

Date: 17 November 2019, Time 10.00 A.M, COAST Principal Office, Dhaka

The Project Accounts Coordination Meeting (PACM) was held on 17 November 2019 at 10.00 am at Principal Office of COAST Trust in Dhaka. The meeting was **moderated by Md. Tariqul Islam, Head-Finance Monitoring**. The entire project accounts officers and Project Coordinators were present in the meeting.

Agendas:

- Last meeting minutes review.
- Personal Tax return submission, Calculation and tax deposit challan code.
- Annual report/project closing report as per NGOAB requirement.
- Local authorities' certificate.
- Procurement plan for next 3 months.
- Donor project compile accounts.
- Assets report.
- Money laundering related issues.
- Inter fund transfer reconciliation.
- Budget burn rate analysis
- AoB

| SL # | Agenda | Discussion and Decisions | Dateline | Responsibility |
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| 1 | Last meeting minutes review | - A financial management training program will be arranged in CxMTC, Cox's bazar with participation of all project accountant and it will be 3 day long training session. | -Upcoming | Head-Finance & Monitoring |
| 2 | Personal Tax return submission ,Calculation and tax deposit challan code | - An orientation has already given to all on how to calculate and show taxable income in his/her return submission. A calculation sheet also send to all by email in this regard. - Tax return (11Ga, 24A, 24B,10B 24D) must be submitted to NBR with proper document who have taxable income | -30 November 2019 | Project Coordinator and Accounts. |
| 3 | Annual report/Project closing report as per NGOAB requirement | - FD6 should be submitted to DC & TNO office after the approval and FD7 to IRC & CIC office. - Annual report of FD-6/Project closing report of FD-7 must be submitted according to the NGOAB format 11Ga to project focal/finance focal person. | 31 December 2019 | Project Coordinator & Accountant |
| 4 | Local authorities certificate | - Projects which is going to end/year closed at December should start processing Local Authorities Certification from now - The project that have already closed, take necessary step for collection of local authority certificate (FD-6 & FD-7) | 10 January 2020 | Project Coordinator & Accountant |
| 5 | Procurement plan for next 3 months. | -As per decision of PACM of COAST Trust a 03 months advance procurement plan will be submitted to Program focal, Finance focal of each project to Head office Dhaka within 20 th November 2019. | 25 November 2019 | Project Coordinators, Program Managers |
| 6 | Donor project compile accounts | Donor compiler report must be submitted by 10 th of every month. Financial report according to Burn rate should be submitted by 5 th of every month | Continue | Project Accountants |
| 7 | Assets report. | Assets report must be submitted to Razib Bhowmik by quarterly. If no purchase has been made in 3 | -Continue | Project Accountants, |

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| | | months then No purchase will be mentioned. If purchased then the details will be mentioned. | | |
| 8 | Money Laundering | <p>-Money laundering is an issues in the present time from government. A high officials also appointed by COAST to dealing with Bangladesh Bank about money laundering related issue. So, every project will be keep an agenda about money laundering related issue in every monthly meeting. Respective leader will have to discuss briefly about Money Laundering. Before working with vendor, Third Party we need to verify about that they have not any record on money laundering. We can search in SAM a US Based company who worked on money laundering.</p> <p>-For proper proofing we preserve a document in a file.</p> | -Continue | Project Coordinator, Accounts |
| 9 | Inter Fund Transfer Reconciliation | <ul style="list-style-type: none"> - Accountants of every project should submit a report on details of inter fund transfer of CD-782 from July to November 2019. - Fund transfer should be completed by online transfer within BKB. | 25 November 2019 | Project Coordinator, Accounts |
| 10 | Budget Burn rate analysis. | <p>-Tear Fund project current month burn is 0% and cumulative burn is 73% .They have no sufficient fund for expense.</p> <p>- ERPERA project current month burn is 16% and cumulative burn is 93%. Delay of donor fund.</p> <p>- NRC project cumulative burn is 191% and cumulative burn is 95%.</p> <p>-CJRF project current month burn is 93% and cumulative burn is 70%.</p> <p>- IOM project current month burn is 12% and cumulative burn is 36%. One flyer items have already been printed, and another flyer items and booklet printing is on the process. Already completed. Payment will be provided to consultant and printing vendor after getting the second installment fund from IOM.</p> <p>- IPCP project current month burn is 79% and cumulative burn is 62%.</p> <p>- DAWN project current month burn is 157% and cumulative burn is 59%.</p> <p>-Hirondelle project current month burn is FD-6/71%, FD-7/88% and cumulative burn is FD-6/66%, FD-7/84%.</p> <p>- CFTM project current month burn is 93% and cumulative burn is 99%.</p> <p>-UNICEF Education project current month burn is 246% and cumulative burn is 93%.</p> <p>-PACE Crab project current month burn is 94% and cumulative burn is 86%.</p> <p>-PACE Dry fish project current month burn is 99% and cumulative burn is 91%.</p> | | Project Coordinator, Accounts |

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| | | -IECM project current month burn is 96% and cumulative burn is 95%. | | |
| 10 | AoB | AoB. 1. Photocopies of original certificates must be kept in personal files 2. Volt register must be checked by PM/PC after daily closing of Cash Book | | |

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

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Mst. Iffat Jahan
 Finance & Admin Officer
 Youth Project, COAST Trust, Ukhiya.

Md. Tariqul Islam
 Head- Finance Monitoring