

## PACM meeting minutes

**Date: 18<sup>th</sup> August 2021, Time 11.00 AM to 3.00 PM by online Zoom meeting.**

The online Project Accounts Coordination Meeting (PACM) was held on 18<sup>th</sup> August 2021 at 11.00 am. The meeting was **moderated by Md Tariqul Islam, AD-FM**, Project program focal, Finance focal and entire project Finance & Admin officers and Project Coordinators were present in the meeting.

### Agenda:

01. Last meeting minutes review.
02. Local authority approval and Certificate (CIC, RRRC & DC office)
03. Assets depreciation on **June 2021** and ID No.
04. External/FD-4 audit preparation 2020-2021.
05. VAT & Tax related issue
06. Accounting software and backup
07. Budget Burn Rate (BBR) analysis.
08. AoB.

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
01	Last meeting minutes review	<ul style="list-style-type: none"> <li>- Local authority certificate of all project has been done. Every project already collected their local authority certificate from respective UNO.</li> <li>- Every project already submitted their Yearly salary statement ( July'20 to June'21) to Mr. Ragib Hasan Sr. Coordinator- Accounts</li> <li>- Asset report of all project also already completed.</li> <li>- Every project should close their ledger as quarterly basis.</li> <li>- Those project has an Accounting software, they will maintain all transection and report through software.</li> </ul>		All project finance person and PM/PC
02	Local authority approval and Certificate (CIC, RRRC & DC office)	<ul style="list-style-type: none"> <li>- Local authority certificate of all project has been done. Every project already collected their local authority certificate from respective UNO/ DC</li> <li>- Those projects year completed on 30 June' 2021 they will start process for local authority certificate from respective authority for next year fund clearance.</li> </ul>	30 <sup>th</sup> September	Together and Accord Project
03	Assets depreciation on June 2021 and ID No.	<ul style="list-style-type: none"> <li>- Project should update asset register and charge depreciation as per guideline from Mr. Ragib Hasan- Sr. Coordinator-Accounts.</li> <li>- Every project should ensure asset ID for each and every asset items and it should tagged on asset body.</li> </ul>	Continue	All project finance person and PM/PC
04	External/FD-4 audit preparation 2020-2021	<ul style="list-style-type: none"> <li>- External audit may be visited the every project in end of August, 2021.</li> <li>- Ledger have to be kept close in quarterly basis.</li> <li>- All register along with stock register have to be updated.</li> <li>- Stock items and store should verify physically.</li> <li>- CP and Accord project FD-1 and Together FD-4 draft report should submit within 24<sup>th</sup> August'2021</li> <li>- Accord FD-6 report should submit within 9 September'21</li> </ul>	24 <sup>th</sup> August 9 <sup>th</sup> September 2021	CP, ACCORD & ToGETHER project finance person and PM/PC

05	VAT & Tax related issue	<ul style="list-style-type: none"> <li>- In every month VAT and tax have to be deposited on time interval of fifteen days.</li> <li>- Need to ensure Tin Certificate for all staff of basic salary BDT 16000 or above.</li> <li>- Vendor from whom purchase over 5 million should deduct 5% tax as suppliers.</li> <li>- Updated VAT and Tax updated schedule will provide from PO by this month.</li> </ul>	31 <sup>th</sup> August, 2021	All project finance person and PM/PC																																							
06	Accounting software and backup	<ul style="list-style-type: none"> <li>- Every project, especially those have accounting software can buy a portable hard disk for project documents and all kind of report keep backup.</li> <li>- Every software based project should send their financial report and backup file to Principal office by monthly basis. Concern person from PO will preserve the data in COAST server by project name.</li> </ul>	Every month	All project finance person and PM/PC																																							
08	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate July'21</th> <th>Cumulative BBR</th> </tr> </thead> <tbody> <tr> <td>CFTM</td> <td>95%</td> <td>86%</td> </tr> <tr> <td>CJRF</td> <td>74%</td> <td>99%</td> </tr> <tr> <td>SFP</td> <td>%</td> <td>95%</td> </tr> <tr> <td>APFP</td> <td>81%</td> <td>95%</td> </tr> <tr> <td>TOGETHER</td> <td>62%</td> <td>92%</td> </tr> <tr> <td>CEPI</td> <td>99%</td> <td>99%</td> </tr> <tr> <td>ACCORD</td> <td>110%</td> <td>96%</td> </tr> <tr> <td>ESRPE</td> <td>7%</td> <td>65%</td> </tr> <tr> <td>UNICEF-Edu</td> <td>28%</td> <td>67%</td> </tr> <tr> <td>ISCP</td> <td>66%</td> <td>87%</td> </tr> <tr> <td>ENRICH</td> <td>93%</td> <td>93%</td> </tr> <tr> <td>PACE CRAB</td> <td>70%</td> <td>82%</td> </tr> </tbody> </table>	Project name	Burn rate July'21	Cumulative BBR	CFTM	95%	86%	CJRF	74%	99%	SFP	%	95%	APFP	81%	95%	TOGETHER	62%	92%	CEPI	99%	99%	ACCORD	110%	96%	ESRPE	7%	65%	UNICEF-Edu	28%	67%	ISCP	66%	87%	ENRICH	93%	93%	PACE CRAB	70%	82%		
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09	AoB	<ul style="list-style-type: none"> <li>- All finance person checked assets ID Properly.</li> <li>- All stock item checked properly and preserve the item transparency.</li> <li>- Burn rate report should send by 8<sup>th</sup> of every month.</li> <li>- Bank Statement, Bank Reconcile, Balance confirmation. certificate as on 30<sup>th</sup> June'2021 must send to PO by August 23, 2021</li> <li>- All Financial report should send in a timely manner.</li> <li>- An initiative will take to place COAST foundation name in Dhaka district NGO Web portal.</li> </ul>	8 <sup>th</sup> of every month	All project finance person and PM/PC  Razib Kumar Bhowmik- C- F & A, TOGETHER																																							

The moderator appreciated all the participants for their cordial cooperation and being attentive throughout the half 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:

Md. Shis Khan Shaon  
Finance and Admin officer  
CEPI Project, COAST Foundation

Moderated by:

Md. Tariquul Islam  
Assistant Director- FM  
COAST Foundation