

Minutes of the Project Accounts Coordination Meeting (PACM)
COAST Trust Principal Office, Dhaka; Date: 10th March, 2019; Time: 11:00am

The Project Accounts Coordination Meeting (PACM) was held on 10th March_ 2019 at 11.00 am at Principal Office of COAST Trust in Dhaka. The meeting was moderated by Md. Tariqul Islam (H- &M). DD FCA&HRM Mohammed Omour Faruk Bhuiya and Md. Foysool Hossain Khan Head- Finance Monitoring, project Accounts and the respective Project Coordinators/DTL were actively present to cooperate the meeting.

Agendas:

1. Last meeting minutes review.
2. Income TAX
3. Salary Payment CJRF Project
4. VAT & Tax (UNICEF Project)
5. Staff Welfare Fund
6. Local Authority Certificate
7. Personal File
8. Voucher Checking process
9. Donor Report
10. SMS Banking
11. BRR
12. 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"> ➤ Collect endorsement from VAT circle officer for every VAT challan copy. VAT & TAX register must be maintained. ➤ Accountant field visit report should be submitted to 1st supervisor & Focal Person. If fail to submit then he need to pay fine. Accountant will not get travel or his salary will be deducted. ➤ Every Thursday Cashbook scan copy must be sent to project financial focal person and Asset ID permanently affixed on asset body by white color paint, Collect asset list by January 2019. ➤ Bank statement & Bank reconciliation sent to Md. Omour Faruk Bhuiya, Head-FM by mail to omour.coast@gmail.com in every 5th of each month. 		Project Coordinator and Finance Officer
2	Income TAX	<ul style="list-style-type: none"> ➤ Tax payment challan copy will be collect from Dhaka Office who has sent the Tax amount to Dhaka office up to December 2018. ➤ Tax & VAT report must be send to Dhaka office every month by 10th of each month. ➤ VAT & Tax amount must be deposited to govt. treasury within 15 working days from the 	Continue	Project Coordinator and Finance Officer

		deduction date.		
3	Cash Salary Payment of community extension worker of CJRF Project	➤ Director approval is must for payment of cash salary to community extension worker of CJRF project.	20.03.19	Project Coordinator and Finance Officer
4	VAT & Tax (UNICEF Project)	➤ Follow government VAT & Tax deduction method before come an official mail from UNICEF Office.	Continue	Project Coordinator and Finance Officer
5	Staff Welfare Fund	➤ The project PC & Accountant quickly send the clearance letter of previous staff who have left the organization for quickly settled the SWF	Continue	Project Coordinator and Finance Officer
6	Local Authority Certificate	➤ Try hardly to get local authority certificate from UNO/DC after end of each year/ Project closed. ➤ If not possible to collect local authority certificate then must communicate/ consult with Director or DD- FCA&HRM.	30.03.2019	Project Coordinator and Monitoring
7	Personal File	➤ Personal file must be update as per HRM checklist and communicate with HRM section for collect document that needed on personal file.	30.03.2019	Project Coordinator and Finance Officer
8	Voucher Checking and approval process	➤ Accountant process the Vouchers for approval after submission the bill/vouchers by paid by person and he also bound for proper answered if any question delivered by PC in approval time.	Continue	Project Coordinator and Finance Officer
9	Donor Report	➤ Before submission any donor report to donor the PC must be reviewed and also communicate with project focal person.	Continue	PC, AC & M&DO
10	SMS Banking	➤ Every project accountant fill up the mobile banking format for getting the SMS of every transaction of project bank A/C.	30.03.2019	Finance Officer
11	AOB	➤ All types of advance of EPERA Project must be adjusted by 30.03.2019. ➤ Activities of Bhola sadar new building will be start quickly after visiting by ED and DD- FCA & HRM.	By March	EPERA project accountant & PC Responsible person

Burn Rate

Project name	Total Approved Budget (as per MoU_Amount BDT)	Approved budget up to Jan 19	Total expense Up to Jan -19	% of Burn rate (Cumulative)	Budget for February	Actual Expense February	% of burn rate-December	Total expense up to February	% of burn rate cumulative
Eco-fish	218.33	115.55	114.18	99%	7.17	6.68	93%	120.87	98%
CFTM	195.40	92.86	90.01	97%	19.72	16.46	83%	106.47	95%
IECM	216.86	55.79	38.91	70%	16.25	13.01	80%	51.93	77%
DEC Project	306.22	207.30	142.76	69%	99.50	28.37	29%	171.14	56%
UNICEF ERPERA	727.50	273.91	152.03	56%	42.91	96.22	224%	237.5	75%
UNICEF_EDU	544.00	369.96	311.63	84%	48.29	46.69	97%	358.32	86%
Tearfund Host community	158.24	73.01	33.61	46%	2.30	2.81	122%	36.43	48%

The moderator appreciated to 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. Tarikul Islam
C-A&AO
COAST , ECOFISH Project.

Meeting minutes is Modified by

Md. Tariqul Islam
Head- Finance Monitoring
COAST Trust.