

PACM meeting minutes

Date: 16 November 2023, Time 10.30.00 AM to 2:00 PM through Zoom meeting.

The online Project Accounts Coordination Meeting (PACM) have held on 16 November 2023, at 10.30.00 AM in the morning. The meeting is moderated by Md.Tariqul Islam, Assistant Director-Finance monitoring, there are participants of the Project Coordinators, Project Finance & Admin officers, and Finance focal in the meeting.

Propose Agenda:

- 1. Last meeting munities review.
- 2. Local authority Acknowledgement & Certificate.
- 3. Income tax return of Assessment year 2023-24
- 4. Assets report & Inventory
- 5. Project accountant field visit report.
- 6. Donor project compile accounts
- 7. Budget Burn Rate (BBR) analysis.
- 8. AoB.

SL	Agenda	Discussion and Decisions	Deadline	Responsibility
01	Last meeting minutes review	Those who still have not collected the Local Authority Certificate should collect Local Authority Certificate and send the scan copy the Head Office by 30 November 2023 (Radio Saikat, FAST Project,	30 November 2023	All project finance person and PM/PC. Finance Focal
		 MI emergency, ACCORD) If the return will not submit by November 30, no rebate will be allow by NBR. Funds cannot be release from NGOAB if the certificate is not submit to them. 	Continue	Person
		 The essential asset report should be send to the head office by the 10th of every month. The field visit report of project finance officer should be submit to respective Finance Focal & 	10th of every month Continue	
		Md. Tariqul Islam, AD-FM by 10th of every month.		
02	Local authority acknowledgem ent and Certificate	Those who still have not collected the Local Authority Certificate should collect Local Authority Certificate and send the scan copy the Head Office by 30 November 2023.	30 November 2023	Respective project finance person and PM/PC and Team Leaders.
		 i) Radio Saikat Cox's Bazar. ii) FAST Project (Arif Ullah for the certificate). iii) MI Emergency Project (Sahidul Islam). iv) ACCOURD Project 4th year Certificate (DC office, Taknaf & Ukhaia) Taharima Afroj Tumpa. Show Couse letter will be issued against respective staff or Salary will be held up if fund 	30 November 2023	Taharima Afroj Tumpa and Arif Ullah

		release is not Local Authorit			due to			
03	Income tax return of Assessment		Income tax return of assessment year 2023-24 submission last date 30 November 2023.				Respective project finance person and	
	year 2023-24	If the return is rebate will be		Continue	PM/PC and Team Leaders.			
		The new form tax payee staf new format.						
	According to government, circular VAT and tax will be deposit in government treasury through a-challan.							
		VAT and Tax of government a	•					
		NAGAD, BKASH, Rocket is not applicable to deposit VAT and Tax under COAST Foundation.						
		Those who want to submit return through e- return. If they face any problem, then communicate with Ragib Hasan, SrC-Finance Cooperation.			17 th of the every month	Ragib Hossain- SC-Finance		
		An online orientation held in meeting on e-return process.						
04	Assets report & Inventory	ID must be tag The current lo in the comme The essential	 Assets in a CP project that do not have an Asset ID must be tagged. The current location of the asset should be noted in the comments and sent to the head office. The essential asset report must be send to the 			30 November 2023	Jiabul Karim Chowdhury -CP Project Abbas Uddin-CP Project	
		 head office by the 10th of every month. Detailed asset report should be send to the Head office every three months. 				Continue Process		
05	Project accountant field visit report	 The field visit report should be submit to respective Finance Focal & Md. Tariqul Islam, AD-FM by 10th of every month after field visit for at least three days in a month. Finance/Accounts personnel will follow the COAST Prescribed format 			10th of every month	All project finance person		
06	Donor project compile accounts	 Donor project finance report must be submitted 10th of every month. 			10th of every month.	All project finance person		
07	Budget Burn Rate (BBR) analysis.	ate (BBR) nalysis.		Cum. BBR up to Oct'23	Current Tranche BBR- UN project	Continuous process	All project finance person and PM/PC	
		UNICEF-Edu	84%	88%	46%			
		CP_UNICEF, Cxb	91%	60%	1%			
		Radio Saikat, Tearfund	80%	96%	N/A			

		UNICEF SCP	65%	64%	61%		
		Project					
		APFP project	53%	49%	N/A		
		SGM project	72%	91%	N/A		
		SPC_UNHCR	94%	94%	N/A		
		PACE CRAB	100%	100%	N/A		
		SEP project	178%	94%	N/A		
		RMTP_Poltry	99%	92%	N/A		
		Total	86%	77%	25%		
08	AOB	Next 26.11.23, Md. Tariqul Islam, AD-FM will				26 November	Md. Tariqul Islam
		send a report format where compile financial				2023	
		report, Asset repot, Donor compile repot, BBR					
		report in same report.					

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

Documented by: Moderated by:

Md. Tarikul Islam
Finance and Admin Officer
SCP Project, COAST Foundation

Md. Tariqul Islam
AD- Finance Monitoring
COAST Foundation