

PACM Meeting Minutes

Date: 24 March 2025; Time 10:00am-2.25pm

Online Project Accounts Coordination Meeting (PACM) was held on 24 March 2025; Time 10:00am-2.25pm. The meeting was moderated by Md. Tariqul Islam, AD-FM. Among others, JD- B&FC, AD- FM & CT, PCs, F&AOs and all the finance focal presented at the meeting and assisted in making decisions.

A. Propose Agenda:

1. Last meeting minutes review.
2. Local authority Acknowledgement & Certificate of 2024
3. Fund relies / Revised FD-6 approval from NGOAB for 2025
4. VAT & Tax related issue.
5. FD-4 accounts/Financial report of 2024
6. Procurement related issue.
7. Transaction closing and Eid-ul fitter leave time Cash & Cheque security.
8. Vendor Payment.
9. Budget Burn Rate (BBR) analysis.
10. AoB.

B. Discussions & Decisions:

SL	Agenda	Discussion and Decisions	Deadline	Responsible Personnel
01	Last meeting minutes review	<ul style="list-style-type: none"> Local authority Acknowledgement & Certificate Need APFP, GCA & Radio Saikat,CJRF, Tearfund Coks Bazar. Radio Saikut local authority certificate collection document Submitted by 27 March, 2025. Tax return copy preserve project office VAT & Tax file. 	Continue	Coordinator-Community Radio All respective person
02	Local authority Acknowledgement & Certificate	<ul style="list-style-type: none"> Local authority Acknowledgement & Certificate Need GCA & Radio Saikat, CJRF, Tearfund Coks Bazar. Cyclone Remal project (Lalmohon & Bhola) will collect local authority certificates by 30 April, 2025. Radio Saikut local authority certificate collection documents Submitted by 27 March and collect certificate within 30 April 2025. 	30 April'25	PC/AAO
03	Fund relies / Revised FD-6 approval from NGOAB for 2025	<ul style="list-style-type: none"> Project Fund relies and Revised FD-6 to be submitted to NGO Bureau for 2025. CJRF project by 27 March'25, GCA project by 10 April'25 Annual Report Prepared as per NGOAB format and submitted with fund relies. 	10 April'25 Ongoing	PC/AAOs
04	VAT & Tax related issues	<ul style="list-style-type: none"> Income Tax will be deposited through the A-challan system. Acknowledgment receipt of return submission should be sent to Ragib Hasan and CC to the respective project's Finance Focal by 27 March'25 VAT and Tax challan can be deposited amount under single vendor name and attached same amount vendor list along with BIN & TIN if possible. 	Ongoing 27 March'2025 Ongoing	AAOs

05	FD-4 accounts/Financial report of 2024	<ul style="list-style-type: none">APFP project FD-4 audit will be complete within 10 April 2025.CJRF project FD-4 audit will be complete within 20 April 2025.Radio Saikat & Tear fund FD-7 project FD-4 audit will be completed by 30 April 2025.Budget variance report should be prepared for FD-4 account as per latest FD-6 approval from NGOAB.	30 April 2025	Razib Bhowmik Moniya Chowdhury Sohidul Islam																																																				
06	Procurement related issue.	<ul style="list-style-type: none">Procurement plan for the period of April to June 2025 will be DD- P & C (Feroz Koli bhai) and CC respective finance focal by 10 April 2025	10 April 2025	Respective project PM/PC/FAO																																																				
07	Transaction closing and Eid-ul fitter leave time Cash & Cheque security.	<ul style="list-style-type: none">Cashbook and Cash volt must be closed and cash in hand must be zeroed. If have any balance it must be deposited to bank account.All advance must be adjusted on 27 March 2025. If and advance in hand during Eid vacation its needed approval from DEDCheque book, Deposit slip, Cheque connector foil must be kept in secured locker of the office.	27 March'25	Respective project PM/PC/FAO																																																				
08	Vendor Payment	<ul style="list-style-type: none">All approved vendor payment must be paid before Eid vacation (if have not any fund shortage in project bank account)	27 March 2025	PC/AAOs																																																				
10	Budget Burn Rate (BBR) Analysis	<table><tr><td>Project name</td><td>BBR Feb'25</td><td>Cum. BBR up to Feb'25</td><td>Current Tranche BBR- UN project</td></tr><tr><td>UNICEF-Edu</td><td>70%</td><td>35%</td><td>23%</td></tr><tr><td>CP-UNICEF-CXB</td><td>94%</td><td>90%</td><td>23%</td></tr><tr><td>PSCH Tearfund</td><td>126%</td><td>99%</td><td></td></tr><tr><td>APFP-FO4A</td><td>56%</td><td>56%</td><td></td></tr><tr><td>SGM (GCA-2)</td><td>0%</td><td>0%</td><td></td></tr><tr><td>A2J4W-GIZ</td><td>98%</td><td>79%</td><td></td></tr><tr><td>CCR (CJRF)</td><td>48%</td><td>75%</td><td></td></tr><tr><td>SPC_UNHCR</td><td>65%</td><td>90%</td><td></td></tr><tr><td>RMTP Poultry</td><td>96%</td><td>85%</td><td></td></tr><tr><td>RMTP_HSF</td><td>104%</td><td>83%</td><td></td></tr><tr><td>GCF-RHL</td><td>97%</td><td>18%</td><td></td></tr><tr><td>Livelihood Project</td><td>84%</td><td>37%</td><td></td></tr></table>	Project name	BBR Feb'25	Cum. BBR up to Feb'25	Current Tranche BBR- UN project	UNICEF-Edu	70%	35%	23%	CP-UNICEF-CXB	94%	90%	23%	PSCH Tearfund	126%	99%		APFP-FO4A	56%	56%		SGM (GCA-2)	0%	0%		A2J4W-GIZ	98%	79%		CCR (CJRF)	48%	75%		SPC_UNHCR	65%	90%		RMTP Poultry	96%	85%		RMTP_HSF	104%	83%		GCF-RHL	97%	18%		Livelihood Project	84%	37%		Continuous process	All project finance person and PM/PC
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11	AoB	<ul style="list-style-type: none">Time sheet created according to activity basisMaintain Donner Report deadline otherwise fine will be charged.Missing report deadline will be audit observation.	Continuous process	All project Manager & Finance person																																																				

As there was no further discussion, the moderator conclusion the meeting by thanking all the participants.

Documented by:
Fardin Mahabub
Accounts Cum MIS Officer

Moderated by:
Md. Tariqul Islam
AD- Finance Monitoring