ul style="list-style-type: none"> <li>- All project financial report sent to finance focal person every 6<sup>th</sup> of the each month.</li> </ul>	6 <sup>th</sup> of each month	Project Coordinator and Finance Officer
10	Audit findings	<ul style="list-style-type: none"> <li>- VAT &amp; Tax must be paid regularly</li> <li>- Revenue must be affixed on payment above Tk. 401</li> <li>- Asset must be physical count in every monthly.</li> </ul>		Project Coordinator and Finance Officer

		- Personal file must be update as per HRM checklist quarterly.		
11	AOB	- ENRICH Accountant must be attend from next PACM. - Those who are tempering budget and showing lower target on BBR report & if it is proved management will take disciplinary action.		Project Coordinator and Finance Officer

### Burn rate:

Project name	Total Approved Budget (as per MoU_Amount BDT)	Approved budget up to Sept 18	Total expense Up to September -18	% of Burn rate (cumu)	Budget for October	Actual Expense	% of burn rate-October	Total expense up to October	% of burn rate cumulative
MTCP-II	2850018	2142063	2115067	99%	126666	0	0%	2115067	74%
Eco-fish	17653842	5675153	5675153	100%	4227696	1551036	37%	7226188	73%
DEC Project	16301366	16301366	9753244	60%	818000	755120	92%	10508364	64%
CFTM	18200200	5762850	3544162	62%	1144850	1016838	89%	4561000	66%
CJRF	58245217	8433904	5936196	70%	1305159	829284	64%	6765480	12%
NRC	5104500	2106599	1713517	81%	546512	349975	64%	2063492	37%
Torun Alo	11747905	10379918	7578149	73%	351773	285805	81%	7863954	67%
SEEDs	14518783	10254791	7961854	78%	2148723	980840	46%	8942694	62%
SFP	3512560	874690	730590	83%	287730	229624	80%	960214	83%
UNICEF_Edu	72749610	4049004	1318480	33%	11196324	1800890	16%	3119370	04%
UNICEF_ERPERA	60143475	15384926	7241428	12%	20741321	14273351	69%	21514779	60%
Tearfund Host community	15823973	4020235	583344	15%	213012	76047	36%	659391	16%
Tearfund FDMN	12943812	0	0	0	4366625	2642579	61%	2642579	20%
CRAB	15000000	8898315	756655	8.50%	330525	380975	115%	1137630	13%

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 Modified by

Md.Taherul islam  
Finance & Admin Officer  
COAST CFTM Project.

Md. Tariqul islam  
Head finance & monitoring  
COAST Trust.