



PACM meeting minutes

Date: December 15, 2021, Time 11.00 AM to 2.00 PM by online Zoom meeting.

The online Project Accounts Coordination Meeting (**PACM**) was held on **December 15, 2021**, at 11.00 am. The meeting was moderated by **Md Tariqul Islam, Assistant Director-Finance and monitoring**, there were participants of the project Finance & Admin officers, Project Coordinators and entire Project program focal, Finance focal were present in the meeting.

Agenda:

1. Last meeting minutes review.
2. Local authority Acknowledgement & Certificate (CIC, RRRC & DC office, UNO office).
3. VAT-related issue (personal tax return submission).
4. Withholding tax return U/S-75A.
5. Asset inventory Dec'21
5. Field visit/sport check by the project accountant.
6. Budget Burn Rate (BBR) analysis.
7. AoB.

SL	Agenda	Discussion and Decisions	Dateline	Responsibility
01	Last meeting minutes review	<ul style="list-style-type: none"> ➤ The account officers of UNICEF-funded projects will announce tranche wise of VAT and Tax calculation should be sent to PO by 19.12.2021. ➤ Those who are regularly purchased stock or other items are must purchase from the enlisted vendor. Babor Bhai will be decided by this month. ➤ If anyone needs help for tally or any question for tally directly commute with Ragib Hasan (Sr. coordinator) All expenditure should be one voucher. (Malteser and APFP project) ➤ A stamp of Tk. 300 / - should be used in all contracts. If the agreement is signed, if the agreement is not stamped, it will continue. In that case, you have to sign the agreement on cuties paper or white paper. If refer MOU no need a stamp, If refer agreement must need to stamp for internal agreement. ➤ In the case of budget variance, should be careful about not crossing more than 110% in the line item, so the program person should be alerted in advance to be in the finance sector. ➤ When sending any mail to donor and PO must be the mention Project name, month and year, ➤ If use the COAST venue for any meeting and training must be followed the procurement process. ➤ The Coast Foundation and donor policy should always be read. ➤ Without written documents do not hand over any assets. 	Continue	All project finance person and PM/PC

02	Local authority approval and Certificate (CIC, RRRC & DC office, and UNO office)	<ul style="list-style-type: none"> ➤ Every project must be collected Upazila wise Local authority certificate. ➤ Collect local authority by 31.12.2021 only page-out project. ➤ Collection of local authority certificate process start of running project. 	31.12.2021	All FDNM project PM/PC																																																			
	In-come Tax-related issue	<ul style="list-style-type: none"> ➤ The project accountant will collect the acknowledgment slip of return submission from the project staff and send it to the Ragib Bhai by 5th January 2022. 	05.01.2022	All project Accountant																																																			
03	VAT related issue (personal tax return submission)	<ul style="list-style-type: none"> ➤ Must be issued 6.6 ➤ If any vendor has no VAT registration must be endorsed 6.6 from the VAT office. ➤ 6.6 can be issued directly if the VAT registration is available. 	continue	All project Accountant																																																			
	Withholding tax return U/S-75A	<ul style="list-style-type: none"> ➤ For submission withholding tax, every project must be sent challan copy to Ragib Hasan- SrC- A & A within 5.12.2021 ➤ If any payable VAT and Tax of December 2021 it must be deposit by December 2021. 	5.1.2022	All project finance person																																																			
	Assets inventory Dec'21	<ul style="list-style-type: none"> ➤ Update fixed asset report to send Ragib Bhai by 31.12 2021 for Asset inventory. ➤ COAST Asset department will provide committee formation for fixed asset inventory by 25. 12 2021. ➤ After verification of asset must ensure signature of committee members. 	31.12.2021	All project accountant																																																			
05	Field visit/sport check by the project accountant.	<ul style="list-style-type: none"> ➤ All bills have to be 100% checked by mobile and through spot visits. All the shops that are quoted or billed must exist. ➤ If there are two shops of the same owner, it will not come in comparison. One quotation is allowed another will be rejected. ➤ The Accounts Officer is required to make three field visits per month and report and send reports to the focal person. 	Continue	All project finance person and PM/PC.																																																			
06	Budget Burn Rate (BBR) analysis.	<table border="1"> <thead> <tr> <th>Project name</th> <th>Burn rate November'21</th> <th>Cumulative BBR</th> </tr> </thead> <tbody> <tr> <td>CFTM</td> <td>0</td> <td>85%</td> </tr> <tr> <td>CJRF</td> <td>107%</td> <td>99%</td> </tr> <tr> <td>SFP</td> <td>93%</td> <td>93%</td> </tr> <tr> <td>A2JaC</td> <td>104%</td> <td>74%</td> </tr> <tr> <td>APFP</td> <td>99%</td> <td>90%</td> </tr> <tr> <td>TOGETHER</td> <td>63%</td> <td>92%</td> </tr> <tr> <td>CEPI</td> <td>93%</td> <td>98%</td> </tr> <tr> <td>ACCORD</td> <td>169%</td> <td>93%</td> </tr> <tr> <td>ESRPE</td> <td>29%</td> <td>72%</td> </tr> <tr> <td>UNICEF-Edu</td> <td>114%</td> <td>79%</td> </tr> <tr> <td>ISC</td> <td>97%</td> <td>95%</td> </tr> <tr> <td>ENRICH</td> <td>94%</td> <td>77%</td> </tr> <tr> <td>PACE CRAB</td> <td>78%</td> <td>84%</td> </tr> <tr> <td>SEP</td> <td>97%</td> <td>89%</td> </tr> <tr> <td>FIRST</td> <td>13%</td> <td>6%</td> </tr> <tr> <td>EASCR</td> <td>102%</td> <td>34%</td> </tr> </tbody> </table>	Project name	Burn rate November'21	Cumulative BBR	CFTM	0	85%	CJRF	107%	99%	SFP	93%	93%	A2JaC	104%	74%	APFP	99%	90%	TOGETHER	63%	92%	CEPI	93%	98%	ACCORD	169%	93%	ESRPE	29%	72%	UNICEF-Edu	114%	79%	ISC	97%	95%	ENRICH	94%	77%	PACE CRAB	78%	84%	SEP	97%	89%	FIRST	13%	6%	EASCR	102%	34%		
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As there was no further discussion, the moderator concluded the meeting by thanking all the participants.

Documented by:

Moderated by:

Razib Bhowmik
Sr. Coordinator Finance & Admin
COAST Foundation

Md. Tariqul Islam
Assistant Director- Finance & Monitoring
COAST Foundation